JobX assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.
Benefits for Students & Applicants

- Apply for multiple jobs with one application
- JobMail notifications on potential jobs matches
- Job searches based on skills
- Accelerated online hiring process
- Elimination of paper forms
- Automated notices throughout the job search process
- Web accessibility
- 24-hour service
Your site has YOUR school’s look and feel

Your site has YOUR school departments

Your site has YOUR school customer fields

Your site has been configured to support YOUR specific University of Central Florida processes.
- Login to JobX
- Complete a JobMail Subscription
- Find a Job
- Apply for a Job
- JobX ‘My Dashboard’ Feature
First time visiting University of Central Florida site?

- Please navigate to the following URL
- Click the ‘Applicants & Employee’ link to access the JobX Students home page

https://ucf.studentemployment.ngwebsolutions.com/
How to Login to JobX

Step 1: Click ’User Dashboard’ or ‘Manage JobMail’ link on the Students home page
Login to JobX

Login utilizing your ‘UCF Federated Identity Username’ and ‘Password’
How to Complete your JobMail Subscription
What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you.

Once you’ve updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system.

This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.
You may create multiple subscriptions and name them as desired for each Job Type (Federal Work Study, Off-Campus, Institutional Employment, VUMC) supported by JobX.

- For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription.

For each subscription, you may set criteria:

- Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
- Desired Job Categories you’re interested in (e.g. Tutoring, Clerical, etc.)
- Desired Time Frames you’re interested in working (e.g. Summer Only, Academic Year, etc.)
Configure your JobMail Subscription

- Click ‘View/Modify’ to add preferences for each Job Type criterion
Configure your JobMail Subscription

- Click ‘add’ next to each item you wish to add to your JobMail subscription
Configure your JobMail Subscription

- Your selection(s) will appear in the top under ‘Selected Items’
Configure your JobMail Subscription

- When you’re finished adding search criteria, click ‘Done’
- Repeat this step for each Job Type and Criterion
  (Department/Employer, Category, and Time Frame)
Configure your JobMail Subscription

- Click one of the ‘Save Subscription(s)’ buttons to save your subscription
How to search for a Job
Quick Search

- Click the ‘Find a Job’ function from the Employees Menu
- Select a specific pre-defined ‘Quick Search’ you would like to utilize to find a job
- Otherwise, to define your own custom job search filters click ‘Advanced Search’
Click the ‘Advanced Search’ button to define your own job criteria you wish to search. Advanced Search enables you to search for jobs by the following:

- Search by Job Type Population (On-Campus FWS, Off-Campus FWS Jobs - Community, On-Campus Florida Work Experience)
- Keyword(s) Search
- Job Category, Employers/Department, Time Frame, Wage, and Hours per Week
How to apply for a Job
In order to view available job listings, you may be required to review and agree to one or more University of Central Florida statements.

A University of Central Florida Disclaimer statement will be presented for each Job Type (On-Campus FWS Jobs, Off-Campus FWS Jobs, On-Campus Florida Experience) you selected.

After you’ve successfully reviewed the applicable University of Central Florida Disclaimer Statement(s), you will be required to click the ‘I agree’ button(s) before any available jobs of that Job Type population will be presented.
Apply for Multiple jobs with one single application!

- Simply click the box next to one or more jobs you wish to submit an application
- Then, click the ‘Apply for Selected Jobs’ button
Apply for Multiple Jobs!

- Use one application to apply for one or more jobs!
- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update if the information as needed.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click ‘Open’,
- Lastly, to submit your application to the hiring supervisors for all the jobs you selected. Click the “Submit” button at the end of the application.
What is the JobX My Dashboard Feature?

- The JobX ‘My Dashboard’ feature provides a centralized location to access all your JobX data

- ‘My Dashboard’ Includes:
  - **Hire**: Past / Current / Future
  - **Awards**: Past / Current / Future
  - **Applications**: Status, View, Print, Withdraw
  - **JobMail Subscriptions**
To access your ‘My Dashboard’ feature, click the ‘My Dashboard’ feature from the Employees menu.

To access the past/current/future hires, applications, or JobMail subscription, click the respective tab you wish to view.
Past / Current/Future Pending hire information can be accessed to ensure accuracy of employment history when developing resumes.
My dashboard provides real-time self-service access to past / current / pending hires.

You may customize your application view and print applications.

You may withdraw a previously submitted application by clicking the red ‘X’ next to the application if you are no longer interested in the job. (Please note: If the applicant has already been hired, there will be no red ‘X’ displayed)

Applicant’s have two options when withdrawing their application.

- Withdraw an application and email the supervisor to explain why you are withdrawing your application; OR
- Withdraw an application without emailing the supervisor.
Once you receive your “You’ve been hired” email you will need to complete a hiring packet with the department that has hired you. The department will reach out to schedule a meeting for a hiring packet.

For the hiring packet, you will need a valid Driver’s license and valid Social Security Card available. You will also submit your award summary and class schedule (both printed directly from your myUCF).

YOU MAY NOT BEGIN WORK UNTIL THIS HAS BEEN COMPLETED and your supervisor authorizes you to begin work.
Questions?

If you have questions, please reach out to the FWS email account:

workstudy@ucf.edu