



The University of Vermont



Student Employee Training



JobX helps schools automate the job posting, application, hiring, and reporting process for student employees, employers, and administrators.

Benefits for Employees

- Apply for multiple jobs with one online application
- JobMail enables employees to be notified immediately about jobs that match their job preferences
- Job search skills development
- Accelerated online hiring process
- Eliminated paper forms
- Automated notices throughout the JobX lifecycle
- Web accessibility
- 24-hour service

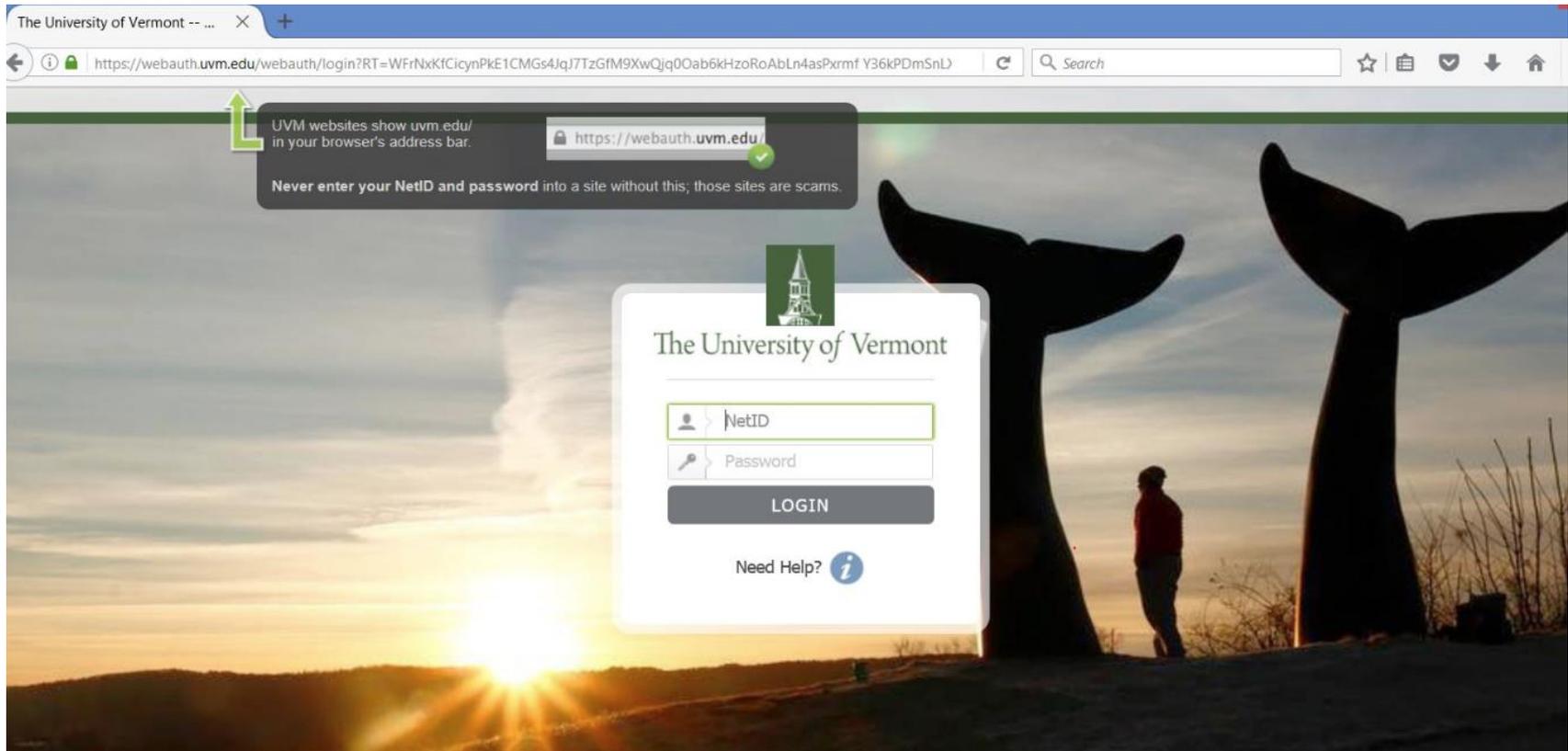
School Specific Customization

- 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 Vermont processes.

Training Agenda

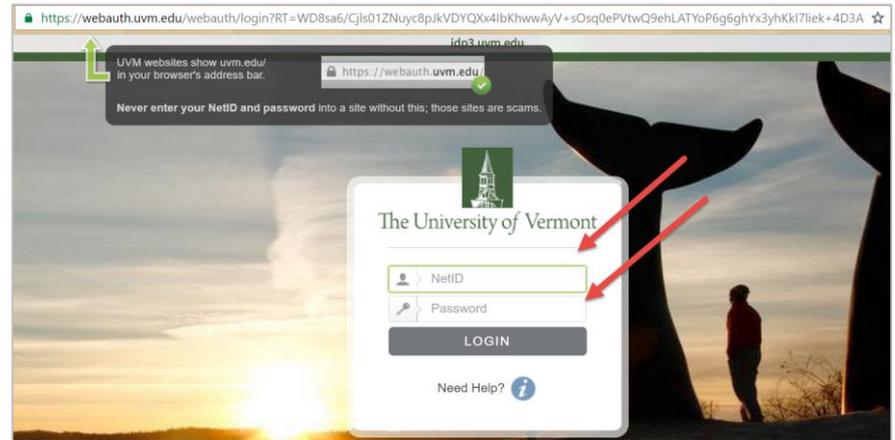
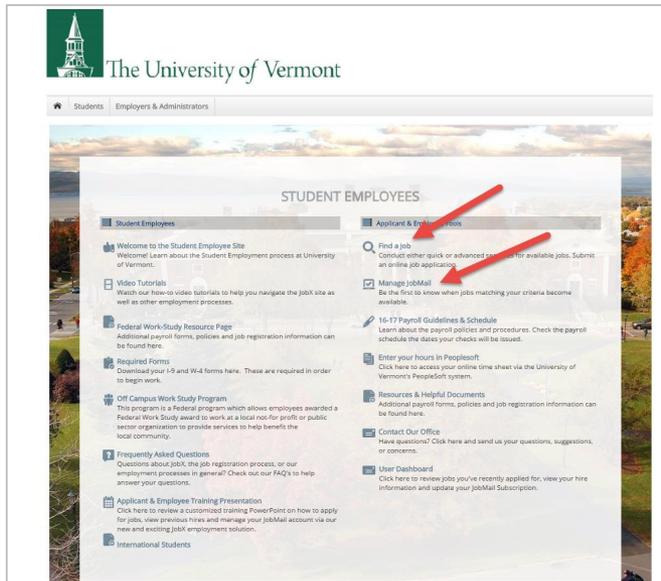
- How to login to JobX
- How to complete a JobMail subscription
- How to find a job
- How to apply for a job
- What is the JobX 'My Dashboard' feature?
- Employer hires student (implied)

First time visiting UVM's site?



Please navigate to the UVM Web Site and log-in to MyUVM

How to Login to JobX



- Step 1: Click 'Find a Job' or 'Manage JobMail' link on the JobX Student Employees Home Page.
- Step 2: You will be directed to the UVM Portal.
- Step 3: Login utilizing your UVM NetID and Password.

How to Login to JobX

The screenshot shows the myUVM website interface. At the top, there is a navigation bar with the following items: Student, My Schedule, Registrar, and Student Financial Services. A red arrow points to the 'Student Financial Services' link. To the right of the navigation bar, there are several utility icons: Blackboard, PeopleSoft, Resources, UVMHome, Email, and Logout. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'My 4 Year Action Plan' section with a '4 YEAR PLAN FOR CAREER SUCCESS' badge and a 'You're in the homestretch!' message. Below this is a 'My Campus' section with a poll titled 'How'd You Do this Semester?' and a 'Cast Your Vote' button. On the right, there is a 'My Life at UVM' section with a blue banner that says 'ENJOY YOUR WINTER BREAK!!!'. Below this is a 'My Involvement' section with a large image of a city skyline at night and a green banner that says 'NEW YORK J.P. MORGAN JAN 5TH AT 6:30PM register now'.

- Step 1: Click on Student Financial Services on the top tool bar.

How to Login to JobX

The screenshot shows the myUVM website dashboard. At the top, there is a navigation bar with links for Student, My Schedule, Registrar, Student Financial Services, Advising (Degree Audit), and Help. The main content area is divided into several sections:

- Announcements:** You currently have no announcements.
- My Account:** A section for managing the student account.
- STUDENT ACCOUNT:** A green banner with a list of links: View Account and Billing Activity, Make an Electronic Payment, Current Account Activity, Set Up Direct Deposit, View History of Statements and Payments, and View Financial Holds.
- My Taxes:** A section for tax-related information.
- TAX INFORMATION:** A green banner with a list of links: View 1098T, What Is a 1098T?, and View My Account by Calendar Year.
- Find Answers:** A search bar with the text "ask us" and "Have more questions?" and an "Ask" button.
- Check This Out:** A central banner with a green background and white text: "Looking to Receive Your Refund?" and "GET DIRECT DEPOSIT! Signing up is simple and quick!". Below this are four links: Direct Deposit, Proxy Access, Scholarship Information, and SFS Contact Information.
- Student Employment:** A large banner with the text "FIND A JOB ON CAMPUS OPENINGS" and "STUDENT EMPLOYMENT OFFICE".
- My Award:** A section for financial aid information.
- FINANCIAL AID:** A green banner with a list of links: View My Award, View My Requirements, View Award Messages, View Academic Progress, View Loan and Award History, and File the FAFSA Online.
- My Proxy Access:** A section for proxy access information.
- ACCOUNT ACCESS:** A green banner with a list of links: Set Up and Manage Proxy Access and What Is Proxy Access and Why Is It Important?.
- Video Tutorials:** A section for video tutorials, featuring a video titled "IRS Data Retrieval Tool (2016-1017)" and "7 Easy Steps to the FAFSA 2010-2017 Student's Guide to the Free Application for Federal Student Aid".

➤ Step 2: Click on FIND A JOB

How to Login to JobX

The University of Vermont

Students Employers & Administrators

JobX
Powered by NextGen

Student Employees
Search for a job or sign up for e-mail notification about positions you're interested in.

On-Campus Employers
Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

Off-Campus Employers
Off-campus employers may request a login to post jobs on the UVM JobX site, post job opportunities, review applications, and hire employees. Employment guidelines and required documents are at your fingertips.

- This will bring you to the Jobs Board home page.
- Click on Student Employees

How to Login to JobX

The University of Vermont

Students Employers & Administrators

STUDENT EMPLOYEES

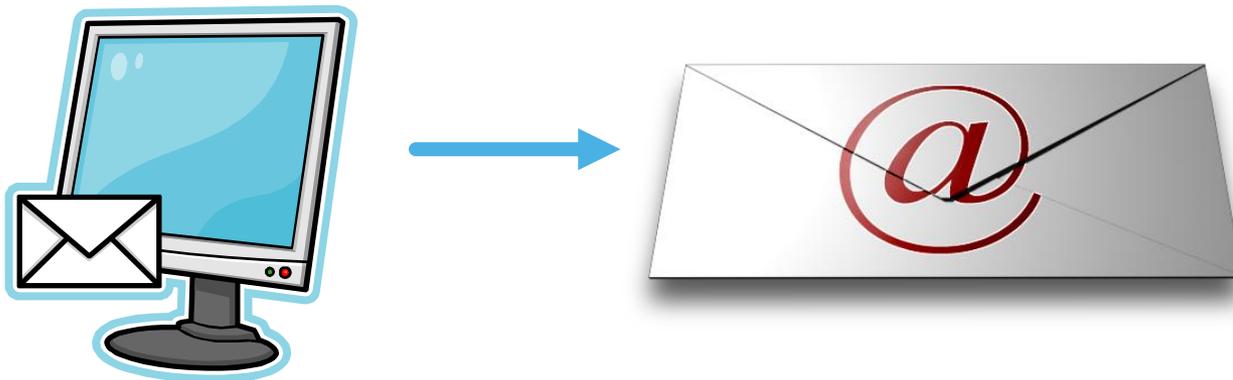
- Student Employees**
 - Welcome to the Student Employee Site
Welcome! Learn about the Student Employment process at University of Vermont.
 - Video Tutorials
Watch our how-to video tutorials to help you navigate the JobX site as well as other employment processes.
 - Federal Work-Study Resource Page
Additional payroll forms, policies and job registration information can be found here.
 - Required Forms
Download your I-9 and W-4 forms here. These are required in order to begin work.
 - Off Campus Work Study Program
This program is a Federal program which allows employees awarded a Federal Work Study award to work at a local not-for profit or public sector organization to provide services to help benefit the local community.
 - Frequently Asked Questions
Questions about JobX, the job registration process, or our employment processes in general? Check out our FAQ's to help answer your questions.
 - Applicant & Employee Training Presentation
Click here to review a customized training PowerPoint on how to apply for jobs, view previous hires and manage your JobMail account via our new and exciting JobX employment solution.
 - International Students
- Applicant & Employee Tools**
 - Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.
 - Manage JobMail
Be the first to know when jobs matching your criteria become available.
 - 16-17 Payroll Guidelines & Schedule
Learn about the payroll policies and procedures. Check the payroll schedule the dates your checks will be issued.
 - Enter your hours in Peoplesoft
Click here to access your online time sheet via the University of Vermont's PeopleSoft system.
 - Resources & Helpful Documents
Additional payroll forms, policies and job registration information can be found here.
 - Contact Our Office
Have questions? Click here and send us your questions, suggestions, or concerns.
 - User Dashboard
Click here to review jobs you've recently applied for, view your hire information and update your JobMail Subscription.

Click 'Find a Job' or 'Manage JobMail' link on the JobX Student Employees Home Page.



The University of Vermont

How to Complete your JobMail Subscription





The University of Vermont

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.



Configure your JobMail Subscription

The University of Vermont

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Students](#) [Help](#)

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

[Current Hires & Awards \(2\)](#) [Upcoming Hires & Awards \(0\)](#) [Old Hires & Awards \(0\)](#) [Applications](#) [Job Mail](#)

JobMail Information [\[+/- \]](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

On Campus Federal Work Study ↕	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Off Campus Federal Work Study ↕	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
On Campus Student Employment ↕	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

- Click 'View/Modify' to add preferences for each Job Type criterion.
- You may set criteria for Employers, Job Categories, and Timeframe.

Configure your JobMail Subscription

- Click 'View/Modify' to add preferences for each Job Type criterion.
- You may set criteria for Employers, Job Categories, and Timeframe.

Configure your JobMail Subscription

The University of Vermont

Welcome, Roy a Rogers1 | [Logout](#)

Students Help

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (0) Applications Job Mail

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions.

On Campus Federal Work Study [«?»](#)

Subscription1

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Off Campus Federal Work Study [«?»](#)

There are no subscriptions for this job type.

On Campus Student Employment [«?»](#)

There are no subscriptions for this job type.

Choose Employer(s) [\[X\]](#)

Selected Items [\[Remove All\]](#)

None selected

Available Items [\[Add All\]](#)

- Academic Success Programs [\[add\]](#) ▲
- Academic Support Programs: Upward Bound [\[add\]](#) ▾
- Administrative Business Service Center [\[add\]](#)
- Affirmative Action and Equal Opportunity Office (AAEO) [\[add\]](#)
- ALANA Student Center [\[add\]](#)
- Alumni and Parent Programs [\[add\]](#)
- Animal and Veterinary Sciences [\[add\]](#)
- Animal Care Management [\[add\]](#)
- Anthropology [\[add\]](#) ▼

[\[Done\]](#)

Click 'add' next to each item you wish to add to your JobMail subscription

Configure your JobMail Subscription

The University of Vermont

Welcome, Roy a Rogers1 | [Logout](#)

Students Help

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (0) Applications Job Mail

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions.

On Campus Federal Work Study [edit](#)

Subscription1

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Off Campus Federal Work Study [edit](#)

There are no subscriptions for this job type.

On Campus Student Employment [edit](#)

There are no subscriptions for this job type.

Choose Employer(s)

Selected Items [\[Remove All\]](#)

- Academic Success Programs [\[remove\]](#)

Available Items [\[Add All\]](#)

- Academic Support Programs: Upward Bound [\[add\]](#)
- Administrative Business Service Center [\[add\]](#)
- Affirmative Action and Equal Opportunity Office (AAEO) [\[add\]](#)
- ALANA Student Center [\[add\]](#)
- Alumni and Parent Programs [\[add\]](#)
- Animal and Veterinary Sciences [\[add\]](#)
- Animal Care Management [\[add\]](#)
- Anthropology [\[add\]](#)
- Art and Art Historv [\[add\]](#)

[\[Done\]](#)

Your selection(s) will appear in the top under 'Selected Items'.

Configure your JobMail Subscription

The University of Vermont

Welcome, Roy a Rogers1 | [Logout](#)

Students Help

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (0) Applications Job Mail

JobMail Information [+/-]

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions.

On Campus Federal Work Study [←?](#)

Subscription 1

» Employer 0 selected

» Category 0 selected

» Time Frame 0 selected

Off Campus Federal Work Study [←?](#)

There are no subscriptions for this job type.

On Campus Student Employment [←?](#)

There are no subscriptions for this job type.

Choose Employer(s) [X](#)

Selected Items [\[Remove All\]](#)

Academic Success Programs [\[remove\]](#)

Available Items [\[Add All\]](#)

Academic Support Programs: Upward Bound [\[add\]](#) ▲

Administrative Business Service Center [\[add\]](#)

Affirmative Action and Equal Opportunity Office (AAEO) [\[add\]](#)

ALANA Student Center [\[add\]](#)

Alumni and Parent Programs [\[add\]](#)

Animal and Veterinary Sciences [\[add\]](#)

Animal Care Management [\[add\]](#)

Anthropology [\[add\]](#)

Art and Art History [\[add\]](#) ▼

[\[Done\]](#)

- When you're finished adding search criteria, click 'Done.'
- Repeat this step for each Job Type and Criterion (Employer, Category, and Time Frame).

Configure your JobMail Subscription

The University of Vermont

Welcome, Roy a Rogers1 | [Logout](#)

Students Help

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

Current Hires & Awards (2) Upcoming Hires & Awards (0) Old Hires & Awards (0) Applications Job Mail

JobMail Information [+/-]

The JobMail system sends e-mail to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

On Campus Federal Work Study ↕	[Add New Subscription]
Subscription	[Delete Subscription]
» Employer 1 selected <i>modified</i>	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Off Campus Federal Work Study ↕	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
On Campus Student Employment ↕	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

Click one of the 'Save Subscription(s)' buttons to save your subscription.

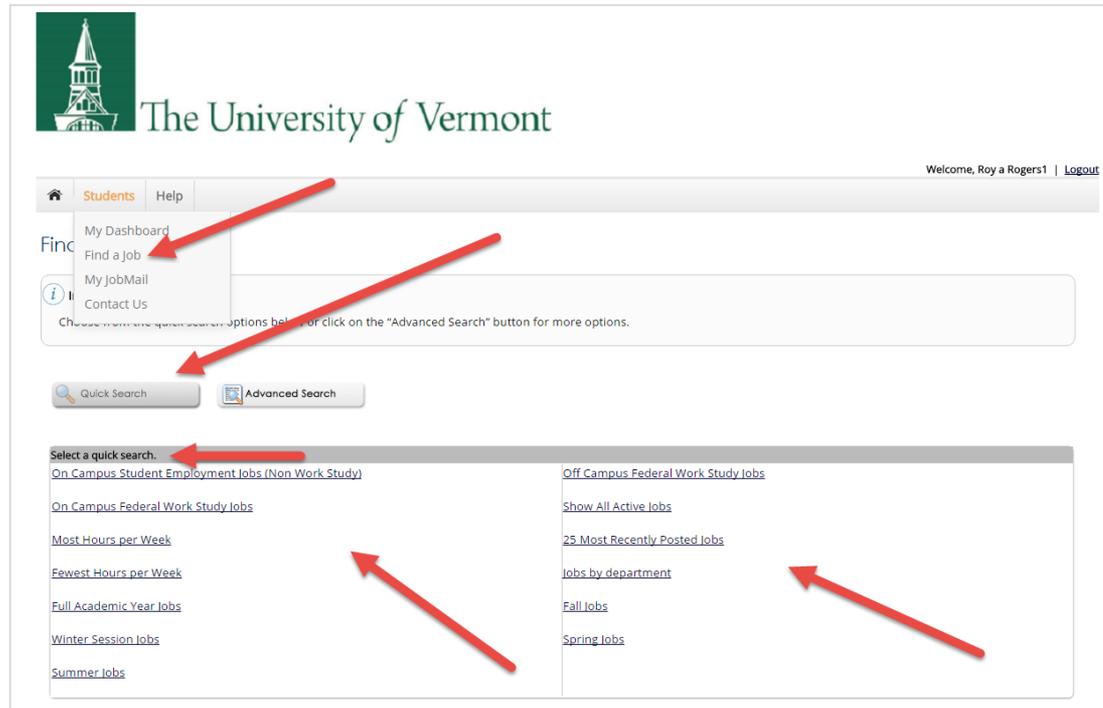


The University of Vermont

How to search for a job

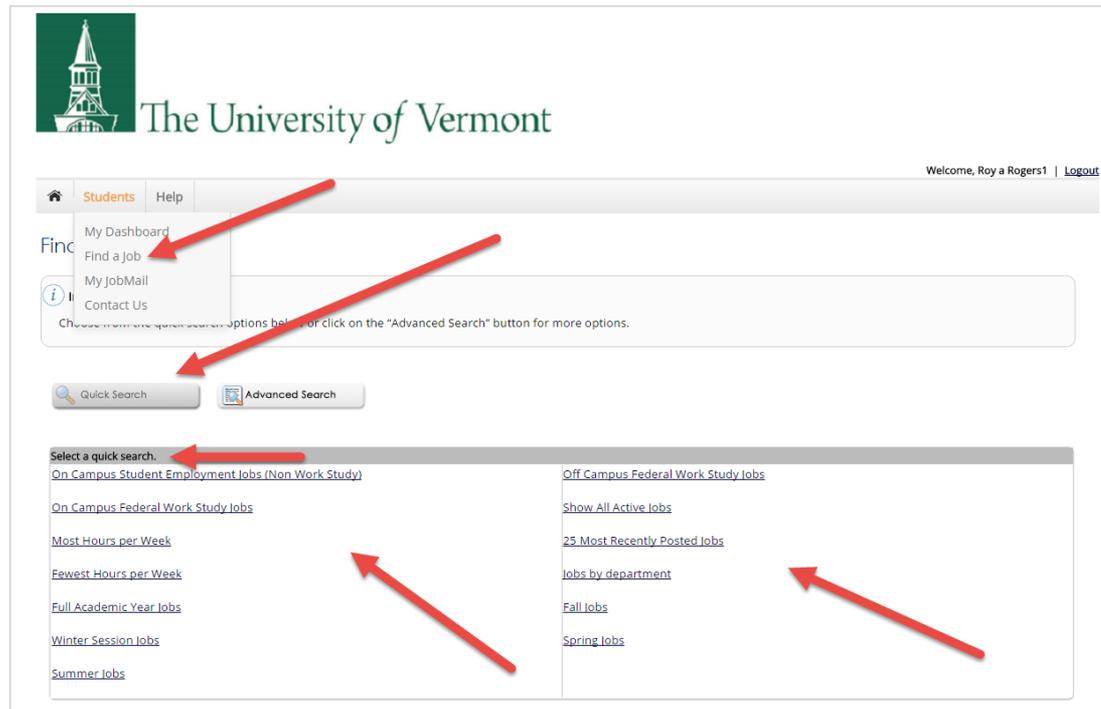


Quick Search: A search containing pre-defined criteria



- Click the 'Find a Job' function from the Student menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, click 'Advanced Search' to define your own criteria.

Advanced Search: Define your own job criteria



- 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:
 - ▶ Keyword(s)
 - ▶ Job Type Population (On-Campus FWS, Off Campus FWS, On Campus Student Employment)
 - ▶ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week



The University of Vermont

How to apply for a job



UVM Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more UVM Disclaimer statements.
- A UVM Disclaimer statement will be presented for each Job Type (On Campus FWS, Off Campus FWS, On Campus Student Employment) you selected.
- After you've successfully reviewed the applicable UVM 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.

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the job title.

In order to view available jobs, if any disclaimers are presented below, you must click the "Agree" button for those jobs to be presented for your consideration.

[Run a New Search](#)

Disclaimer: Off Campus Federal Work Study

Employee Rights

I understand that I have the right to equal employment opportunity under the [UVM Policy on Equal Opportunity/Affirmative Action](#). I also have the right to apply for available positions, accept or reject offers of employment, and know that my supervisor or I may terminate my employment at any time.

As a student employee, I agree to:

- 1. Not begin work** prior to receiving a confirmation email of my hire from the Student Employment Office and prior to completing an I-9 form. All first time UVM student employees or ones who that have not been paid by UVM for a year or more must complete this federal requirement.
 - In the event that I must satisfy this requirement, I will go to UVM HRIS located at 228 Waterman with the following:
 - **SHOW** proof of being hired for my position by showing my email notification on **MY PHONE** or by **PRINTING** out the email.
 - **HAVE ACCEPTABLE** identification- to view acceptable options, click [HERE](#) and scroll to page 9 of 9!
- 2. Report time worked.** I must enter and submit my hours through the PeopleSoft Employee Payroll System no later than 12:00 p.m. every other Monday pursuant to the University's biweekly payroll schedule. If my supervisor provides an earlier time entry deadline, I will comply. I am the **only person** that is certified to enter my time. If I work at a Kronos site, I must swipe my Student ID each shift to clock my time. My student employment earnings are subject to state and/or federal income tax and I may update my withholding allowances through the PeopleSoft Employee Payroll System.
- 3. Sign up for direct deposit.** I understand that I am required to sign up for direct deposit. This can be completed within UVM's PeopleSoft Payroll System or by visiting the UVM Payroll Office located at 237 Waterman.
- 4. Adhere to standards of confidentiality.** In the performance of my duties, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include but are not limited to education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that unauthorized disclosure of such Protected Information can adversely impact the University, individual persons, or affiliated organizations. I understand that fraudulent activity will result in a breach of 9CS and/or 9CJ of the Prohibited Acts section of the [University Code of Conduct](#) and may be referred for a University hearing pursuant to 9B and 9F of the University Code of Conduct or a hearing in a Court of Law.

Federal Work Study

Federal Work Study (FWS) is a form of financial aid that provides employment opportunities to help students meet educationally related expenses. Under this program, funds are given to UVM to administer to students deemed eligible in accordance with the regulations and guidelines provided by the Congress of the United States and the Department of Education. International, Global Gateway and/or Continuing Education students cannot be considered for FWS.

I understand that:

- 1.** I will review my financial aid package to verify if I have FWS and will accept or decline my award. I will also agree to the terms and conditions requirement of having this award, if in fact I've been awarded and wish to seek employment opportunities.
- 2.** The amount of FWS funding listed in my financial aid award package reflects the maximum amount of gross FWS pay that I may earn. In the event that I earn more, my employment will be terminated and the department that hired me will be charged the overage.
- 3.** My FWS earnings are subject to state and federal income tax. I may update my state and federal income tax withholding allowances through the PeopleSoft Employee Payroll System at any time.
- 4.** If my FWS eligibility changes for any of the reasons listed below, I will be notified via my UVM email. I must notify my employer(s) of any changes to my FWS award.
 - I am eligible for any sources of financial assistance (including grants and scholarships) which are not currently reflected in my UVM financial aid award.
 - Additional applicable financial information is provided to Student Financial Services.
 - There are changes in my enrollment status or if I fail to maintain satisfactory academic progress as defined by the University.
- 5.** I may have a maximum of three FWS jobs as long as I secure one by the deadlines noted below. I am also eligible for non-Federal Work Study positions and may seek these opportunities at any time.

I understand that my FWS eligibility will be terminated if I:

- 1.** Do not secure a fall only or full year FWS position by **October 1** or...
- 2.** Decline the fall portion of my full year award and fail to reserve the spring by **October 1** by contacting studentfinancialservices@uvm.edu or in person at 223 Waterman. If I elect to do this or am a spring-admitted student, I must secure a FWS position by **February 15**.
- 3.** Fail to enroll in classes or study abroad.

I agree

Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any 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 is no longer accurate.
- 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, please click the "Submit" button.

Apply To Job

Instructions

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

- Digital Production Assistant - Catamount Trail Association
- Teaching Assistant - Anthropology

General

First name: Roy *

Middle name: a

Last name: Rogers1 *

Email: royrogers1@ngwebsolutions.com * (re-enter to confirm)

Net ID: 111111111 *

Resume: No file chosen

Mobile Phone: *

Class Standing: Please select *

What is your major? *

Enrollment Data: Check the terms you plan to attend this academic year.

Fall Semester *
 Spring Semester
 Summer Semester

Please list any languages (beyond English) of which you have a working knowledge.

Computer Applications: Which of the following do you have a working knowledge?

<input type="checkbox"/> Access	<input type="checkbox"/> Bibliographic Database	<input type="checkbox"/> C Language
<input type="checkbox"/> Cobol	<input type="checkbox"/> .Net	<input type="checkbox"/> Dreamweaver
<input type="checkbox"/> Endnote	<input type="checkbox"/> Excel	<input type="checkbox"/> Filemaker Pro
<input type="checkbox"/> Fireworks	<input type="checkbox"/> HTML	<input type="checkbox"/> Illustrator
<input type="checkbox"/> Java	<input type="checkbox"/> Orbis	<input type="checkbox"/> Photoshop
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Word	

Please list your qualifications for this job.

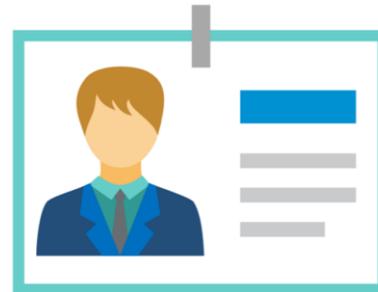
Please list your available times to work.



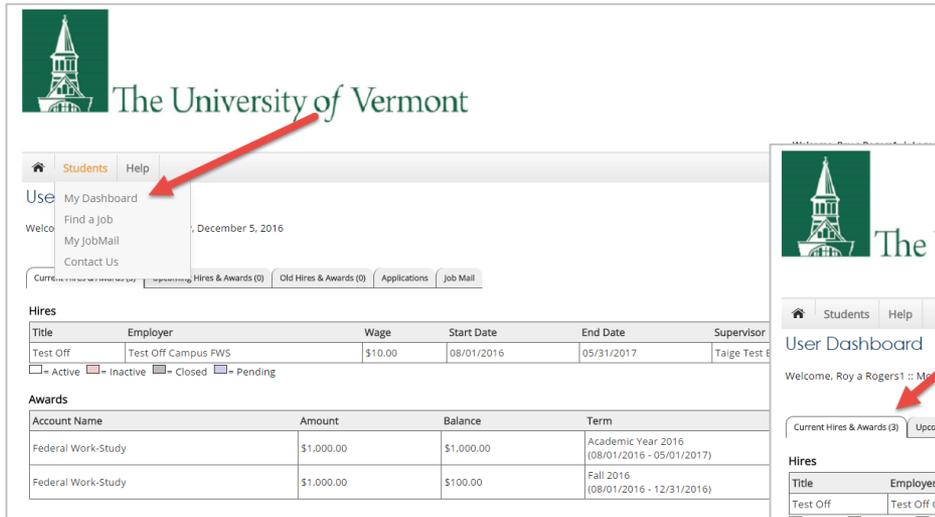
The University of Vermont

What is the JobX 'My Dashboard' Feature?

- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' data includes:
 - Current / Upcoming / Old / Hires and Awards
 - Applications (Status, View, Print, Withdraw)
 - JobMail Subscriptions



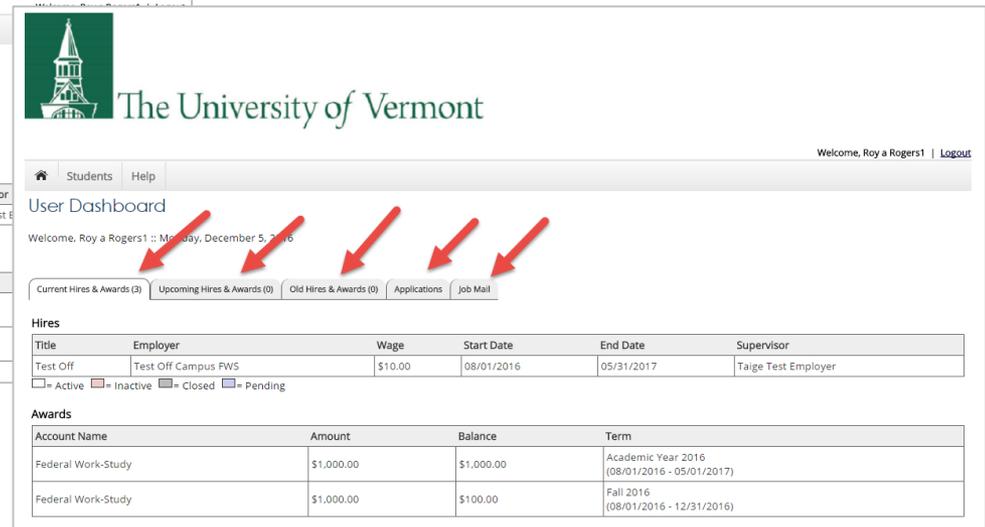
What is the 'My Dashboard' Feature?



The screenshot shows the University of Vermont website. A red arrow points to the 'My Dashboard' option in the 'Students' menu. Below the menu, there are tabs for 'Hires & Awards (0)', 'Old Hires & Awards (0)', 'Applications', and 'Job Mail'. The 'Hires' section contains a table with columns: Title, Employer, Wage, Start Date, End Date, and Supervisor. The 'Awards' section contains a table with columns: Account Name, Amount, Balance, and Term.

Title	Employer	Wage	Start Date	End Date	Supervisor
Test Off	Test Off Campus PWS	\$10.00	08/01/2016	05/31/2017	Taige Test E

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Academic Year 2016 (08/01/2016 - 05/01/2017)
Federal Work-Study	\$1,000.00	\$100.00	Fall 2016 (08/01/2016 - 12/31/2016)



The screenshot shows the University of Vermont website. A red arrow points to the 'User Dashboard' option in the 'Students' menu. Below the menu, there are tabs for 'Current Hires & Awards (3)', 'Upcoming Hires & Awards (0)', 'Old Hires & Awards (0)', 'Applications', and 'Job Mail'. The 'Hires' section contains a table with columns: Title, Employer, Wage, Start Date, End Date, and Supervisor. The 'Awards' section contains a table with columns: Account Name, Amount, Balance, and Term.

Title	Employer	Wage	Start Date	End Date	Supervisor
Test Off	Test Off Campus PWS	\$10.00	08/01/2016	05/31/2017	Taige Test Employer

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Academic Year 2016 (08/01/2016 - 05/01/2017)
Federal Work-Study	\$1,000.00	\$100.00	Fall 2016 (08/01/2016 - 12/31/2016)

- To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Student menu.
- To access the current/upcoming/old hire & awards, applications, and your JobMail subscription, simply click the respective tab you wish to view.

What is the 'My Dashboard' Feature?

The University of Vermont

Welcome, Roy a Rogers1 | [Logout](#)

[Home](#) [Students](#) [Help](#)

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

[Current Hires & Awards \(3\)](#) [Upcoming Hires & Awards \(0\)](#) [Old Hires & Awards \(0\)](#) [Applications](#) [Job Mail](#)

Hires

Title	Employer	Wage	Start Date	End Date	Supervisor
Test Off	Test Off Campus FWS	\$10.00	08/01/2016	05/31/2017	Taige Test Employer

= Active = Inactive = Closed = Pending

Awards

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Academic Year 2016 (08/01/2016 - 05/01/2017)
Federal Work-Study	\$1,000.00	\$100.00	Fall 2016 (08/01/2016 - 12/31/2016)

- Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.
- No more waiting in lines to find out your Award Amount or Award Balance – 'My Dashboard' ensures this information is at your fingertips.

Applications

The University of Vermont

Welcome, Roy a Rogers1 | Logout

Students Help

User Dashboard

Welcome, Roy a Rogers1 :: Monday, December 5, 2016

Current Hires & Awards (3) Upcoming Hires & Awards (0) Old Hires & Awards (0) Applications Job Mail

Application Information [+/-]

Number of Days to return: 1 Year

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4376	Test Off	Test Off Campus FWS	Hired	12/5/2016	9			X
4309	Test On Campus FWS Job - 111016	Student Employment Office	Hired	11/10/2016	4			X
4305	Test Student Employment Job - 102016	Student Employment Office	Hired	12/20/2016	10			X
4304	TEST	Academic Success Programs	Hired	10/11/2016	4			X
4303	TEST	350 Vermont	Submitted	10/11/2016	14			X
4301	Test Fields	Student Employment Office	Submitted	10/11/2016	2			X
4226	Business Analyst II	Student Employment Office	Submitted	10/5/2016	0			X
4303	TEST	350 Vermont	Hired	9/29/2016	14			X

- No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your 'best fit' jobs. My dashboard provides real-time self-service access to this information.
- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Applicant's have two options when withdrawing their application.
 - ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR
 - ▶ Withdraw an application without emailing the supervisor.

Congratulations, You're Finished!



What are the next steps?

Next Steps....

- Once you receive your “You’ve been hired” email you will need to bring that email to **Human Resources in Waterman 223** and fill out an I9 Form if you don’t have one on file.

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

Questions?



**Please email the Student Employment Office at:
student.employment @uvm.edu
or call us at:
802-656-5705**