

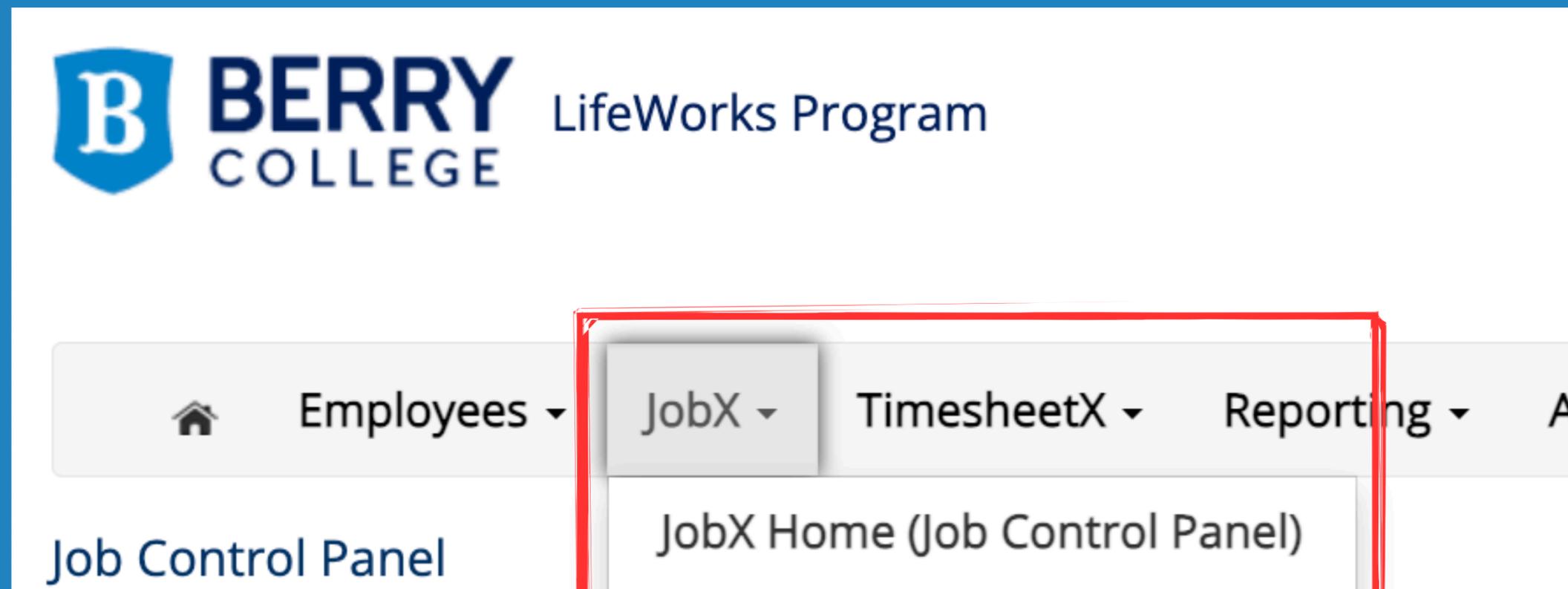
# HIRE A STUDENT



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LifeWorks Program

# Start at the JobX control panel



The screenshot shows the top navigation bar of the Berry College LifeWorks Program. The Berry College logo is on the left, followed by the text "LifeWorks Program". The navigation menu includes a home icon, "Employees", "JobX", "TimesheetX", "Reporting", and "A". The "JobX" menu item is highlighted with a red box, and its dropdown menu is open, showing "JobX Home (Job Control Panel)".

**BERRY COLLEGE** LifeWorks Program

Home Employees ▾ **JobX ▾** TimesheetX ▾ Reporting ▾ A

Job Control Panel

JobX Home (Job Control Panel)

# Choose the job you are hiring the student for.



Jobs Program

TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Result Filters: Employer: LifeWorks Operations Office  
My Jobs Only [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#)

Select/Deselect All Show 25 results per page

<a href="#">Test Job</a>		Applications: <a href="#">0 (0 New)</a>
<input type="checkbox"/> Job Id: 10405 Contact Person: Wage: \$9.25 /hr	Status: Inactive Location:	Listed: Job Type: On-Campus Jobs

# Click “hire a student”

**Note: you must have at least 1 available opening in order to hire. You may need to edit your job if you have 0 openings in order to move forward**

» This job is currently in Active, Not Listed.

<b>Update Status</b>	
<a href="#">Active, Listed</a>	» Click to change to
<a href="#">Active, Not Listed</a>	» Current Status
<a href="#">Inactive</a>	» Click to change to

<b>View Applicants</b>	
No applications have been submitted for this job.	

<b>Manage Application</b>	
This job is configured to collect online applications.	
<a href="#">Edit or view the online application.</a>	

<b>Hire Student</b>	
<a href="#">Hire a student</a>	



**You may choose from online applicants OR enter the student first/last name OR student ID.**

**Remember some students' legal names may be different in the system than their preferred names: when in doubt enter the ID**

The screenshot shows the Berry College LifeWorks Program interface. At the top left is the Berry College logo and 'LifeWorks Program'. A navigation bar contains links for Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. The main content area is titled 'Fill the job "Test Job"' and states 'There is one opening for this position. Please select one applicant to fill this job.' Below this, there are two tabs: 'Hire On-line Applicants' (which says 'There are no on-line applicants.') and 'Hire candidates who did not apply On-line.'. Under the second tab, there is a table with columns for First Name, M.I., Last Name, and Employee ID. The first row of the table contains the name 'Victor' in the First Name field and 'Viking' in the Last Name field. A red arrow points from the 'Go to step 2' button to the table, and another red arrow points from the table to the 'Go to step 2' button.

	First Name	M.I.	Last Name	Employee ID
1.	Victor		Viking	

[Go to step 2](#)

**Click go to step 2....**

**Verify that this is the correct student (ignore the “not yet verified” message, that step will come next) then click continue.**



Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Fill Job Step 2: Verify Applicants

The following candidates have not yet been verified by the system.

Victor Viking (Victor.Viking@vikings.berry.edu), Student ID: 777777

1.  Victor Viking (victor.viking@vikings.berry.edu), Student ID: 999999

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**Hiring requirements verification : a green check is required to continue. If a student has a red X for the I-9/confidentiality form, please contact HR (employment@berry.edu). If a student needs a resume approval from career development, please have them complete the resume review process or contact careerdevelopment@berry.edu with questions.**

Student Validation Results - Victor Viking

✗	I-9 Completed?
✗	Confidentiality Statement Verified?

This Applicant has not been validated. Hiring will not continue for this hire.

None of the Students passed hire validation. Click cancel below to return to the hire screen. [Cancel](#)

**Click continue...**



Student Validation Results - Grace Wooddell

✓	I-9 Completed?
✓	Confidentiality Statement Verified?

[Continue](#) [Cancel](#)

# Enter your estimated hours, start dates, and primary/secondary supervisors, then click “submit”

Please enter dates that align with the nearest payroll: all hires need to end by 5-10-24 for this academic year.



Step 3

The following employees(s) have been verified by the system and are ready to be hired.

	Student Name	Student ID
<a href="#">Remove</a>	1.	

Wage (per hour): \* \$9.25

Expected Hours per Week: \*

Employment Start Date: \*

Employment End Date: \*

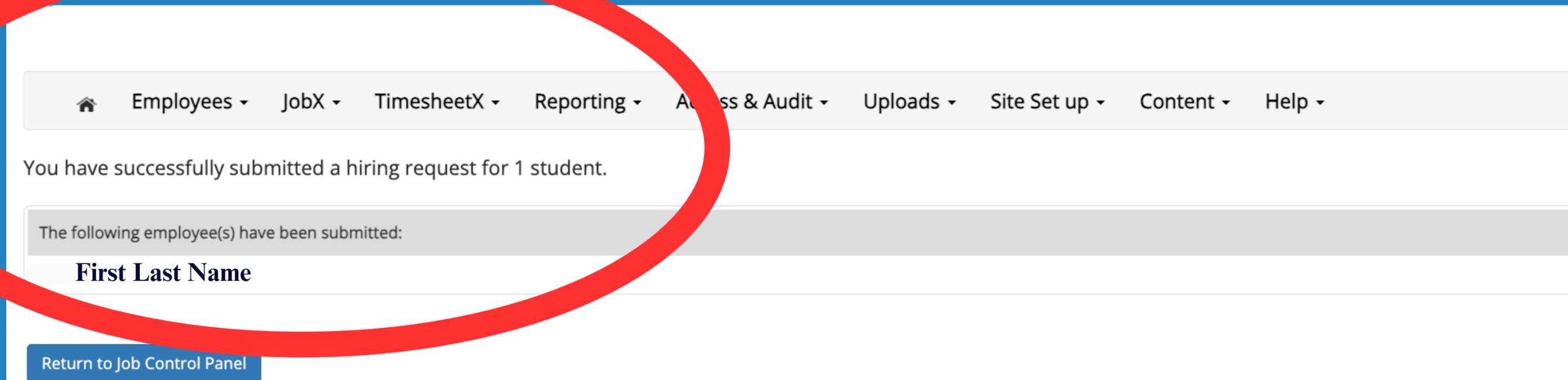
Additional Comments:

Primary Supervisor \*

Secondary Supervisor: Ctrl + click to select multiple

[Submit](#) [Cancel](#)

**Final confirmation screen: our office will approve your hire, usually within 1 business day. After approval, you will receive an email and the student timesheet will be generated.**



The screenshot shows a web application interface with a navigation bar at the top containing a home icon and menu items: Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the navigation bar, a message states: "You have successfully submitted a hiring request for 1 student." Underneath this message is a table with a header row that reads "The following employee(s) have been submitted:". The first column of the table is labeled "First Last Name". At the bottom left of the page, there is a blue button labeled "Return to Job Control Panel". A large red oval is drawn around the navigation bar and the message area.