



**SUNY**  
**DOWNSTATE**  
Health Sciences University



On-Campus Student  
Training



## =Total Solution

**JobX** assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.



# Benefits for Students



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

# 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 SUNY-Downstate Sciences University processes

# Training Agenda



Login to JobX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



# Login JobX

# Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Student Applicants & Employees' link.

**SUNY DOWNSTATE**  
Health Sciences University

Home Employees Employers & Administrators

**JobX**  
Powered by NextGen

Welcome to the Student Employment Portal

**Student Applicants & Employees**  
Search for a job or sign up for e-mail notification about positions you are interested in applying.

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

SUNY – Downstate Health Sciences University's JobX Site:  
<https://downstate.studentemployment.ngwebsolutions.com/>

# How to Login to JobX

**Step 1:** Click 'Dashboard' or 'Manage JobMail' link on the Student Applicants & Employees home page.

**Student Applicants & Employees**

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

**Information**

**Welcome**

Welcome! Learn about the Federal Work Study process at SUNY Downstate Health Science Center.

**Forms**

Download your I-9 and W-4 forms here. These are required in order to begin work.

**FAQ**

Questions about JobX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.

**Training**

**Applicant and Employee Training**

Click here to review a customized training PowerPoint on how to apply for jobs via our new and exciting JobX employment solution.

**Student Manual**

Watch our how-to video tutorials to help you navigate the JobX site as well as other employment processes.

**Other Links**

**Dashboard**

Click here to review jobs you've recently applied for and to update your JobMail Subscription.

**Find a Job**

Conduct either quick or advanced searches for available jobs. Submit an online job application.

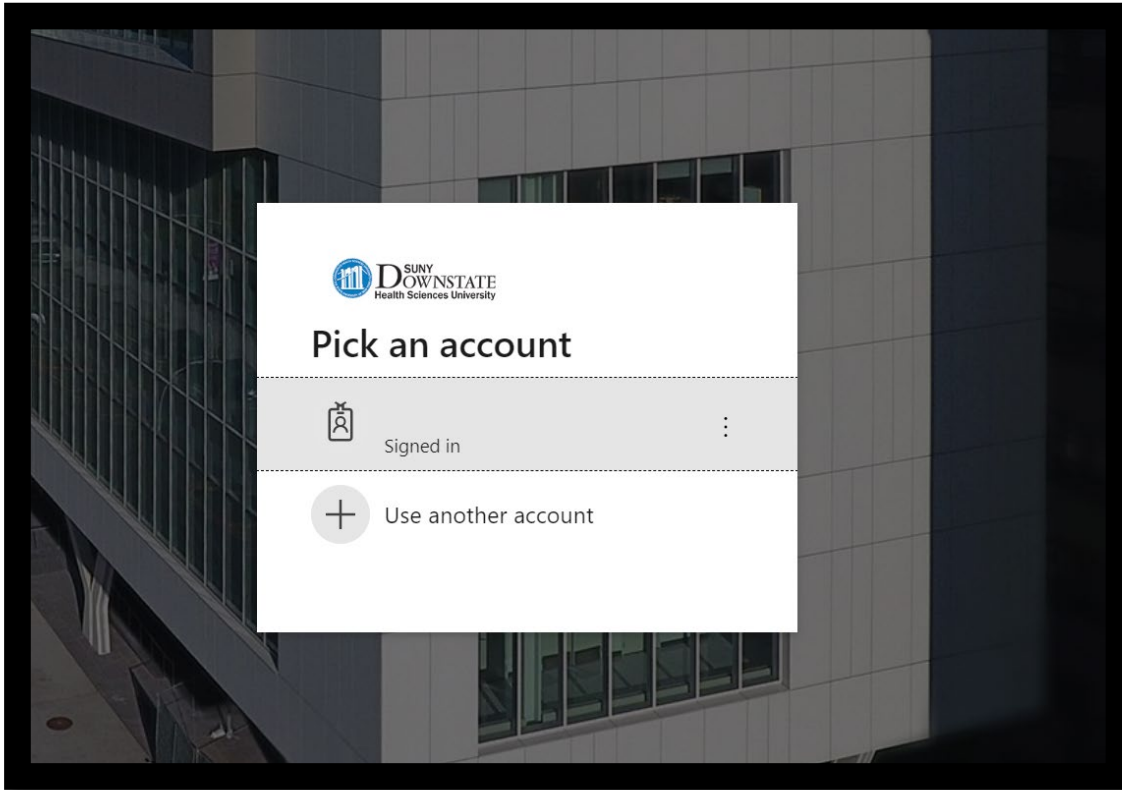
**Manage JobMail**

Be the first to know when jobs matching your criteria become available.

**Contact Us**

Have questions? Click here and send us your questions, suggestions, or concerns.





# Student Employee Login to JobX

**Step 2:** Login utilizing your Downstate SSO 'User Name' and 'Password'.



# JobMail

# What is JobMail?



JobMail notifies you about potential jobs matches based on your interest



Must complete a JobMail Subscription to receive notifications



After JobMail setup you will receive notification on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity

# How to Access JobMail

**Step 1:** Click 'Dashboard' or 'Manage JobMail' link on the Applicants & Employees home page.

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

**Information**

**Welcome**  
Welcome! Learn about the Federal Work Study process at SUNY Downstate Health Science Center.

**Forms**  
Download your I-9 and W-4 forms here. These are required in order to begin work.

**FAQ**  
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**Other Links**

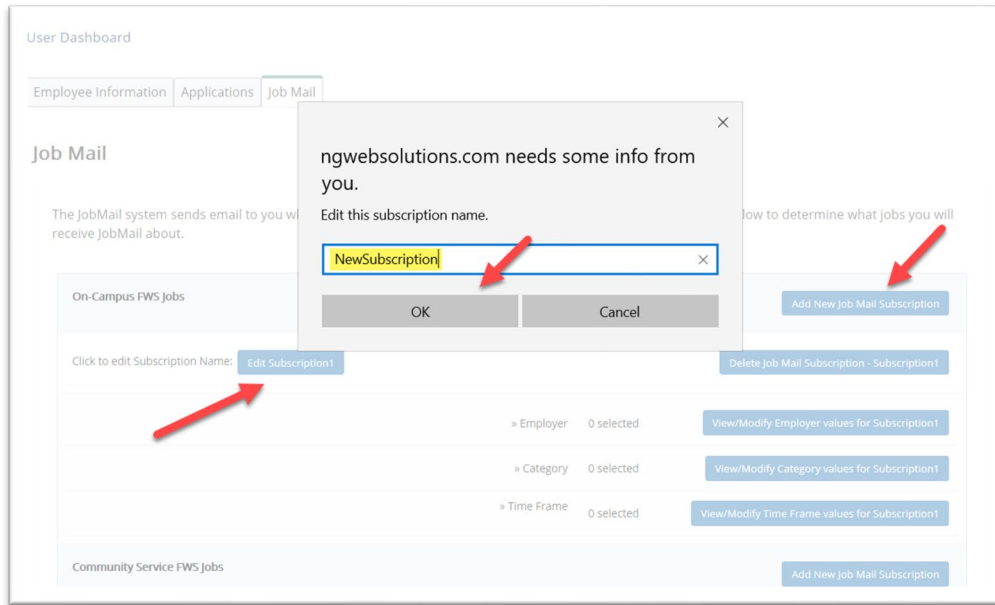
**Dashboard**  
Click here to review jobs you've recently applied for and to update your JobMail Subscription.

**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.

**Contact Us**  
Have questions? Click here and send us your questions, suggestions, or concerns.

# Configure your JobMail Subscription



- 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

Choose Employer(s) Close

**Selected Items** [Remove All Options]

Click [remove] to remove an item to the list

*None selected*


**Available Items** [Add All Options]

Click [add] to add an item to the list

- Academic Computing [add]
- Center [add]
- Academic Computing Center - Warrington [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Antimicrobials - Health [add]

Click Done when complete

**[Done]**



User Dashboard

Employee Information Applications **Job Mail**

## Job Mail

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.

*Changes must be saved to take effect.* Save Subscription(s)

**On-Campus FWS Jobs** Add New Job Mail Subscription

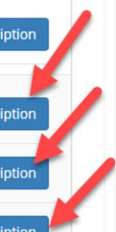
Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	<i>modified</i>	<span>View/Modify Employer values for NewSubscription</span>
» Category	1 selected	<i>modified</i>	<span>View/Modify Category values for NewSubscription</span>
» Time Frame	2 selected	<i>modified</i>	<span>View/Modify Time Frame values for NewSubscription</span>

**Community Service FWS Jobs** Add New Job Mail Subscription

*There are no subscriptions for this job type.*

*Changes must be saved to take effect.* Save Subscription(s)



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

# Configure your JobMail Subscription

The image shows a screenshot of a web application interface for configuring JobMail subscriptions. On the left, a modal window titled "Choose Employer(s)" is open. It has a "Close" button in the top right, a "[Remove All Options]" button, and a "[Done]" button at the bottom. The modal is divided into two sections: "Selected Items" and "Available Items".

**Selected Items:** This section contains a list with one item, "Academic Computing Center", which is highlighted with a red border. To the right of this item is a "[remove]" button.

**Available Items:** This section contains a scrollable list of various departments and programs, each with an "[add]" button to its right. The items include: Academic Computing Center - Warrington, Academic Programs - Milton Campus, Admissions - Milton, Admissions - Warrington, Admissions and Information Center, Admissions, Health Programs, and Adult Basic Education. At the bottom of this list is a "[Add All]" button.

The main application window in the background shows a navigation menu with "Job Mail" selected. Below the menu, there is a "Save Subscription(s)" button. The main content area displays a list of job categories with their respective subscription counts and "Add New Job Mail Subscription" buttons. The categories are:

- FWS Jobs: 3 selected, modified. Includes a "Delete Job Mail Subscription - NewSubscription" button and a "View/Modify Employer values for NewSubscription" button.
- Subscription Name: Edit NewSubscription. Includes a "View/Modify Category values for NewSubscription" button.
- Time Frame: 2 selected, modified. Includes a "View/Modify Time Frame values for NewSubscription" button.
- Community Service FWS Jobs: Includes an "Add New Job Mail Subscription" button.

At the bottom of the main window, there is a "Save Subscription(s)" button and a message: "There are no subscriptions for this job type." Three red arrows point to the "View/Modify" buttons for Employer, Category, and Time Frame.

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



# Configure your JobMail Subscription

The screenshot displays the 'User Dashboard' for 'Job Mail'. The main area shows 'On-Campus FWS Jobs' with a 'Click to edit Subscription Name' button. Below this, there are three criteria: 'Employer' (3 selected), 'Category' (1 selected), and 'Time Frame' (2 selected). A 'Community Service FWS Jobs' section is also visible, currently empty. A modal window titled 'Choose Employer(s)' is open, showing a list of 'Selected Items' (Academic Computing Center) and 'Available Items' (Academic Computing Center - Warrington, Academic Programs - Milton Campus, Admissions - Milton, Admissions - Warrington, Admissions and Information Center, Admissions, Health Programs, Adult Basic Education). A red arrow points to the '[Done]' button at the bottom of the modal.

- 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

User Dashboard

Employee Information Applications **Job Mail**

## Job Mail

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.

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

**On-Campus FWS Jobs** [Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

» Employer **3 selected** *modified* [View/Modify Employer values for NewSubscription](#)

» Category **1 selected** *modified* [View/Modify Category values for NewSubscription](#)

» Time Frame **2 selected** *modified* [View/Modify Time Frame values for NewSubscription](#)

**Community Service FWS Jobs** [Add New Job Mail Subscription](#)

*There are no subscriptions for this job type.*

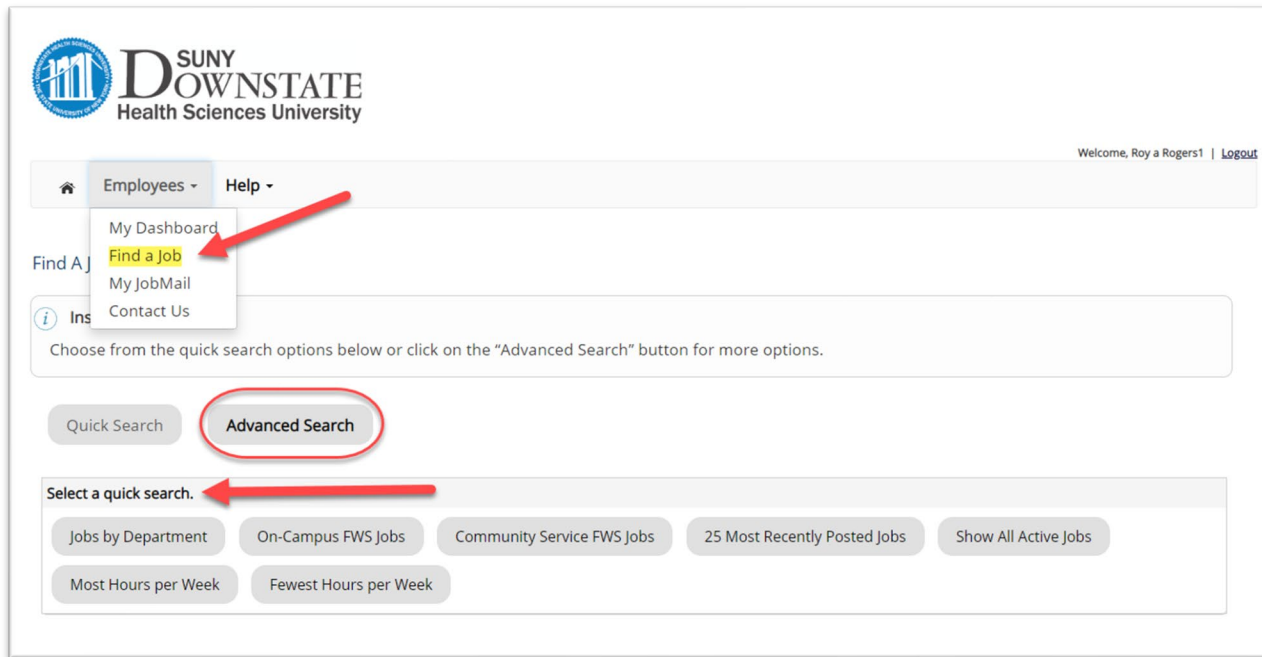
*Changes must be saved to take effect.* [Save Subscription\(s\)](#)

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



# Find 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'.

# 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 or Community Service)
  - ❖ Keyword(s) Search
  - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

SUNY DOWNSTATE Health Sciences University

Welcome, Roy a Rogers1 | Logout

Employees - Help -

Find A Job

Instructions  
Select Advanced search options, and click search  
[ Run a New Search ]

Quick Search Advanced Search

Job Type(s):  
 On-Campus FWS Jobs  Community Service FWS Jobs  
Update Job Type

Narrow your search with the following options.  
Selecting none for any search criteria implies all.

Keyword(s):

Click + and - to expand and collapse search criteria.

+/- Categories  
Select Job Category (Up to 3):  
Select Category 1...  
Select Category 2...  
Select Category 3...

+/- Employers  
Select Job Employer (Up to 3):  
Select Employer 1...  
Select Employer 2...  
Select Employer 3...

+/- Time Frames  
Select Time Frame(s):  
 Academic Year  
 Spring

+/- Wage  
Greater than:  
Doesn't Matter

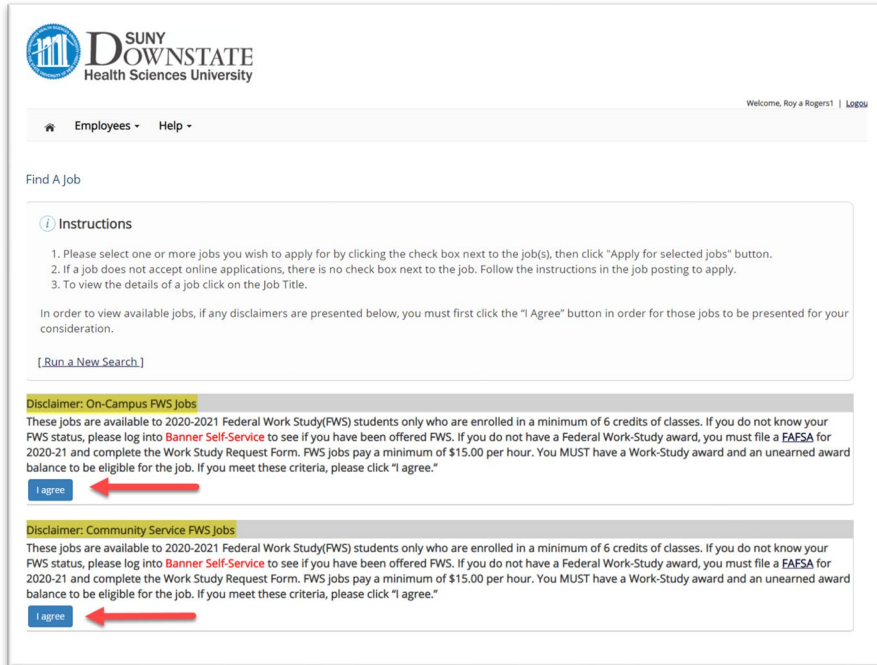
+/- Hours per Week  
Between Doesn't matter and Doesn't matter

Search!



# Apply for a Job

# SUNY-Downstate Health Sciences University - Disclaimer Statements



The screenshot shows the SUNY-Downstate Health Sciences University job application interface. At the top left is the university logo. The top right shows a user greeting: "Welcome, Roy a Rogers1 | Logout". Below this are navigation links for "Employees" and "Help". A "Find A Job" section contains an "Instructions" box with three numbered steps: 1. Select jobs to apply for, 2. If a job does not accept online applications, there is no check box next to the job, 3. To view details, click on the job title. Below the instructions is a link for "[ Run a New Search ]". Two disclaimer sections are visible, each with a yellow background and a blue "I agree" button. The first disclaimer is for "On-Campus FWS Jobs" and the second is for "Community Service FWS Jobs". Both disclaimers state that jobs are available to 2020-2021 Federal Work Study (FWS) students who are enrolled in a minimum of 6 credits of classes. They also mention that if a user does not know their FWS status, they should log into Banner Self-Service. A red arrow points to the "I agree" button in each disclaimer section.

In order to view available job listings, you may be required to review and agree to one or more SUNY-Downstate Health Sciences University disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable 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!

The screenshot shows a web application interface for finding jobs. At the top, there are navigation links for 'Employees' and 'Help', and a user greeting 'Welcome, Roy a Rogers1 | Logout'. Below this is a 'Find A Job' section with an 'Instructions' box containing three numbered steps: 1. Select jobs by clicking checkboxes, 2. No checkbox means no online application, 3. Click job title for details. A '[Run a New Search.]' link is below the instructions. A blue button labeled 'Apply for selected jobs' is circled in red. Below this is a 'Jobs by Department' section with a 'show All' dropdown and a 'Refresh' button. Two job listings are shown, each with a checked checkbox and a red arrow pointing to it. The first listing is 'Test - On-Campus - FWS Jobs - 06/11/2020' by 'STUDENT EMPLOYMENT' with a 'JobX' logo. The second listing is 'Test - Community Service FWS Job - 06/11/20' by 'JM Knight Elementary' with a school logo. Both listings include details like wage, hours, category, job type, openings, and listed date.

Employees - Help - Welcome, Roy a Rogers1 | Logout

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.

[Run a New Search.]

**Apply for selected jobs**

Jobs by Department

Show All results per page Refresh

**Test - On-Campus - FWS Jobs - 06/11/2020** Employer: STUDENT EMPLOYMENT

**JobX** Wage: \$15.00/hr to \$16.00/hr  
Openings: 5  
Listed: 06/11/2020

Hours: 10 to 20 hours / week  
Location:

Category: Academic Support  
Job Type: On-Campus FWS Jobs

**Test - Community Service FWS Job - 06/11/20** Employer: JM Knight Elementary

Wage: \$15.00/hr to \$16.00/hr  
Openings: 5  
Listed: 06/11/2020

Hours: 10 to 40 hours / week  
Location: Downstate

Category: Tutor  
Job Type: Community Service FWS Jobs

- 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! – Part 1

**SUNY DOWNSTATE**  
Health Sciences University

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

Employees - Help -

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:  
Test - On-Campus - FWS Jobs - 06/11/2020 - STUDENT EMPLOYMENT  
Test - Community Service FWS Job - 06/11/20 - JM Knight Elementary

**General**

First name \* Roy  
Middle name a  
Last name \* Rogers1  
Email \* royrogers1@ngwebsolutions.com  
Employee ID \* 111111111  
Resume \*  No file chosen

HTML  
 Java  
 MS Excel  
 MS Office  
 MS PowerPoint  
 MS Word

Please mark all skills below considered to be strengths.

In 500 words or less, please explain why you feel you're the best candidate for this job. \*

**References**

Please do not provide any immediate family members or relatives as a reference below.

Name

- 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'.



# Apply for Multiple Jobs! – Part 2

### Confidentiality Agreement

I understand that in my capacity as a student employee at Downstate Medical Center of The State University of New York, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of students, faculty, staff, and applicants for admission or employment.

I understand that I am not permitted to discuss or share this information with other students, friends, family, or other employees.

I understand that under the policies of The State University of New York, as well as Federal and State privacy laws, these records are protected from disclosure to third parties unless pursuant to narrow exceptions. Student records in particular are protected by The State University's Student Records Access Policy and the United States Family Educational Rights and Privacy Act (also known as "FERPA" and the "Buckley Amendment").

I understand that if as part of my job responsibilities I am supposed to release information regarding students, faculty, staff, or applicants for admission or employment, I will receive specific written instructions from my college supervisor.

I understand that I must ask my college supervisor for instructions if I have any questions about the release of information regarding any student, faculty or staff member, or applicant.

I agree to maintain the confidentiality and privacy of all records of students, faculty, staff, and applicants, during and after the period of my employment.

I shall not, directly or indirectly, communicate to any person other than my supervisor or his or her superiors, or an individual approved by my supervisor, any information concerning such records. I understand that any such prohibited disclosure may be grounds for termination of my employment, denial of future employment, and possible student disciplinary action including suspension or expulsion.

I have read and understand my responsibilities in the protection of student information under FERPA. I acknowledge that failure to adhere to the code above, intentional or otherwise, may result in a failing grade, termination of employment and/or referral to Student Conduct for disciplinary action, and could subject me to criminal and or civil penalties.

\*

- Accept the Confidentiality Agreement by selecting 'I agree'
- 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.**

# Application Successfully Submitted

SUNY  
DOWNSTATE  
Health Sciences University

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

Home Employees ▾ Help ▾

User Dashboard

Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year ▾ Application Data

### Applications

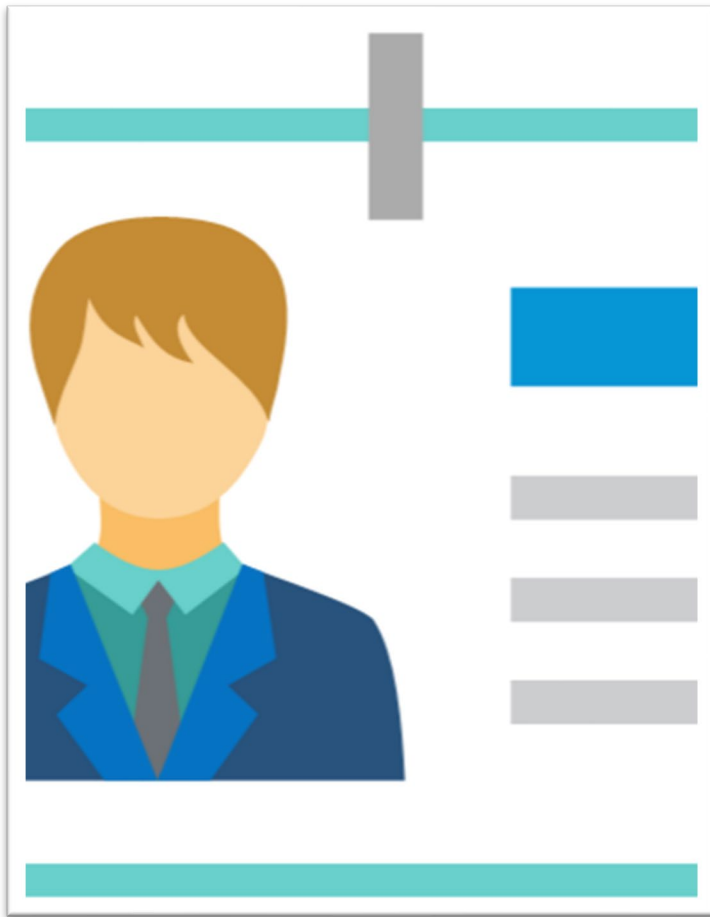
Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
4499	Test - On-Campus - FWS Jobs - 06/11/2020	STUDENT EMPLOYMENT	Submitted	6/12/2020	5			
4500	Test - Community Service FWS Job - 06/11/20	JM Knight Elementary	Submitted	6/12/2020	5			

➤ Your application is successfully submitted when you received the Congratulations message.



# My Dashboard

# 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:
  - ❖ **Applications:** Status, View, Print, Withdraw
  - ❖ **Offers:** Accept/Decline Job Offers
  - ❖ **Hires:** Past /Current / Future
  - ❖ **JobMail Subscriptions**

# My Dashboard: Access

The screenshot shows the SUNY Downstate Health Sciences University portal. The 'Employees' menu is open, and 'My Dashboard' is selected. The 'User Dashboard' section is visible, with three tabs: 'Employee Information', 'Applications', and 'Job Mail'. The 'Employee Information' tab is highlighted with a red circle. Below the tabs, there is a 'Display:' dropdown set to 'Current/Future' and a section for 'Hires Pending Action' with a table of job listings. Below that is an 'Awards' section with a table of award details.

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Test - On-Campus - FWS Jobs - 06/11/2020</a>	STUDENT EMPLOYMENT	\$15.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	<a href="#">Accept/Decline</a>

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)

- 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.

# My Dashboard: Application

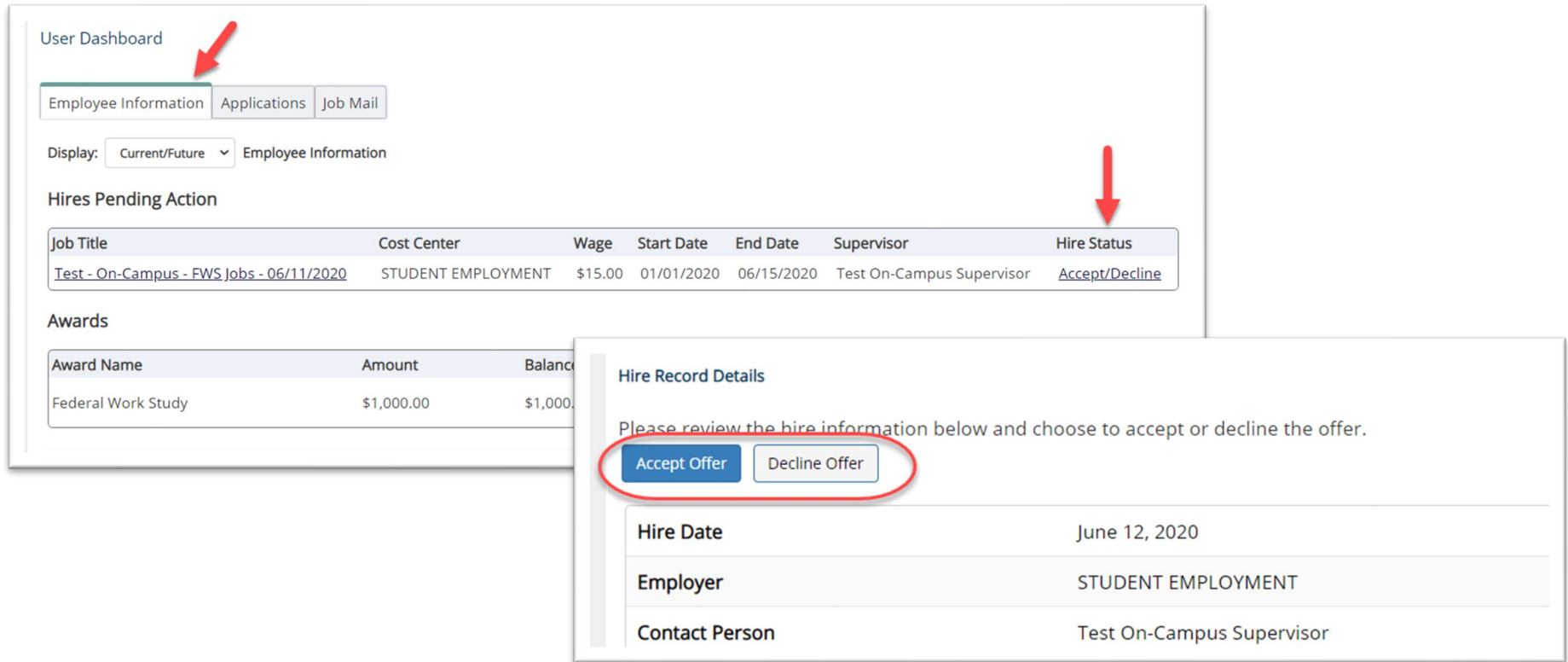
Employee Information Applications Job Mail

Display 1 Year Application Data

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4499	Test - On-Campus - FWS Jobs - 06/11/2020	STUDENT EMPLOYMENT	Hire Request Pending	6/12/2020	4			
4500	Test - Community Service FWS Job - 06/11/20	JM Knight Elementary	Submitted	6/12/2020	5			

- 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.

# My Dashboard: Offers



User Dashboard

Employee Information Applications Job Mail

Display: Current/Future Employee Information

### Hires Pending Action

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Test - On-Campus - FWS Jobs - 06/11/2020</a>	STUDENT EMPLOYMENT	\$15.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	<a href="#">Accept/Decline</a>

### Awards

Award Name	Amount	Balance
Federal Work Study	\$1,000.00	\$1,000.00

### Hire Record Details

Please review the hire information below and choose to accept or decline the offer.

[Accept Offer](#) [Decline Offer](#)

Hire Date	June 12, 2020
Employer	STUDENT EMPLOYMENT
Contact Person	Test On-Campus Supervisor

- On the Employee Information Tab you will click the 'Accept/Decline' link to accept or decline a job offer for a job.



# My Dashboard: Hires

Employee Information Applications Job Mail


Display:  Employee Information

### Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Test On-Campus FWS Jobs - 052020</a>	Academic Computing Center	\$17.00	01/01/2020	06/15/2020	Test On-Campus Supervisor	Active

### Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Academic Year 2019 - 2020 (07/01/2019 - 06/30/2020)



- My dashboard provides real-time self-service access to past / current / pending hires.
- Click on the Employee Information Tab to see the status of your jobs.





# Hired

# Next Step: Approved for Hire

Once you receive your hire approval email you may contact your supervisor to arrange first day of work.

Remember you will submit electronic time sheets every two weeks in accordance to the State Payroll schedule and you must not exceed College Work-Study award.



# Questions?

**Please contact the Financial Aid  
Office at:**

**[workstudy@downstate.edu](mailto:workstudy@downstate.edu)**

**or call us at: 718-270-2488**

