

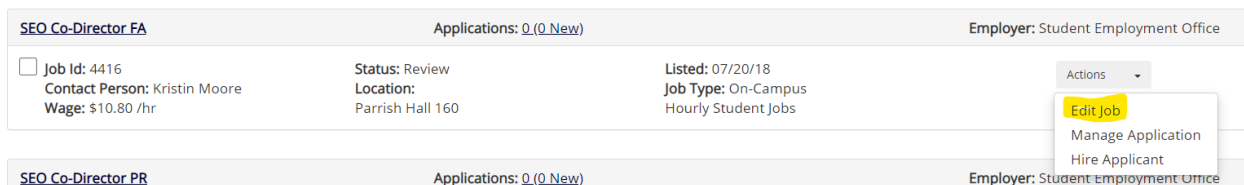
Direct Hire Students Hiring a Student Without an Application

To hire students without an application, you must have the following criteria met

1. Your job must be set to hire for the correct Time Frame
2. You must have enough available positions noted within the job description to hire the number of students.
3. Your job must be approved to be in a “Listed” status and accepting online applications or in the “Review” status.

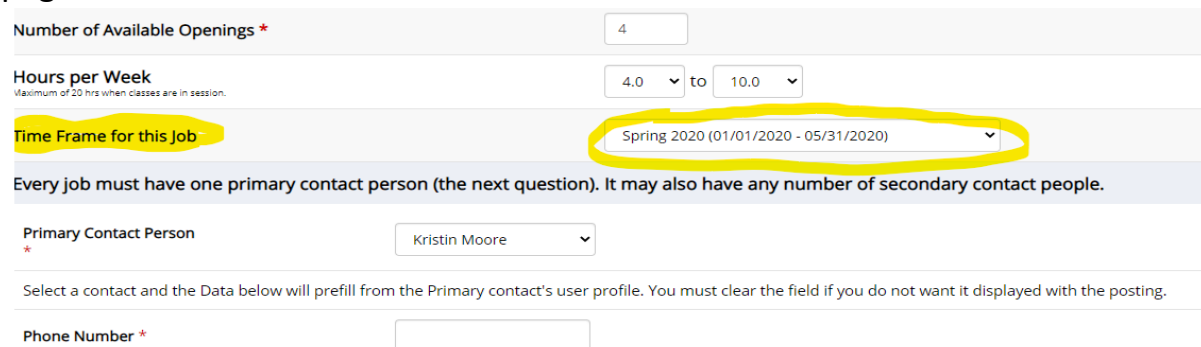
To edit or verify the Timeframe

1. On your Dashboard use the dropdown to the right of your job. Select “edit job”.



The screenshot shows a job listing for 'SEO Co-Director FA' with 0 (0 New) applications. The job details include: Job Id: 4416, Contact Person: Kristin Moore, Wage: \$10.80 /hr, Status: Review, Location: Parrish Hall 160, Listed: 07/20/18, and Job Type: On-Campus Hourly Student Jobs. An 'Actions' dropdown menu is open, with 'Edit Job' highlighted in yellow.

2. Scroll to the bottom of the job description to the drop down for the Time Frame. Choose the appropriate hiring time frame and then click the submit button at the bottom of the page.



The screenshot shows the job description form with the following fields: 'Number of Available Openings' set to 4, 'Hours per Week' set to 4.0 to 10.0, 'Time Frame for this Job' set to Spring 2020 (01/01/2020 - 05/31/2020) (highlighted in yellow), 'Primary Contact Person' set to Kristin Moore, and 'Phone Number' field empty. A note states: 'Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.'

To verify the number of available positions:

1. On your Dashboard use the dropdown to the right of your job. Select “edit job”.

SEO Co-Director FA		Applications: 0 (0 New)	Employer: Student Employment Office
<input type="checkbox"/> Job Id: 4416 Contact Person: Kristin Moore Wage: \$10.80 /hr	Status: Review Location: Parrish Hall 160	Listed: 07/20/18 Job Type: On-Campus Hourly Student Jobs	Actions Edit Job Manage Application Hire Applicant
SEO Co-Director PR		Applications: 0 (0 New)	Employer: Student Employment Office

1. Edit the number of available positions to be greater than or equal to the number of students you wish to hire. It is suggested that you consider editing this number once per semester by inputting the highest number of students the position could possibly hire.

Number of Available Openings *	<input type="text" value="4"/>
Hours per Week <small>Maximum of 20 hrs when classes are in session.</small>	<input type="text" value="4.0"/> to <input type="text" value="10.0"/>
Time Frame for this Job	<input type="text" value="Spring 2020 (01/01/2020 - 05/31/2020)"/>

2. Scroll to the bottom and submit the form.

How to Direct Hire a student

1. Place the specific job in the “Listed” or “Review” status on your control panel. Choose “Hire Applicant” from the drop down to the right of your job.

SEO Co-Director FA		Applications: 0 (0 New)	Employer: Student Employment Office
<input type="checkbox"/> Job Id: 4416 Contact Person: Kristin Moore Wage: \$10.80 /hr	Status: Review Location: Parrish Hall 160	Listed: 07/20/18 Job Type: On-Campus Hourly Student Jobs	Actions Edit Job Manage Application Hire Applicant

2. On this next screen, you will see the number of available openings at the top. You will also see that you have the option to hire students who have submitted an application on the left or open spaces on the right for students who are not submitting an application. You will use these spaces on the right to hire your Quick Hire students. The employee ID is the Swarthmore Student ID number. Go to step 2

Hire Students

For Job: SEO Co-Director FA

For Candidates who did not apply on-line, you must enter Last name and Employee ID.

There are 4 openings for this position. Please select 4 or fewer applicants to fill this job.

-- Click for help on completing this step.

Hire On-line Applicants	Hire Candidates who did not apply On-line																				
There are currently no applicants for this job. You must write the name(s) in manually.	<table border="1"><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Employee ID</th></tr></thead><tbody><tr><td>1. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>4. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <p>Go to step 2</p>	First Name	Middle Initial	Last Name	Employee ID	1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name	Employee ID																		
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																		

3. You will need the student’s legal name and ID correct at this stage in order to proceed. If any of these are incorrect, you will receive all red “X”s on the next page. To see the system’s noted name and ID, you may use the “Search Students” functionality under the “JobX” tab.

[Home](#)
[Employees](#)
[JobX](#)
[Reporting](#)
[Access & Audit](#)
[Uploads](#)
[Site Set up](#)
[Content](#)
[Help](#)

Hire Students
 For Job: SEO Co-Director FA



For Candidates who did not apply online
 There are 4 openings for this job.
 ① <-- Click for help on this job.


- JobX Home (Job Control Panel)
- Find JobX Users
- Admin Find Jobs
- Approve JobX Hire Requests
- Edit Default Job Applications
- Manage Quick Job Searches
- Search Students**
- JobX Statistics
- Manage JobMail

Hire On-line Applicants	Hire Candidates who did not apply online
There are currently no applicants for this job. You must write the name(s) in manually.	First Name 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/>

4.

5. Use the next screen to check the ID and determine if the student is eligible to be hired. Green checkmarks next to the listed items are a sign that your student may be hired and you are able to proceed.

Employee	Enter ID:
	<input type="text" value=""/> 
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results		
	✓ Direct Deposit	Student has completed Student Payroll's Direct Deposit Form
	✓ I9 List	Student has a Federal Form I-9 on file
	✓ Student Status	Student is currently enrolled
	✓ Work Aided	Student is work aided

This employee has passed validation and may be hired. Click the "Continue" button to proceed to the next step.

6. If you see red check marks, use the “email results” button to notify the student that they will need to complete paperwork or meet certain criteria before they can be hired. You can also use this to alert them to contact Student Payroll before you can hire them. If the student passes validation and all green check marks are present, then continue.

✓	Direct Deposit	Student has completed Student Payroll's Direct Deposit Fo
✓	I9 List	Student has a Federal Form I-9 on file
✗	Student Status	Student is not currently enrolled
✗	Work Aided	Student is not work aided - Warning

Email Results

7. Review the student’s information and choose whether this is a hire or rehire. A rehire is hiring a student into a position they have already worked within your department.

Employee Wage 10.00
Hours per week 4.0
Estimated Employment Start Date (mm/dd/yyyy) 08-12-2018
Estimated Employment End Date (mm/dd/yyyy) 05-11-2019
Is this a hire or a re-hire? Hire Re-Hire
Additional Notes
Submit Request

8. Submit request will complete your hire and send your students to be reviewed for hire.