

Hiring Guide

Once you have identified a student for hire, please contact the student and communicate the news. After a start date has been set, there are several steps that will need to be completed. The student must complete the Criminal Background Check (CBC), Online I-9 and Onboarding documents and visit Human Resources to certify documents. This information can be shared with the hired student as soon as a decision has been made.

Student Requirements:

Note: All required forms must be completed in the JobX Dashboard.

- **Submission of Criminal Background Check (CBC)**
 - o <https://utrgv.quickapp.pro/apply/applicant/new/5385>
 - o No assignment can be entered/approved until the CBC has cleared, please have the student submit the request as soon as possible as it may take 3-5 business days to clear.
 - o The CBC is required for new hires or for a student who has had a break of employment (at UTRGV) of six months or more.

- **I-9 paperwork (using the link below and finalize in person)**
 - o <https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.aspx?Employer=17817>
 - o Student must visit the Human Resource Office to certify documents. For more information, please visit the Human Resources [website](#).

For Supervisors:

Note: Hire requests must be submitted at least 2 weeks in advance of start date to allow time for processing. Students cannot begin employment, until the Hire Request is processed by Human Resources.

JobX Hire Requests

- Use **JobX Hire Requests** for **new part-time employees only**.
 - o New Hires
 - o Extensions
 - o Transfers
 - o Change of Title (*Example: Work Study to Direct Wage*)

- Access JobX through my.utrgv.edu by clicking on the JobX Icon (*Chrome is recommended*).
- [JobX Guides](#) are available on our website to help walk you through the process.

HR Portal – Change of Job Data (CJD)

- Use the **Change of Job Data (CJD) Form** in the HR Portal **only for changes to existing assignments.**
 - Change of Hours
 - Change of Pay Rate
 - Change of End Date (End an assignment)

Note: For changes to **Supervisor and/or Location**, please submit a **CLS Form** (Change of Location/Supervisor) in the HR Portal. For changes to **Funding Source**, please submit a **CFS Form** (Change of Funding Source) in the HR Portal.

- Access the HR Portal through my.utrgv.edu (Chrome is recommended).
- The [HR Portal Manual](#) provides guidance on how to complete and submit the CJD form.