

How to Accept/Decline a Job Offer (For Non- Students)

These instructions provide detailed information for Non-Students on how to accept or decline a job offer once you have received the email notifying you of a job offer.

Log in to JobX by following the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

Home Page > click on **Non-Student Applicants**

The University of Texas
Rio Grande Valley

Employees - Supervisors and Administrators -

Welcome to UTRGV's Student Employment Portal



Applicants & Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



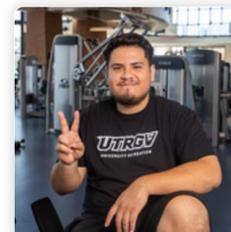
Non-Student Applicants

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.



Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

Non-Student Applicants > click on **Login to Site**



Employees - JobX -

 Search for a job or sign up for e-mail notifications about positions that interest you.

Non-Students Applicants

<p>Information</p> <p>About Us Part Time employment available if not considered student at UTRGV. If you are a student, please refer to Applicants and Student Employees tab to search for on campus jobs. Student Employment UTRGV</p> <p>Eligibility, qualifications, and options for student employment Click the above link to learn more about employment eligibility, qualifications, and options for non-students.</p> <p>Hiring Process To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.</p>	<p>Onboarding</p> <p>Criminal Background Check (CBC) Click the link above to complete your criminal background check.</p> <p>I-9 Verification Step 1: Complete the application. Step 2: Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. (Campus Map)</p> <p>Acceptable Documents for I-9</p> <p>Biographical Form (Link) – only if new hire with UTRGV</p> <p>Forms Click here to review the forms and information required to begin work.</p>	<p>Additional Links</p> <p>FAQs</p> <p>Training Guides and Resources UTRGV</p> <p>Tutorials/ Guides Guides and Resources UTRGV</p>	<p>Site Links</p> <p>Create a Non-Student Account Click above if you are not a Student who needs an account to apply for a job.</p> <p>Login to Site ← Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.</p> <p>Find a Job Conduct either quick or advanced searches for available jobs. Submit an online job application.</p>
--	--	--	--

Log in using the **email address** and **password** selected, when creating the non-student account.



Employees - JobX -

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

Email Address

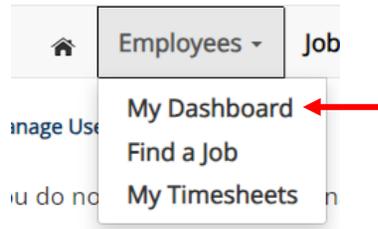
Password

Login

[Forgot Password?](#)

[Employer - Create Account Request](#)

Once logged in, click on **Employees > My Dashboard**

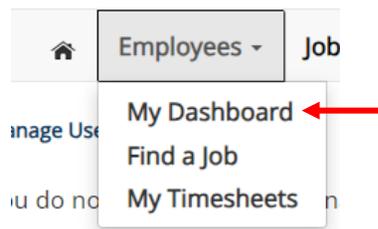


Under **Hires Pending Action** > click on **Accept/Decline**

Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
PTNS (T) - 03.05.24	Human Resources & Talent Devt	\$12.00	12.00	03/01/2024	05/31/2024			Accept/Decline

Once you accept the job offer, the **Personal Non-Student Form** will become available for completion. To go back to your Dashboard, click on **Employees > My Dashboard**



Under **Employment Eligibility Forms & Details** > Personal Non-Student Form > click on the **link**

Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Completed	
Personal Student Form	Completed / NA	
Personal Non Student Form	Not completed	Personal Non Student Form ←

Fill out the **Personal Non-Student Form** > click **Next**

Timer Hide
45 minutes
* = required field
Some content may be updated based on selection



First Name:

Last Name:

Employee Email:

Personal Information

The University of Texas Rio Grande Valley (UTRGV) is an Equal Opportunity/Affirmative Action Employer. As such, UTRGV is required to compile certain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. Completion of this form is **voluntary**. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment.

UTRGV does not discriminate on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its programs, services and/or activities. Our University promotes equal opportunity for women, minorities, veterans, and persons with disabilities through its affirmative action program.

Gender:

Date of Birth:

Social Security Number:

Ethnicity:

Have you ever been employed by UTRGV or another UT System Institution?

Please provide the employee ID:

Personal Email (Not UTRGV):

Primary Contact Phone Number

Do you have a U.S. Phone Number?

Education Information

Highest Level of Education Effective Date:

What is the highest education level you have achieved?

←

Fill out the **Emergency Contact** information > click **Next**

Timer ⓘ Hide
45 minutes

* = required field

Emergency Contact

Emergency Contact Name - Full Name:

Emergency Contact Relation:

Emergency Contact Phone Number:

Marital Status:

←

Complete and Sign the agreement > click **here** to open the agreement

* = required field

Document Library - RGV IPP

In order for The University of Texas System and The University of Texas Rio Grande Valley (UTRGV) to meet its obligations under the Bayh-Dole Act and as a condition of and in consideration for my participation in extramurally-sponsored research or activities at The University of Texas Rio Grande Valley (UTRGV), I hereby agree to the following:

The purpose of this IP Policy Agreement is to carry out the requirements of The University of Texas System Intellectual Property Policy and to comply with the new Bayh-Dole regulations effective May 14, 2018. I also understand that a copy of The University of Texas System Intellectual Property Policy is currently available at:

Please complete and sign the agreement ←

* By checking this box, I confirm I completed the above IP Policy Agreement to carry out the requirements of The University of Texas System Intellectual Property Policy.

Complete and sign the agreement. Once complete, go back to the **Personal Non-Student Form**

Note: The Personal Non-Student Form should be in a separate browser tab.

Confirm completion > click **Submit Form**

* = required field

Document Library - RGV IPP

In order for The University of Texas System and The University of Texas Rio Grande Valley (UTRGV) to meet its obligations under the Bayh-Dole Act and as a condition of and in consideration for my participation in extramurally-sponsored research or activities at The University of Texas Rio Grande Valley (UTRGV), I hereby agree to the following:

The purpose of this IP Policy Agreement is to carry out the requirements of The University of Texas System Intellectual Property Policy and to comply with the new Bayh-Dole regulations effective May 14, 2018. I also understand that a copy of The University of Texas System Intellectual Property Policy is currently available at:

Please complete and sign the agreement [here](#).

By checking this box, I confirm I completed the above IP Policy Agreement to carry out the requirements of The University of Texas System Intellectual Property Policy.

[Previous](#)

[Submit Form](#)



Once the form has been completed, you will receive a **confirmation page** and the status of the form will now show as **Completed**.

Thank you! Your form has been submitted. ←

View Form PDF

User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA ←

The hire status will be updated to **Active**.

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Hire Status
<u>PTNS(T)-03.05.24</u>	Human Resources & Talent Devt	\$12.00	12.00	03/01/2024	05/31/2024		Active 

At this point your assignment will still need to be processed by Salary Administration. Your supervisor will be contacted by Human Resources via email when your assignment is ready for you to start working.

For more information or assistance, please contact studentemployment@utrgv.edu.