



BAYLOR  
UNIVERSITY

CAREER & PROFESSIONAL DEVELOPMENT

Baylor University  
Office of Student Employment

## Student Employment Job Board Hosted by JobX Off Campus Employers Quick Start Guide

1. Login to JobX through the Student Employment website.
2. Click on “Off Campus Employers” to access job posting tools, applicants, and resources.
3. **Employer Request Signup:** if you do not have access to the system, you will need to complete this form located at the bottom of the login page.
4. **My Control Panel:** on this page you can perform nearly all tasks related to your job.
5. **Add a new job for:** build online job listings and applications; quickly add multiple positions for the same job; designate multiple University employees to manage a job; submit a job posting for admin review.
6. **Review applications:** receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email employees
7. **Hire Request online:** validation check for work eligibility requirements (e.g. I-9, W-4, SAP, background check, work-study award); submit job hiring requests; process hire online.
8. **Approval Email:** when the Office of Student Employment completes the review of the hire request, the employer and student will receive a confirmation email. The student may NOT begin work until this email is received. You may still need to student to complete your organizations required forms and paperwork.
9. **Manage old jobs:** store lists of employees interested in job postings; save job postings for re-use.

Please contact the Office of Student Employment for questions.

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