



Search For a Job

1. Navigate to <https://etsu.studentemployment.ngwebsolutions.com/> and click the **FWS/RSWP Applicants & Employees** link or if you are an APS Recipient click the **APS Recipients** link.

FWS/RSWP Applicants & Employees
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!!

APS Recipients
Search for a service position or sign up for e-mail notifications about positions you're interested in. Position deadline are August 1st for Fall and February 15th for Spring. Enter time and submit your timesheets!!

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

Off-Campus Employers (Coming Soon)
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

2. Click **Find a Job** on the FWS/RSWP Applicants & Employees page. If you are an APS Recipient, click **Find a Service Position** on the APS Recipients page. Or click **Find a Job** from the Employees menu at the top of the screen.

FWS/RSWP Applicants & Employees
Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!!

FWS/RSWP Employee Information

- Welcome to the FWS/RSWP Applicant & Employee Site**
Welcome! Learn about the Employment process at ETSU.
- Required Forms**
Find information regarding needed documentation and schedule hiring paperwork appointments. These are required in order to begin work.
- FAQ**
Questions about JobX, TimesheetX, the job registration process or our employment processes in general? Check out our FAQ's to help answer your questions.
- Break Information**
Click here for information regarding ETSU employment break policies.

Training

- FWS/RSWP Applicant & Employee Training Presentation**
Click here to review a customized training PowerPoint on how to apply for jobs and enter time via our new and exciting JobX and TimesheetX employment solutions.
- Form I-9 & W-4 Training**
Click here to learn how to complete the electronic Form I-9 and W-4 through the hiring process.
- Additional Forms and Resources**
Additional forms, policies, and information can be found here.

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.
- Payroll Guidelines & Schedule**
Learn about the payroll policies and procedures. Check your timesheet due dates and the dates your checks will be issued.
- Enter Your Time Sheet**
Click here to access your online time sheet



3. In order to view available job listings, you may be required to review and agree to one or more ETSU Disclaimer statements.
 - a. An ETSU Disclaimer statement will be presented for each Job Type (On-Campus FWS, On-Campus RSWP, Research Discovery FWS, APS Service Positions, Research Discovery APS) you selected.
 - b. After you've successfully reviewed the applicable ETSU 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.

The screenshot shows the ETSU job application interface. At the top left is the ETSU logo and name. Below it is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. The main content area is titled "Find A Job" and contains an "Instructions" section with three numbered steps. Below the instructions is a link "[Run a New Search]". A "Disclaimer: On-Campus FWS" section follows, containing text about job availability and eligibility. At the bottom of the disclaimer section is a blue button labeled "I agree", which is highlighted with a red arrow pointing to it from the right.

4. After clicking the **I Agree** button, select a specific pre-defined **Quick Search** you would like to utilize to find a job.
 - a. Otherwise, to define your own custom job search filters click **Advanced Search**.



EAST TENNESSEE STATE
UNIVERSITY

Employees - JobX - TimesheetX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Find A Job

Instructions
Choose from the quick search options below or click on the "Advanced Search" button for more options.

Quick Search **Advanced Search**

Select a quick search.

On-Campus FWS Jobs On-Campus RSWP Jobs Research Discovery FWS Jobs APS Service Positions Research Discovery APS Positions

Show All Active Jobs 25 Most Recently Posted Jobs Most Hours per Week Fewest Hours per Week Jobs by Department

5. Click the **Advanced Search** button to define your own job criteria you wish to search.

a. Advanced Search enables you to search for jobs by the following:

- i. Keyword(s) Search
- ii. Search by Job Type Population (On-Campus FWS, On-Campus RSWP, Research Discovery FWS, APS Service Positions, Research Discovery APS)



iii. Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

The screenshot shows the 'Find A Job' page on the East Tennessee State University website. The page includes a navigation menu with options like 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', 'Uploads', 'Site Set up', 'Content', and 'Help'. Below the navigation is a 'Find A Job' section with an 'Instructions' box and a 'Run a New Search' link. The main search area features a 'Quick Search' button and an 'Advanced Search' button, with a red arrow pointing to the latter. Under 'Job Type(s)', there are radio buttons for 'On-Campus FWS', 'On-Campus RSWP', 'APS - Internal Use Only', 'Research Discovery FWS', 'APS Service Positions', and 'Research Discovery APS', with a red arrow pointing to the 'Research Discovery APS' option. A 'Keyword(s)' input field is present. Below this are several expandable search criteria sections: 'Categories' (with three dropdown menus for 'Select Job Category'), 'Employers' (with three dropdown menus for 'Select Job Employer'), 'Time Frames' (with checkboxes for 'Academic Year', 'Fall', 'Spring', and 'Summer'), 'Wage' (with a 'Greater than' dropdown menu), and 'Hours per Week' (with 'Between' dropdown menus and an 'and' connector). A 'Search' button is located at the bottom left. Red arrows point to the 'Advanced Search' button, the 'Research Discovery APS' radio button, and the dropdown menus for 'Categories', 'Employers', 'Time Frames', 'Wage', and 'Hours per Week'.