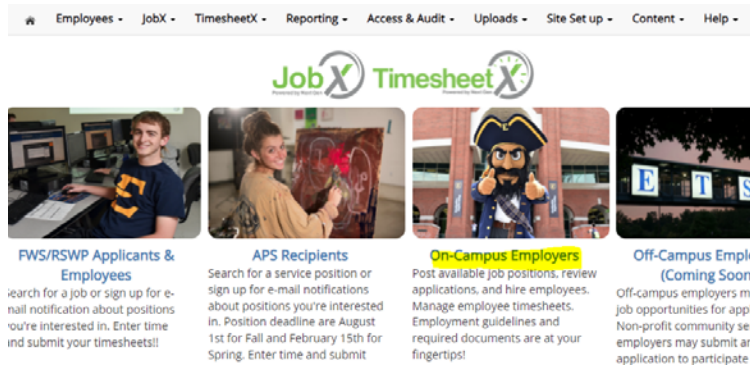


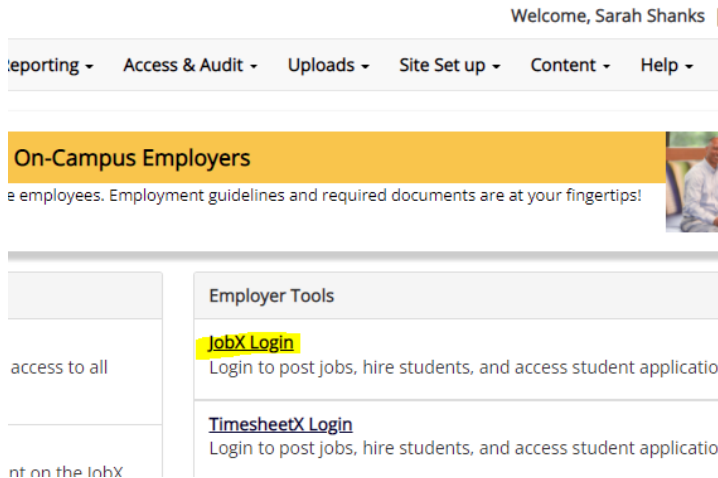


# How to Submit Re-Hire Requests for Returning Students

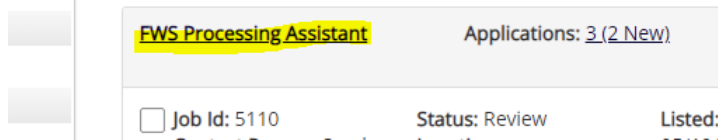
1. Go to <https://etsu.studentemployment.ngwebsolutions.com/>
2. Select On-Campus Employers



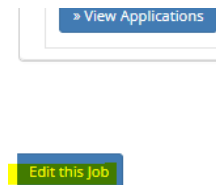
- a.
3. Select JobX Login



- a.
4. Select the Job for which you are re-hiring.



- a.
5. Click Edit this Job.



- a.



6. Edit the start and end dates for the new school year, time frames, and available openings.

Number of Available Openings \*

Hours per Week  to

Start Date  
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

End Date  
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").

Time Frame \*

Base pay rate: \*

a. Every job must have one primary contact person (the next question). It may also have...

7. Put the job in the Listed status if you need to hire additional students, outside of your returners.

a. If you do not need to hire additional students, leave the status as Review Mode.

FWS Processing Assistant Financial Aid & S...

Additional details about this job's status:

» This job is currently in Review Mode.

Update Status

Listed » Click to change to

Review Mode » Current Status

Storage » Click to change to

View Applicants

b.

8. Hire returning students as walk-ins.