

## Dynamic Forms Completion – CBC Form (For Nonstudents)

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

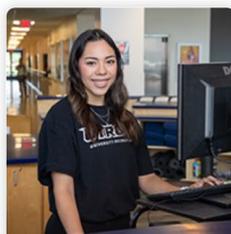
Employees - Supervisors and Administrators -

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



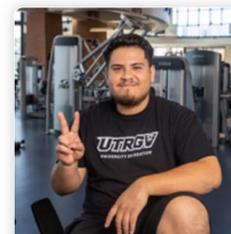
### Non-Student Applicants

- 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 -

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

Information	Onboarding	Additional Links	Site Links
<p><b>About Us</b> <i>Part Time employment available if not considered student at UTRGV. "If you are a student, please refer to <b>Applicants and Student Employees</b> tab to search for on campus jobs". <a href="#">Student Employment   UTRGV</a></i></p>	<p><b>Criminal Background Check (CBC)</b> Click the link above to complete your criminal background check.</p>	<p><b>FAQs</b></p>	<p><b>Create a Non-Student Account</b> Click above if you are not a Student who needs an account to apply for a job.</p>
<p><b>Eligibility, qualifications, and options for student employment</b> Click the above link to learn more about employment eligibility, qualifications, and options for non-students.</p>	<p><b>I-9 Verification</b> 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. (<a href="#">Campus Map</a>).</p>	<p><b>Training</b> Guides and Resources   UTRGV</p>	<p><b>Login to Site</b> ← 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><b>Hiring Process</b> To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.</p>	<p><b>Acceptable Documents for I-9</b></p>	<p><b>Tutorials/ Guides</b> Guides and Resources   UTRGV</p>	<p><b>Find a Job</b> Conduct either quick or advanced searches for available jobs. Submit an online job application.</p>
	<p><b>Biographical Form (Link) – only if new hire with UTRGV</b></p>		
	<p><b>Forms</b> Click here to review the forms and information required to begin work.</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!**

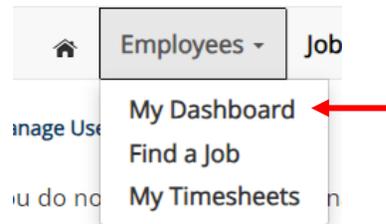
Email Address

Password

[Login](#)

[Forgot Password?](#) [Employer - Create Account Request](#)

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



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the **link**.

User Dashboard

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

### Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Not completed	<a href="#">I9</a>
Personal Student Form	Completed / NA	
Personal Non Student Form	Not completed	
Sponsorship Eligibility Form	Completed / NA	
International Form	Completed / NA	
Voluntary Demographic Form (Non Student)	Completed / NA	
Voluntary Demographic Form (Student)	Completed / NA	
CBC Status	Not completed	<a href="#">CBC</a> ←

Once you click on the link on your dashboard, you will reach the **instructions page**. Please click the link to complete your Criminal Background Check. Once you have submitted the **CBC on Accusource**, please return back to the form and click **Next**.



### Criminal Background Check

First Name:

Last Name:

Student ID:

Email:

**IMPORTANT NOTICE:** As a UTRGV employee, you will need to complete and submit the required documents below **prior to your first day of work**. Please note, that you should not report to work until your hiring form is approved.

Please complete the Criminal Background Check (CBC) by clicking [here](#) and then **finish completing this form**. A CBC form is needed when:

- Break in Service: If you had a break in service of 6 or more months.
- No CBC in the last 12-months: If you haven't had a break in service of more than 6 months, but there is no CBC on file in the last 12 months.

**IMPORTANT:** After completing the above process, click the **'Next'** button at the bottom of the screen and continue to the next page. This process is not complete until you have received the **'Thank you for completing your form'** Confirmation Page.

Thank you,  
Office of Student Employment

Save Progress

Next



You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > click **Next**.

*If you need to return to the instructions page, click **Previous**.*

**IMPORTANT NOTICE:** As a UTRGV employee, you will need to complete and submit the required documents **prior to your first day of work**. Please note, that you should not report to work until your hiring form is approved.

am confirming I have completed the Criminal Background Check (CBC) process by clicking the link on the previous page.



To submit form > **Sign your first and last name** > click **Sign Electronically**.

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.



If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Once the form has been submitted, the status will automatically update on **My Dashboard**.

### Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA
Sponsorship Eligibility Form	Completed / NA
International Form	Completed / NA
Voluntary Demographic Form (Non Student)	Completed / NA
Voluntary Demographic Form (Student)	Completed / NA
CBC Status	Completed

You have now completed the CBC Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact [studentemployment@utrgv.edu](mailto:studentemployment@utrgv.edu).