

Dynamic Forms Completion – I-9 (For Non-Students)

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

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



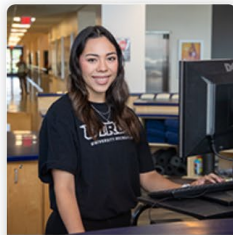
🏠 Employees - Supervisors and Administrators -

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**



[Home](#) [Employees](#) [JobX](#)

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

Information
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](#)*
Eligibility, qualifications, and options for student employment
Click the above link to learn more about employment eligibility, qualifications, and options for non-students.
Hiring Process
To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.

Onboarding
Criminal Background Check (CBC)
Click the link above to complete your criminal background check.
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](#)).
Acceptable Documents for I-9
Biographical Form (Link) – only if new hire with UTRGV
Forms
Click here to review the forms and information required to begin work.

Additional Links
FAQs
Training Guides and Resources | UTRGV
Tutorials/ Guides Guides and Resources | UTRGV

Site Links
Create a Non-Student Account
Click above if you are not a Student who needs an account to apply for a job.
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.
Find a Job
Conduct either quick or advanced searches for available jobs. Submit an online job application.

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

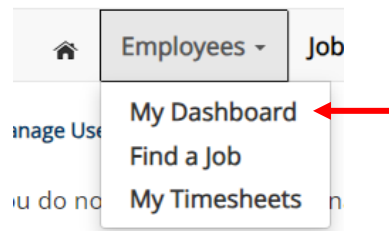
Login



[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

Employee Information Applications Job Mail

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	I9

Once you click on the link, you will reach the **instructions** page. Follow the instructions to complete the required form > once done, click **Next**

* = required field



Required Employment Form Federal Form I-9 Instructions

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 **Step 1** of the I-9 Employment Eligibility Form by clicking [here](#). The employee will need to complete all required fields as required by USCIS.

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.

After completing this form, Please complete **Step 2** of the I-9 Employment Eligibility Form by presenting original and unexpired documents for verification purposes to the Office of Human Resources. A list of acceptable documents can be found [here](#).

HR LOCATIONS: The HR Office in Edinburg is located on the second floor of building 13 (EMASS 2.126) and the Brownsville HR Office is located in building 28B (Vaquero Plaza) – please see maps below.

Campus maps: [Brownsville Campus](#) [Edinburg Campus](#)

Thank you,
Office of Student Employment

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) > **sign and date** > click **Submit Form**.

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

Timer 45 minutes Hide

* = required field

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.

☐ I confirm I have completed **Step 1** by completing Section 1 of Form 1 by clicking the link on the previous page.

☐ I confirm I will complete **Step 2** by visiting Human Resources as instructed on the previous page. See the HR locations that are listed below.

(click to sign)

Employee Electronic Signature

Date

HR LOCATIONS: The HR Office in Edinburg is located on the second floor of building 13 (EMASS 2.126) and the Brownsville HR Office is located in building 28B (Vaquero Plaza) – please see maps below.

Campus maps: [Brownsville Campus](#) [Edinburg Campus](#)

Previous

Submit Form

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

User Dashboard

Employee Information Applications Job Mail

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Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed

***Please note that this is a two-step process, and you will still need to visit one of our HR locations to present your physical documents. If you have previously submitted your I-9 documentation, please email HR@utrgv.edu or call 956-665-2451 (Edinburg) or 956-882-8205 (Brownsville).

You have now completed the I-9 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.