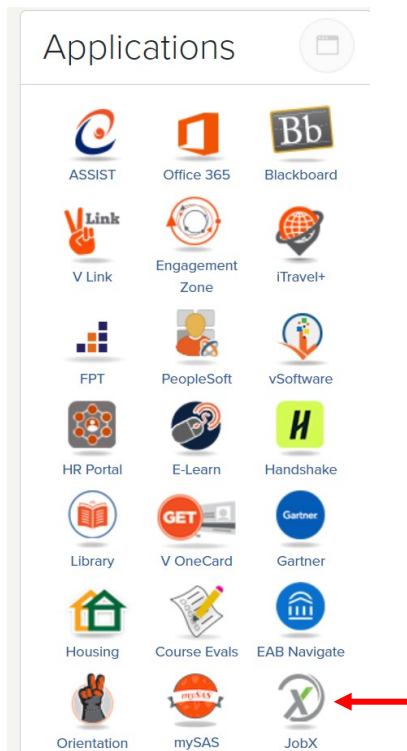
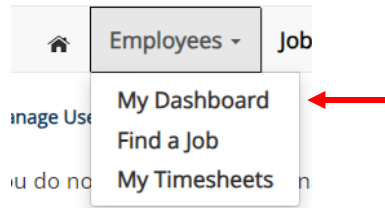


How to Accept/Decline a Job Offer (For Students)

Log in to my.utrgv.edu and click on the **JobX icon** or follow the link: <https://utrgv.studentemployment.ngwebsolutions.com/>



Once logged in, click on **Employees > My Dashboard** (An offer needs to have been extended for the action to be possible)



Under **Hires Pending Action** > click on **Accept/Decline**

Navigation bar: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, Help

User Dashboard

Tabs: 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
I-9 Status	Completed
Personal Student Form	Not completed
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	Not completed
Credit Hours	6
Awarded	Yes
Preferred Name	Alexandra

Display: Current/Future Employee Information [Update](#)

Hires Pending Action

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Forms / Status	Hire Status
WS Student Assistant	Univ Marketing & Communication	\$12.00	19.00	06/01/2024	08/31/2024	Ofelia Jimenez	Accept/Decline

Once the offer has been accepted, one more form will need to be completed. Under **Employment Eligibility Forms & Details** > Personal Student Form > click on the **link** (see below)

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	Completed	
Personal Student Form	Not completed	Personal Student Form 
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	
Credit Hours	4	
Awarded	Yes	
Preferred Name		

Fill out the **Personal Student Form** > click **Next**

Timer  Hide
45 minutes

* = required field
Some content may be updated based on selection



First Name: *
Last Name: *
Employee Email: *

Personal Information

The University of Texas Rio Grande Valley (UTRGV) is an Equal Opportunity/Affirmative Action Employer. As such, UTRGV is required to compile certain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. Completion of this form is **voluntary**. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment.

UTRGV does not discriminate on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its programs, services and/or activities. Our University promotes equal opportunity for women, minorities, veterans, and persons with disabilities through its affirmative action program.

Gender: * -- Please Select --
Ethnicity: * -- Please Select --
Have you ever been employed by UTRGV or another UT System Institution? * -- Please Select --

Personal Email (Not UTRGV): *

Primary Contact Phone Number

Do you have a U.S. Phone Number? * -- Please Select --

Education Information

Highest Level of Education Effective Date * 
What is the highest education level you have achieved? * -- Please Select --

Next



Fill out the **Emergency Contact** information > click **Next**

Timer ⓘ Hide
45 minutes
* = required field

Emergency Contact

Emergency Contact Name - Full Name:

Emergency Contact Relation:

Emergency Contact Phone Number:

Marital Status:

[Previous](#) [Next](#) 

Complete and Sign the agreement > click **here** to open the agreement

* = required field

Document Library - RGV IPP

In order for The University of Texas System and The University of Texas Rio Grande Valley (UTRGV) to meet its obligations under the Bayh-Dole Act and as a condition of and in consideration for my participation in extramurally-sponsored research or activities at The University of Texas Rio Grande Valley (UTRGV), I hereby agree to the following:

The purpose of this IP Policy Agreement is to carry out the requirements of The University of Texas System Intellectual Property Policy and to comply with the new Bayh-Dole regulations effective May 14, 2018. I also understand that a copy of The University of Texas System Intellectual Property Policy is currently available at:

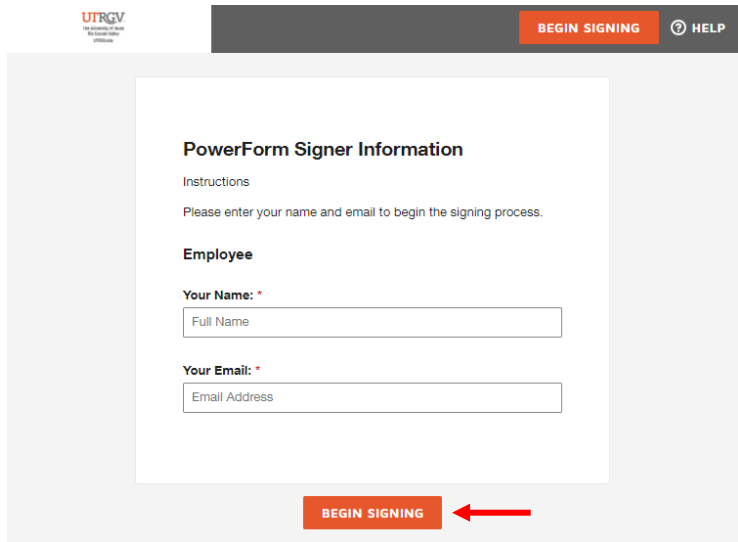
Please complete and sign the agreement [here](#) 

* ☐ By checking this box, I confirm I completed the above IP Policy Agreement to carry out the requirements of The University of Texas System Intellectual Property Policy.

[Previous](#) [Submit Form](#)

Complete and sign the agreement. Once complete, go back to the **Personal Student Form**

Note: The Personal Student Form should be in a separate browser tab.



Confirm completion > click **Submit Form**

* = required field

Document Library - RGV IPP

In order for The University of Texas System and The University of Texas Rio Grande Valley (UTRGV) to meet its obligations under the Bayh-Dole Act and as a condition of and in consideration for my participation in extramurally-sponsored research or activities at The University of Texas Rio Grande Valley (UTRGV), I hereby agree to the following:

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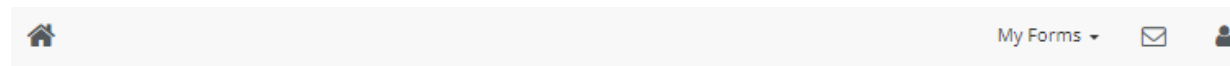
Please complete and sign the agreement [here](#).

☒ By checking this box, I confirm I completed the above IP Policy Agreement to carry out the requirements of The University of Texas System Intellectual Property Policy.

[Previous](#)

[Submit Form](#)

Once the form has been completed, you will receive a **confirmation page** and the status of the form will now show as **Completed**.



Thank you! Your form has been submitted. 

 View Form PDF

User Dashboard

Employee Information Applications Job Mail

Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA

The hire status will be updated to **Active**.

Display: Employee Information

Hires

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor	Forms / Status	Hire Status
DW Undergraduate Recruitment - Student Assistant	Recruitment	\$12.00	19.00	03/25/2024	08/31/2024			Active 

At this point your assignment will still need to be processed by Salary Administration. Your supervisor will be contacted by Human Resources via email when your assignment is ready for you to start working.

For more information or assistance, please contact studentemployment@utrgv.edu.