How to Submit Re-Hire Requests for Returning Students

1. Go to [https://etsu.studentemployment.ngwebsolutions.com/](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.
6. Edit the start and end dates for the new school year, time frames, and available openings.

```
Number of Available Openings
Hours per Week
Start Date
End Date
Time Frame
Base pay rate:
```

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

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.

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FWS Processing Assistant
Financial Aid & S
Additional details about this job's status:
> This job is currently in Review Mode.
```

b. View Applicants

8. Hire returning students as walk-ins.