FWS Program- Quick Start Guide for On-Campus Supervisor

FWS- Placement Process

Access at https://laguardia.studentemployment.ngwebsolutions.com/. **Note:** Link is best compatible with Chrome or Firefox.

Post a New Job:

1. From the Homepage, click 'Post' under On-Campus Supervisor. Enter your LAGCC email address and password to login.

2. Complete the Job Profile. Click on 'Add a new job' on the top to create a new job. Examples of the form and descriptions of the form fields are provided below.

Category – Pick a category that best describes the type of job you are posting. Students search for jobs by category.

Job Title – Give a specific job title, e.g., "Lab Assistant".

Job Description – Describe the job and set proper expectations for the work you intend for the student.

Job Requirements – List any skills that the student must have. For example, if you need a student that can type at least 30 words per min, note that here.

Number of Available Openings – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.

Hours per Week – Indicate how many hours per week you expect the student to work. If you are flexible, fill in a range of hours.

Start/End Date/Time frame – Indicate to students when you need help. Start/End Date provides specificity for the time frame selected and may be actual dates or strings of text, like "ASAP." Students search by time frame.

Primary Contact Person – Select yourself as the contact person unless you are posting the job for someone else. The primary contact person will be responsible for managing the job and will receive emails about the position from administrators and students who apply online. If you do not see your primary contact person listed in the dropdown menu, then s/he is not a registered user of the system and/or is currently not affiliated with the FWS program.

Secondary Contact Person - If there are other people in your department with whom students may contact if they have questions about the job, indicate here by selecting their name and adding them to the list. Secondary contact person will also receive notification email if a student applies to the job online.

3. Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students.

4. Collect online applications - This system is designed to take advantage of online applications. If you choose to not receive online applications, students will be instructed to contact you directly. Once you click Submit, The Review Job Application page will load.

5. Review the job application, then click the finished button at the top or bottom of the page.

6. The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, then click here to finish! Explanations of the questions are provided below.

7. Your job has now been submitted for approval! You will receive notification about its status by email.

Edit a Job:

1. Select the job from the list and click 'Edit this Job' action located on the right. A new page will load, which will be identical to the job detail page you saw when initially posted the position.
2. Make your changes, then select one of the options provided at the bottom of the page, and click 'Submit'.
3. Your changes will be submitted to an administrator for approval, and you will receive an email about the job's status.

Delete a Job:

If a job is already in Storage, you can delete a job by selecting the job you want to delete. Then click on the 'Delete' icon at the top of the page. After clicking this action icon, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all records of it, including any associated details and applications. **Note:** You may consider keeping the job in storage instead of completely deleting the job.

Review Student Applications:

Now that you have posted a job for your department, you will receive email every time a student applies for the job. To view those applications, you can click the link in the email or you can log onto the website and go to My Control Panel.

From My Control Panel, your currently listed jobs will display, indicating how many new and total applicants you have. Under "App #" click on student's name to view applicant's information.

Contact Applicants:

A) After you have viewed applications for your job, you can respond to students by email through this website. To do so, click 'Greeting or Rejection', located just above the table of applications.

B) Click 'Send' when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the 'from' address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the 'from' address.

Hire a Student:

1. To begin the process, click 'Hire a Student' from any number of locations:

- My Control Panel
- Manage Job
- View Applicants

2. Select the student(s) you wish to hire or fill in the name of paper-copy applicant, then click go to Step (If you reached this step from the View Applicants page, your student will already have a checkmark next to his/her name.)

3. Confirm the student's ID number so that it may be cross-checked with a list of students eligible to work. Click 'Check Student ID' to move to the next step:

4. Review the validation results returned by the system. If your applicant checks out okay, the system will instruct you to move on to the next step by clicking 'Continue'. Otherwise, the system may prevent you from hiring this student.

5. The above screen confirms information gathered from your initial job posting and the student's application. Review the information, make any changes necessary, and then click 'Submit Request'. This is the hiring info that will be submitted for approval.

6. The system will confirm that your job request has been submitted and will indicate the remaining, if any available positions for your job.

FWS- Timesheet Approval Process

Note: Please have your FWS students complete a paper sign-in sheet available online in order to have the actual start and end times on hand before you approve the online timesheets for each of your students.

Step 1: Access at https://laguardia.studentemployment.ngwebsolutions.com/ Login with your LAGCC email and password. **Note:** Link is best compatible with Chrome or Firefox.

Step 2: Click 'Approve Timesheets' from the "On Campus Supervisor" Box on the Homepage.

- Timesheets submitted by students will be listed at the bottom of the page
- Click on the magnifying glass 🔍 icon to review and approve timesheets for each of your students
- You will be able to edit and make any changes as needed on this page
- You may also click 'Reject' if you want the student to make any changes
- Click "Approve' to submit the timesheet

Any timesheets not approved by Supervisor's Submission Due Date will be considered late and will not be processed until the next payroll period. The FWS Payroll Schedule is available online under 'FWS Forms & Information'.

Logging Off: Please note that you will need to close out of the browser completely in order to log out of the system. If you encounter any problems, please inform SFS at FWSJOBS@lagcc.cuny.edu.