

Step 1

The screenshot shows a web application interface with a navigation bar at the top containing: Home, Employees, JobX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. A dropdown menu is open under 'JobX', listing the following options: JobX Home (Job Control Panel), Find JobX Users, Admin Find Jobs, Approve JobX Hire Requests, Edit Default Job Applications, Manage Quick Job Searches, **Search Students** (highlighted in yellow), JobX Statistics, and Manage JobMail. Below the navigation bar, there are several filter sections: 'Employer Type' with a 'Show all Employer Types' link, 'Employer Name' with a search box and a 'Show 25' dropdown, and 'Job Status' with checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (1)', 'Storage Mode (3)', and 'Deleted (2)'. A card displays job details: Job Id: 4416, Contact Person: Kristin Moore, Wage: \$10.80 /hr, Status: Review, and Location: Parrish Hall 160.

Step 2

The screenshot shows the 'Supervisor Employee Search Panel' with the following fields and a button:

- First Name:
- Last Name:
- Employee Id:
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Step 3

Search Employee Details

The screenshot shows the search form with the following fields and a button:

- First Name:
- Last Name:
- Employee Id:
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Search Results:

Employees
Jacqueline [REDACTED]
Jack [REDACTED]
Jacquelyn [REDACTED]
Jacob [REDACTED]

Step 4

The student record is shown. Work history as well as current jobs can be viewed by using the drop down at the bottom of the page.

Student Record Details

Criteria	Status
Work Aided?	Yes
Awarded FWS?	Yes
Awarded SCSP?	No
Student Status?	Yes
International Flag?	No
I9?	Yes
Direct Deposit?	Yes
Num Active Jobs	1
Employee ID	[REDACTED]

Display: Current/Future Employee Information

There are no hires to display