



EMPLOYER USER GUIDE

Getting Started	Error! Bookmark not defined.
Request Log-In Permission	4
Log In	4
My Control Panel	6
Post a New Job	12
Review Employee Applications	20
Contact Applicants	22
Manage a Job	23
▶ Update Job Status	23
▶ Edit a Job	24
▶ Delete a Job	25
▶ Manage an Online Application	26



How to Use This Guide

Next Gen Web Solutions has developed this guide to serve you at every point in your use of JobX.

Every installation of JobX is customized to suit the needs of a particular institution. Thus, this guide explains all of the features of JobX *in general*, but it may not reflect exactly the way in which your institution will be using the software. Most noticeably, graphics of the various JobX screens will differ slightly from your site. Please be sure to bring to the attention of your Site Administrator any remaining questions or concerns you have about the way JobX is working for you.

► Step-by-Step Instructions

Some features of JobX are best explained with step-by-step instructions. They will be indicated as:

1 ► Step 1 will be explained here.

2 ► Step 2 will be explained here.

► Abbreviated Navigation

Navigation through menus described in this document will be abbreviated as follows:

Employees > JobX Home (Job Control Panel)

Glossary of Common JobX Terms

Menu - The horizontal menu located on the top of every screen that allows you to navigate through the site.

Screen Shot - A picture taken of a particular JobX screen that is used within documentation.

Site Settings – Accessed by Site Set Up > Site Settings, where the software settings can be managed.

This is equivalent to: “Click Employees menu on the top horizontal menu, wait for the page to reload, and then click JobX Home (Job Control Panel) function.” This abbreviation will always assume the user begins navigation situated at *My Control Panel*, the page displayed just after login.



Getting Started

Next Gen Web Solutions is pleased to announce the arrival of JobX – a new web service to help employers and employees in the job posting and hiring process. With this new tool, you will be able to post jobs and review applications. Employees will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

► Features for Employers (Supervisors)

- *Post jobs:* build online job listings and applications; quickly add multiple positions for the same job; designate multiple University employees to manage a job; submit a job posting for admin review
- *Review applications:* receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email employees
- *Manage old jobs:* store lists of employees interested in job postings; save job postings for re-use

► Features for Employees

- *Search for jobs:* use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University's employment needs
- *Apply online:* enter information and instantly submit it to prospective employers
- *Review Application Status:* view status of all applications submitted
- *Complete paperwork:* download I-9/W-4 forms; submit university forms online; contact the Employment Office

The instructions contained in this document will explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to Administrator at stuemp@du.edu

To begin using the website, type the following address into your Internet browser's address bar.

<https://www.du.edu/studentemployment/index.html>



Request Login Permission

Standard Log in – Important Note: If your school is utilizing a Single Sign On or LDAP solution for your login process, please disregard this section of the user manual as it will not apply to your custom log in process.

Employees can search and apply for jobs without a user account, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head) must request an account and password to access the system:

- 1 ▶ Point your browser to <https://www.du.edu/studentemployment/index.html>
- 2 ▶ Click On-Campus Employers from the JobX Home Page.
- 3 ▶ Click Request Log-In Permission on the JobX Employer Home Page.
- 4 ▶ Select *On Campus* from the pull-down menu in the middle of the screen, then click *Go to Next Step*.

Request Log in permission

Thank you for your interest in registering to post jobs on the Employment website. To begin, please choose the type of employer that best describes you from the list below.

On Campus ▼

Go to next step

5 ▶ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters. You will also be able to designate a different mailing address for each job posting; this information is simply to help an administrator identify you.

If you administer jobs in more than one department or if your department is not listed, please write that in the *Notes* space. Feel free to add any additional notes there as well.



When finished, click *Submit*.

Request Permission To Use This Site
You must be a registered user to post jobs on the Student Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Full Email Address <small>Example: yourself@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Choose a Password <small>Passwords are case-sensitive.</small>	Enter Password: <input type="text"/> Re-Enter Password: <input type="text"/>
Please choose the employer for which you work from the list below.	
Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text"/>
Notes <small>If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire students in more departments than the one you indicated with the pull-down menu above.</small>	<div><div></div><div></div></div>
<input type="button" value="Submit"/>	

6 ▶ The application process is complete, but **YOU DO NOT HAVE ACCESS** to the site yet. The Site Administrator will review your information, and upon approval, you will receive a confirmation email with additional instructions.

Log In

You will receive an email from your Site Administrator once your account has been approved. In order to access any employer function of the website, you must log in.

- 1 ▶ Point your browser to <https://www.du.edu/studentemployment/index.html>
- 2 ▶ Click On-Campus Employers from the JobX home page.
- 3 ▶ Click the Job Management Log in link on the JobX Employer Home Page.
- 4 ▶ Enter your university email address and the password provided by your Site Admin or the password you selected when applying for log-in permission, then click *Log in*.

Please Log In!

Email Address	<input type="text" value="taige.haines@ngwebsolutions.com"/>
Password	<input type="password" value="...."/>
<input type="button" value="Log in"/>	

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 only information that I need in the performance of my employment duties.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Employers, don't have a password? Request permission to post jobs by clicking [here](#).

Help! I forgot my password! (If so, click [here](#)).



My Control Panel

Once you have logged in, you can access *My Control Panel*. On this page you can perform nearly all tasks related to your jobs.

The screenshot shows the 'My Control Panel' interface. At the top, there's a button 'Add a new job for' followed by 'ADMISSIONS'. A search bar is on the right with the placeholder 'Search Title, Description, Contact or Job'. On the left, under 'Your Selections:', there's a 'Reset' link and 'Job Filters Applied:' showing 'Employer: ADMISSIONS', 'Job Type: On-Campus Jobs (FWS & CWS)', and 'Job Status: Show All'. Below this is a 'Job Filters' section with 'My Jobs:' (+), 'Employer Name:' (ADMISSIONS), 'Job Status:' (-) with sub-filters like 'Listed Jobs (15)', 'Pending Approval (0)', 'Review Mode (4)', and 'Storage Mode (1)', and 'Job Type:' (-) with 'On-Campus Jobs (FWS & CW)'. The main area is titled 'Job Actions:' and includes icons for 'Delete', 'Export', 'Print', and 'Email Supervisors'. It has a dropdown for 'Select Action Below' and an 'Apply Action' button. Below this is a table titled 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)' for 'ADMISSIONS'. The table has columns: Ref #, Title, Contact, Job Type, App #, Listed, and Actions. It lists 6 jobs with details like '4337 AB Tech - 061516' and '4315 Admissions Clerical Rep II'.

Job Search

This Job Search feature enables Administrators and Employers to search the entire database of jobs within JobX by the following job related data:

- *Job Title* – The Job Title search will enable you to search for any job(s) in your JobX site that contain a specific Job Title (e.g. Tech) in the Job title field. If the word is present in the Job Title of any job in JobX, the job(s) will be returned to your control panel.

The screenshot shows the 'Job Search' interface. At the top, it says 'To add a job, please select an employer from the employer dropdown list presented in the filters to the left.' There's a search bar with 'Tech' entered and a 'Search' button. On the left, under 'Your Selections:', there's a 'Reset' link and 'Job Filters Applied:' showing 'Search String: Tech' and 'Job Status: Show All'. Below this is a 'Job Filters' section with 'Employer Type:' (-), 'My Jobs:' (+), 'Employer Name:' (-), 'Job Status:' (-) with sub-filters like 'Listed Jobs (47)', 'Pending Approval (2)', 'Review Mode (5)', and 'Storage Mode (5)', and 'Job Type:' (+). The main area is titled 'Job Actions:' and includes icons for 'Delete', 'Export', 'Print', and 'Email Supervisors'. It has a dropdown for 'Select Action Below' and an 'Apply Action' button. Below this is a table titled 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)'. It has two sections: 'ADMISSIONS' and 'COMPUTER SCIENCE'. The 'ADMISSIONS' section has one job: '4344 Technical Analyst - 090716'. The 'COMPUTER SCIENCE' section has one job: '4277 Technical Analyst II'. Red arrows point to the 'Search String: Tech' filter, the 'Search' button, and the 'Technical Analyst II' job listing.



- **Job Description** – The Job Description search will enable you to search for any job(s) in your JobX site containing a specific word (e.g. HTML) in the job description field. If the word is present in the Job Description of any job(s) in JobX, the job(s) will be returned to your Control Panel.

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:
Search String: html
Job Status: Show All

Job Filters

Employer Type: [-- Show all Employer Types --](#)

My Jobs: [+](#)

Employer Name: [-- Show all Employers --](#)

Job Actions:

[Delete](#) [Export](#) [Print](#) [Email Supervisors](#)

[Select/Deselect All](#) [Show](#) 25 results per page

1 to 1 of 1 << < > >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4277	Technical Analyst II	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (3 New)	02/03/15	View Edit Delete

Technical Analyst II
Job ID: 4277
Job Type: On-Campus Jobs (FWS & CWS)
Employer: COMPUTER SCIENCE
Job Category: Clerical

Job Description

- Work in conjunction with the internal development team to gather, categorize, and prioritize product features, and organize those features into planned product releases.
- Participate in product JAD sessions, contributing to the initial development strategy of a new product, as well as on-going directional decisions.
- Participate in the marketing strategy process, including customer identification and contact.
- Support Quality Assurance and client testing.
- Establish new customer relationships through the product pilot process, and manage existing relationships through product maturity.
- Assist in the development and maintenance of applications and data that allow Product Development to capture and utilize market intelligence.
- Create and maintain product demonstration software, user documentation, and product usage metrics.
- Utilizing HTML, maintain all test site content pages.

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- **Job Contact** (Primary and/or Secondary Contact) - The Job Contact search will enable you to search for any job(s) in your JobX site containing a specific Primary Contact (e.g. Taige Test Employer). If the Primary Contact is present on any job(s) in JobX, the job(s) with that Primary Contact will be returned to your Control Panel.

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:
Search String: NextGen
Job Status: Show All

Job Filters

Employer Type: [-- Show all Employer Types --](#)

My Jobs: [+](#)

Employer Name: [-- Show all Employers --](#)

Job Status: [-- Show all Job Statuses --](#)

Job Type: [-- Show all Job Types --](#)

Supervisor Access: [Application Search](#)

Job Actions:

[Delete](#) [Export](#) [Print](#) [Email Supervisors](#)

[Select/Deselect All](#) [Show](#) 25 results per page

1 to 3 of 3 << < > >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4243	Volleyball Coach	NextGen TimAdmin	On-Campus Jobs (FWS & CWS)	4 (4 New)	12/09/13	View Edit Delete

ATHLETICS

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4340	TEST	NextGen MakoAdmin	On-Campus Jobs (FWS & CWS)	2 (2 New)	08/23/16	View Edit Delete

STUDENT EMPLOYMENT

STORAGE – Jobs NOT Currently Listed with NO Applicant Data

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4297	TEST APP Not Changed	NextGen TaigeAdmin	On-Campus Jobs (FWS & CWS)	0 (0 New)		View Edit Delete

- **Job ID** - The Job ID search will enable you to search for a job in your JobX site containing a specific Job ID. If the JobID is present in JobX, the job will be returned to your Control Panel.



Job Filters

Utilizing the many job filter features on the JobX Job Control Panel, you can view the exact population of jobs you wish to manage with ease. As one or more job filters are selected, your selections will be presented in the 'Your Selections' area on the left side of your screen. In order to remove any previously set job filters, simply click the 'Reset' link.

Add a new job for ADMISSIONS

Search Title, Description, Contact or Job

Your Selections: [Reset](#)

Job Filters Applied:
Employer: ADMISSIONS
Job Type: On-Campus Jobs (FWS & CWS)
Job Status: Show All

Job Filters

My Jobs:
☐ Show My Jobs Only

Employer Name:
ADMISSIONS

Job Status:
☐ Listed Jobs (15)
☐ Pending Approval (0)
☐ Review Mode (4)
☐ Storage Mode (1)

Job Type:
On-Campus Jobs (FWS & CW)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 20 of 20

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4337	AB Tech - 061516	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	06/15/16	
4315	Admissions Clerical Rep II	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	02/01/16	
4326	Advisor IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/18/16	
4330	Bookkeeping IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	2 (2 New)	03/29/16	
4324	Filing Clerk III	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/03/16	
4311	Office Manager	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (0 New)	12/16/15	
4344	Technical Analyst - 090716	Taige Test Employer	On-Campus Jobs (FWS & CWS)	0 (0 New)	09/07/16	

- **My Jobs** – When selected, this filter will show only the jobs where you (the Supervisor) has been specified as the Primary contact. If the 'Show My Jobs Only' filter has not been selected, the view will include all jobs posted for that selected Employer/Department.

Add a new job for ADMISSIONS

Search Title, Description, Contact or Job

Your Selections: [Reset](#)

Job Filters Applied:
Employer: ADMISSIONS
Job Type: On-Campus Jobs (FWS & CWS)
Job Status: Show All

Job Filters

My Jobs:
☐ Show My Jobs Only

Employer Name:
ADMISSIONS

Job Status:
☐ Listed Jobs (15)
☐ Pending Approval (0)
☐ Review Mode (4)
☐ Storage Mode (1)

Job Type:
On-Campus Jobs (FWS & CW)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 20 of 20

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4337	AB Tech - 061516	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	06/15/16	
4315	Admissions Clerical Rep II	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	02/01/16	
4326	Advisor IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/18/16	
4330	Bookkeeping IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	2 (2 New)	03/29/16	
4324	Filing Clerk III	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/03/16	
4311	Office Manager	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (0 New)	12/16/15	
4344	Technical Analyst - 090716	Taige Test Employer	On-Campus Jobs (FWS & CWS)	0 (0 New)	09/07/16	



- **Employer Name** – If you are granted access by your Site Administrator to manage jobs for more than one employer, you can select the employer from the *Employer Name* drop-down menu on the left side of the screen for the employer you wish to manage jobs. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned.

- **Job Status** – This job filter enables you to filter jobs by a specific status. To understand the differences of each job status, simply mouse over the different job status icons the following definition pop ups will be provided.

The different Job Statuses are as follows:

- Listed Jobs –

Listed

Jobs in this status:


- Have been approved by all necessary parties
- Are currently posted among the list of available jobs
- May be searched and applied for by students

Important Note:

- Changes made to any job in this status, may require an approval from your site Administrator.



○ Pending Approval –


 **Pending**
Jobs in this status:

- Have been submitted for approval to an administrator

Important Note:


- The Primary and Secondary contacts will be notified once the job has been approved and its status has been changed to "Jobs Currently Listed"
- Changes made to any job in this status, may require an approval from your Site Administrator

○ Review Mode –

 **Review**
Jobs in this status:

- This Job(s) has been de-listed from the site.
- Jobs in "Review" mode can't be viewed, searched, or applied for by the applicant.
- Jobs in "Review" mode could have associated applications an employer/administrator can still review and select in the hiring process.
- If your site is configured to require an administrative approval before re-listing a job in "Review" mode, any changes will be submitted for approval prior to re-listing.

○ Storage Mode

 **Storage**
Jobs in this status:

- Will PERMANENTLY delete all associated applications. Note: Schools typically utilize this status to cleanse a prior year's list of applicants associated with a job in preparation for posting the job for a new academic year.
- Have been temporarily de-listed from the Website
- Are currently NOT posted among the list of available jobs
- May NOT be searched and applied for by students
- Do not have any associated applications.

Important Note:

- If you place a job into storage and delete all associated applications, you CANNOT retrieve the deleted applications.
- Changes made to any job in this status, may require an approval from your Site Administrator



- *Job Type* – This job filter enables you to filter jobs by one specific Job Type. Upon arriving on the JobX Job Control Panel, all Job Types will be presented. To filter by one specific Job Type, simply select the Job Type population of jobs you wish to view and all Jobs with that Job Type will be presented.

The screenshot displays the JobX Job Control Panel interface. On the left, the 'Your Selections' sidebar shows 'Job Filters Applied' with 'Employer: All Available' and 'Job Status: Show All'. Below this, the 'Job Filters' section includes 'My Jobs', 'Employer Name', 'Show Jobs From All My Empl', 'Job Status' (with counts for Listed, Pending Approval, Review Mode, and Storage), and 'Job Type'. The 'Job Type' dropdown menu is open, showing options: 'Choose Job Type', 'On-Campus Jobs (FWS & CWS)', 'Off-Campus Jobs (Federal Work Study)', 'On-Campus Non-FWS Jobs', 'Off-Campus Non-FWS Jobs', and 'Internship Jobs'. A red arrow points to the 'Job Type' column header in the main table, and another red arrow points to the 'Choose Job Type' option in the dropdown menu.

Job Actions: Delete, Export, Print, Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 25 of 52

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4337	AB Tech - 061516	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	06/15/16	
4315	Admissions Clinical Rep II	Taige Test Employer	On-Campus Jobs (FWS & CWS)	3 (2 New)	02/01/16	
4326	Advisor IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/18/16	
4338	Bookkeeping IV	Taige Test Employer	On-Campus Jobs (FWS & CWS)	2 (2 New)	03/29/16	
4324	Filing Clerk III	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/03/16	
4311	Office Manager	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (0 New)	12/16/15	
4344	Technical Analyst - 090716	Taige Test Employer	On-Campus Jobs (FWS & CWS)	0 (0 New)	09/07/16	
4341	TEST	Taige Test Employer	On-Campus Jobs (FWS & CWS)	0 (0 New)	08/23/16	
4332	Test AIC - 040116	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	04/01/16	
4325	Test Brooklyn Job - 020316	Taige Test Employer	On-Campus Jobs (FWS & CWS)	1 (1 New)	02/03/16	



Post a New Job

Posting a new job is a three-step process. First you create the job profile, then edit the job's application (if allowed by your institution) and submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job complete the following steps:

- 1 ▶ Navigate to the JobX Job Control panel by clicking **JobX > JobX Home (Control Panel)**
- 2 ▶ Click On-Campus Employers from the JobX home page.

3 ▶ Click the
utilizing the following screen, please complete the steps listed below:

Job Category «?»	Choose one... ▼
Job Title Example: Front Desk Receptionist	<input type="text"/>
Job Description Please be as detailed as possible.	<div><div>B I U</div><div></div></div>
Job Requirements Please be as detailed as possible.	<div><div>B I U</div><div></div></div>
Number of Available Openings	<input type="text"/>
Hours per Week	10.0 ▼ to Same ▼
Start Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").	<input type="text"/>
End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	<input type="text"/>
Time Frame «?»	Choose one... ▼
Base pay rate: Choose one... ▼	
Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.	
Select a Primary Contact Person:	Choose one... ▼
The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.	
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>
Location	<div><div></div><div>^</div><div>v</div></div>
Secondary Contact People «?»	<div><div>Taige Test Employer</div><div>Add >>></div><div><<< Remove</div></div>
Do you wish to collect online applications for this job?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
<input type="button" value="Submit"/>	



- 1 ► From *My Control Panel*, click Add a new job for [Employer Name]. The Job Profile form will open for you.

NOTE: If you are assigned to more than one employer, you must first select an employer from the *Filter Employer* pull-down menu, and then the Add a job link will appear. If you are assigned to only one employer, this link will already be visible.

- 2 ► Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided above.

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

Job Title – Give a specific job title, e.g. “Beaker Cleaner.”

Job Description – Describe the job and set proper expectations for the work you intend for the employee. A user friendly text editor feature enables you to format your information in a professional manner. This text editor includes; bold, italics, underline, bullets, links, HTML editor, etc.

Job Requirements – List any skills that the employee must have. For instance, if you need an employee that can type at least 30 words per min, note that here. A user friendly text editor feature enables you to format your information in a professional manner. This text editor includes; bold, italics, underline, bullets, links, HTML editor, etc.

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

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

Start / End Date & Time frame – These fields indicate to employees when you need help. Start / End Date provide specificity for the timeframe selected and may be actual dates or strings of text, like “ASAP.” Employees search by time frame.

Base Pay Rate – Select a wage that is most appropriate to the job.

Primary Contact Person – Select yourself as the contact person unless you are posting the job for someone else. If your demographic information has been loaded to JobX when your account was established, this information will be pre-filled. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and employees who apply online. If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with the current department.

Secondary Contact Person - If there are other people in your department whom employees may contact if they have questions about the job, indicate so here by selecting one or more names and Adding them to the list. Secondary contact people will also receive notification email if an employee applies to the job online.

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

Collect online applications - This system is designed to take advantage of online applications. If you choose to not receive online applications, employees will be instructed to contact you directly.

- 3 ► Click *Submit*. The *Review Job Application* page will load.



4 ► Review the job application, then click the ‘[Save Application](#)’ button at the bottom of the application if you don’t wish and/or are not permitted by your institution to add job specific questions (See ‘Creating a new Question’ on an application later in this document). **NOTE:** The Employment Office requires that some questions be required. These fields are denoted with a red asterisk.

You are adding a brand new job to the web site. ⓘ
>> [Step 1: Supply Job Profile](#) >> **Step 2: Review Job Application** >> Step 3: Go Live

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Pending Job Application - ADMISSIONS - Test

Timer ⓘ
01:59:51

General

First name	<input type="text"/>	*	←	
Middle name	<input type="text"/>			
Last name	<input type="text"/>	*		
Email	<input type="text"/>	*		
<small>Please use your institutional email address (if you have one)</small>				
	<input type="text"/>	(re-enter to confirm)		
Student ID	<input type="text"/>	*		
Resume	<input type="button" value="Browse..."/>			

←

Pick from Existing Questions

Create a New Question

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

► admissions

► word



► *Create a New Question*

Add a job specific question to your institutional default application to get a best-fit candidate for your job.

Question Details:

Depending on your permission level, you may be able to create new questions to be added to the institutional default application questions, which will then be approved by an administrator. To do so, click on the 'Create a New Question' tab beneath the default application. Next, within the *Question Details* section, please select a type of question from the 'Question Type' drop-down menu. The page will reload and you can then enter the question itself, along with a number of other options.

Pick from Existing Questions Create a New Question

Question Details

Question Type ⓘ
Please select
Single Line Text
Multiple Line Text
Single Choice
Multiple Choice
Date
File Upload
Instructional Text

Application Behavior

Application Section ⓘ
Select an existing section Create a new section
-- Please select --

Other flags
☐ Application input is required ⓘ
☐ Prefill this question from previous answer? ⓘ

Where To Add This Question? ⓘ
End of Application

Add Question



For single and multiple-choice questions, you will need to create an internally facing name for the question that only Administrators will see in the 'Pick from existing Questions' tab that serves as a library of all your job specific questions you add to an application for your specific department. The *Question Label* field is what the question as the applicant will see when completing the application. Please note that *Question Choices* are the different choices that will be presented to the applicant in either a drop down list for single-choice questions or check boxes for multiple-choice questions. The choices entered should be a comma-separated list, as seen below. If you would like one of the choices for a single-choice question to be defaulted in the drop down list, please designate using the *Default Value* drop down list.

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section. It contains the following fields:

- Question Type:** A dropdown menu with 'Single Choice' selected. A red arrow points to this field.
- Question Name:** A text input field containing 'Volleyball'. A red arrow points to this field.
- Question Label:** A text area with a rich text editor toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo) and the text 'Have you ever coached volleyball?'. A red arrow points to this field.
- Question Choices:** A text input field containing 'Yes,No' and an 'Add' button. A red arrow points to this field.
- Default Value:** A dropdown menu with '(none)' selected.

Other question types include the following:

► *Single Line Text Question* –

Utilize this type of question for short answers.

Student ID

► *Multiple Line Text Question* –

Utilize this type of question for longer answers.

Briefly explain why you wish to work in this department?




Other question types (continued):

► *Date Question* –

This will present a date picker calendar to the applicant. The applicant can either select a date from the calendar or type the date in the date field.

Birthdate:



► *File Upload Question* –

This will allow an applicant to upload a document that will be checked for viruses prior to loading to your JobX site.

Please upload a Letter of Recommendation.

Browse...

► *Instructional Text* –

This can be used before or after a question and/or section.

Please provide three (3) references below. References may not be a relative.



Application Behavior:

All questions added to the institutional default application for your specific job only will either need to be associated to an existing section of the application or you may choose to add a new section to the application, if desired. In order to do so, you'll need to complete the 'Application Behavior' section of this page before you can successfully add the new question and/or save your application.

If you'd like to add a new job specific question to an existing section of the default application, please select the desired section from the 'Application Section' drop down list. Otherwise, if you'd like to create a new section in the application not already present in the institutional default list of questions, you can simply type in the new section name in the 'Create a new section' field below. This action will create a new application section and list the new question you've added in this same transaction in this new section.

Additionally, you can choose to require the new job specific question be answered by clicking the 'Application input is required' box or choose to have this question pre-filled with the value they entered in a past application the applicant may have submitted for this job in a prior term.

Lastly, you can utilize the 'Where to Add this Question' drop down list to customize the location of your new question. Once you've completed all these steps, click the 'Add Question' button.

Application Behavior

Application Section ⓘ

Select an existing section Create a new section

-- Please select --

Other flags

☐ Application input is required ⓘ

☐ Prefill this question from previous answer? ⓘ

Where To Add This Question? ⓘ

End of Application

Add Question

IMPORTANT NOTE: To actually save this job specific question and all others you may wish to add to the application, please be sure to click the 'Save Application' button after adding all your new questions. If you fail to click the 'Save Application' button your new questions will NOT be successfully added to your application.

5 ▶ 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 the '[Click here to finish!](#)' button. Explanations of the questions are provided below.

NOTE: Depending on your permission level, some of the following questions may not appear.



Biology Department - Beaker Cleaner

Your job will have to be approved because you can't post jobs without permission
AND you edited the application.

1. When do you want the job and application to be reviewed for approval?
As soon as possible
2. Do you want the job listed immediately after it is approved?
Yes, immediately
3. Do you want JobMail to be sent when the job is listed?
Yes, send JobMail
4. For how many days do you want the job to be listed on the site?
Until I close the job

When all the above information looks correct...

- **Question 1** – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to an administrator for approval. If *Later* is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.
- **Question 2** – (Immediately; Send to Storage) If *Immediately* is selected, the job will post once it is approved. If *Storage* is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.
- **Question 3** – (Yes; No) Employees sign up for JobMail, and it automatically emails them when a job matching their interests is posted.
- **Question 4** – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

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

The details of your job are accessible by selecting [View Jobs Pending Approval](#) from *My Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by clicking the [Edit Job](#) icon.

PENDING APPROVAL – Jobs Currently Pending Administrator Approval

ATHLETICS



Ref# 4238

Test 081113

[0 Applicants \(0 New\)](#)














Review Employee Applications

Now that you have posted a job for your department, you will receive email every time an Employee applies for your 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*.

- 1 ▶ From *My Control Panel*, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click [Applicants](#) link.

NOTE: Depending on how many jobs you manage, you may first have to choose *Currently Listed Jobs* from the *Choose Jobs to View* list, not shown here.

LISTED – Jobs Currently Listed with Applicant Data (if applicable)					
ATHLETICS					
<input type="checkbox"/>	Ref# 4233	Football Waterboy	1 Applicants (1 New)	Listed: 5/13/2013	  
<input type="checkbox"/>	Ref# 4234	Volleyball Asst I	1 Applicants (1 New)	Listed: 5/14/2013	  
<input type="checkbox"/>	Ref# 4236	Waterboy	1 Applicants (1 New)	Listed: 6/5/2013	  

- 2 ▶ Each row of the table provides functionality for one particular job. Click [View Applicants](#) next to the job for which you want to review applications, in this case “Beaker Cleaner.” A new page will load, and a screen similar to the following will display:

Send Greeting Email(s)

Send Rejection Email(s)

Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume		Delete
New!	06-07-2012	Rogers1	Roy	Royrogers1@ngwebsolutions.com	Preview	View	Hired	Resume		Delete

- 3 ▶ Applications are initially displayed in descending order by date/time. New applications are designated by “New!” in the left-hand column. Click one of the column headings, such as *Last Name*, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.
- 4 ▶ Click either [Preview](#) or [View](#) next to the application you wish to review. Both links will display the application in exactly the same manner except that [Preview](#) will not eliminate the “New!” designation. This is to help you organize your applications, similar to the “Mark as Read” function in email programs.

After clicking [Preview/View](#), the employee’s application will appear:



[Return to Application List](#)

[Delete App](#)



Application Date: 06/07/2012

1. First Name
Roy
2. Middle Name
3. Last Name
Rogers1
4. E-mail Address
Royrogers1@ngwebsolutions.com
5. Student ID
111111111
6. test
ljksfdj
7. test2
djalkdjas
8. Test Question
Please Choose Answer
9. Do you enjoy this job?
Yes
Resume Submitted: Yes
View Resume

- 5 ▶ Review the employee application, and if you would like to print a hard copy of it, click the [Printer](#) icon. (A new window will open from which you can print.)



Contact Applicants

After you have viewed applications for your job, you can respond to employees by email through this website. To do so, click [Greeting](#) or [Rejection](#), located just above the table of applications. A new page will load, presenting you with a screen as shown below.

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

☒ Rogers1, Roy [Royrogers1@ngwebsolutions.com]

To Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From taige.haines@ngwebsolutions.com

Subject Job: Installation Specialist

Body I am interested in meeting with you to discuss your interest in the Installation Specialist job opening in my department.
Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

To – Place a check mark next to the names of the employees you would like to email. By default, all employees who have not already received email about this job are selected. If you would like to add employees who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If an employee has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the *From* address.

Subject – The system provides a standard subject line, but you can edit it at will.

Body – The system provides a standard message based on whether you selected [Greeting](#) or [Rejection](#), but you can edit it at will.

- 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.



Manage a Job

The *Manage Job* page provides a number of different functions from one central location, including:

- Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details
- Viewing applications (also accessible from *My Control Panel*).
- Hiring an employee (also accessible from *My Control Panel*).

NOTE: The latter two functions of the *Manage Job* page are explained earlier in this document and will not be covered again here.

To access these functions, click the Job Title you wish to manage from *My Control Panel*, and the following screen will load with that particular job's details.

Manage Job

Job Title	Employer	Status
Front Desk Clerk II	Campus Ministry	Listed
Additional details about this job's status:		
» This job is currently listed on the site.		
» It will not de-list until it is manually taken down.		

Update Status Listed » Current Status -- Click to update remaining days listed on site Review Mode » Click to change to Storage » Click to change to	Manage Application This job is configured to collect online applications. You may not edit the online application while this job is listed. To edit the application, please send the job to review mode, then visit this box again. » View or remove the online application.
View Applicants No applications have been submitted for this job.	Hire Student » Hire a student

[\[Edit this Job\]](#)

► Update Job Status

To change a job's status, ► click the target status link (e.g. Listed, Review, Storage) from the *Update Status* portion of the window.

NOTE: For an explanation of the different statuses, please see page 5 of this document, under the heading, "What do all these terms mean?"

If moving a job from *Review* or *Storage* to *Listed*, you may be required to resubmit it for approval, particularly if you have made changes to the job's details.



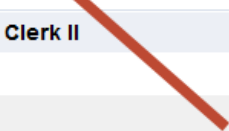
► Edit a Job

The Employment website allows you to revise the details of a posted job (e.g. description, time frame, location, etc.) through the [Edit this Job](#) function.

- 1 ► From *Manage Job*, click [Edit this Job](#) located just above the job details. A new page will load, which will be identical to the job detail page you saw when initially posting the position.

[\[Edit this Job\]](#)

Below is a view of approximately how this job appears to students:



Front Desk Clerk II	
Job ID	4243
Job Type	Campus Employment - Non FWS
Employer	Campus Ministry
Job Category	Associate
Job Description	Test
Job Requirements	Test
Available Openings	3
Hours	20.0 hours per week
Hourly Rate	\$8.00/hour to \$10.00/hour

- 2 ► Edit the details of the job, then select one of the following options at the bottom of the page, and click [Submit](#).

You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

- ☒ **Keep** this job listed on the site so students can still search for it, apply for it, and so on. It will be listed in the **old form** until the changes you just made are approved. When the changes you just made are approved, they will be immediately reflected in the listing.
- ☐ Remove this job from the web site so students may **not** search for it, **until** the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

Submit

- 3 ► Your changes will be submitted to an administrator for approval, and you will receive an email about the job's status.

NOTE: The details of jobs in *Storage* and *Review* modes can be edited in the same way as posted jobs, but those changes will not be submitted for approval until the job's status is changed to *Listed*.



► Delete a Job

If a job is already in *Storage*, you can click on the [\[Delete this Job\]](#) on the *Manage Jobs* page. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details and applications.







Otherwise, you may delete one or more jobs at a time by simply clicking the box beside each job you wish to delete and then clicking the “Delete” icon. If you’d like to delete all your jobs, you can click on the “Select All / De-Select All” box. This will mark all the jobs present on that page and then you can click the “Delete” icon.

DELETE Export Print -- Select Action Below -- Apply Action
















☐ Select All / De-Select All Show 25 results per page 1 to 21 of 21 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Campus Ministry

<input checked="" type="checkbox"/>	Reff 4243	Front Desk Clerk II	1 Applicants (1 New)	Listed: 3/13/2012	  
<input type="checkbox"/>	Reff 4245	Secretary I	1 Applicants (1 New)	Listed: 3/19/2012	  

Student Employment Office

<input checked="" type="checkbox"/>	Reff 4241	Administrative Assistant IV	1 Applicants (1 New)	Listed: 2/1/2012	  
<input type="checkbox"/>	Reff 4242	Assistant Coordinator IV	3 Applicants (2 New)	Listed: 2/7/2012	  
<input checked="" type="checkbox"/>	Reff 4247	Assistant Supervisor I	2 Applicants (2 New)	Listed: 5/31/2012	  
<input type="checkbox"/>	Reff 4209	Business Analyst I	0 Applicants (0 New)	Listed: 6/26/2012	  
<input checked="" type="checkbox"/>	Reff 4226	Business Analyst II	1 Applicants (1 New)	Listed: 10/17/2012	  



► Manage an Online Application

To view, edit or remove a job's online application, click [View or Remove the Online Application](#) from the upper right-hand corner of the *Manage Job* table. The *Manage Job Application* screen will load and present you with a preview of the current application. If the job is currently *Listed*, you will also see this window:

You may not edit the application for this job while it is listed. To edit the application, first place the job in Review Mode.

- To discontinue accepting applications for this job: [click here](#)

Note: You should only do this if you really want to cancel the application for this job. If you just want to prohibit students from applying for a period of time, you should de-list the job from the site. You can update the job's status: [Here](#)

As the window explains, a job must first be placed into *Review* mode before the application can be edited. Do so by clicking the link [\[Here\]](#) at the bottom of the window. Once the application is edited and the job status is returned to *Listed*, the job and its new application will be submitted for approval by an administrator.

To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the *Manage Job* page.

NOTE: By changing the online application and resubmitting the job for approval, you will not lose any of your current applications.