UNIVERSITY of DENVER
FINANCIAL AID
Student Employment

Student Employment Website User Guide for Work-Study Supervisors

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GETTING STARTED

The University of Denver, Office of Student Employment (OSE) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this tool, you are able to post jobs, review applications, initiate the hiring process, and find all student employment forms online. The students and supervisors will then need to meet for an interview and complete the necessary hiring paperwork. Students also have powerful capabilities to search for jobs, receive email about new openings, and apply for student employment positions all online.

❖ **Features for Employers**

- *Post jobs*: Build online applications; quickly add multiple positions for the same job; designate multiple University of Denver Supervisors to manage a job; submit a job posting to the Office of Student Employment to be reviewed.
- *Review applications:* Receive notification of completed job applications by email and review online; keep all applications in a central location and manage with preview function; email students.
- *Hire students online*: Set-up interviews with students; download all University of Denver hiring paperwork online.
- *Manage old jobs:* Store lists of students interested in job postings; save job postings for reuse.

❖ **Features for Students**

- *Search for jobs*: Use any number of different criteria to find jobs; receive automated email when preferred jobs become available.
- *Apply online:* Complete online job application and instantly submit it to prospective departments.
- *Complete paperwork*: Download I-9/W-4 forms; complete University of Denver hiring forms with employers; submit all completed forms to the Office of Student Employment.

The instructions contained in this document will explain step-by-step both the process of posting jobs and creating and accepting online job applications. Please do not hesitate to email any questions to the Office of Student Employment at stuemp@du.edu.

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

http://www.du.edu/studentemployment

REQUEST LOGIN PERMISSION

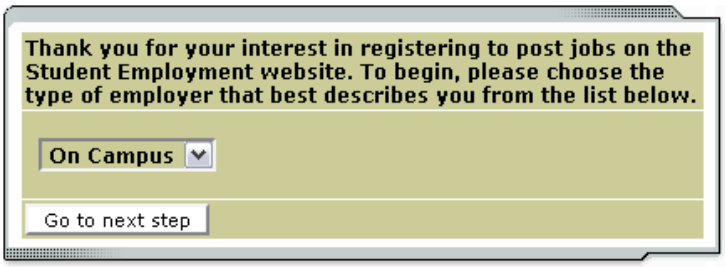
Students can search and apply for jobs without a user account, but departments use more sophisticated functions of the website. Thus, each individual must request an account and password to access the system:

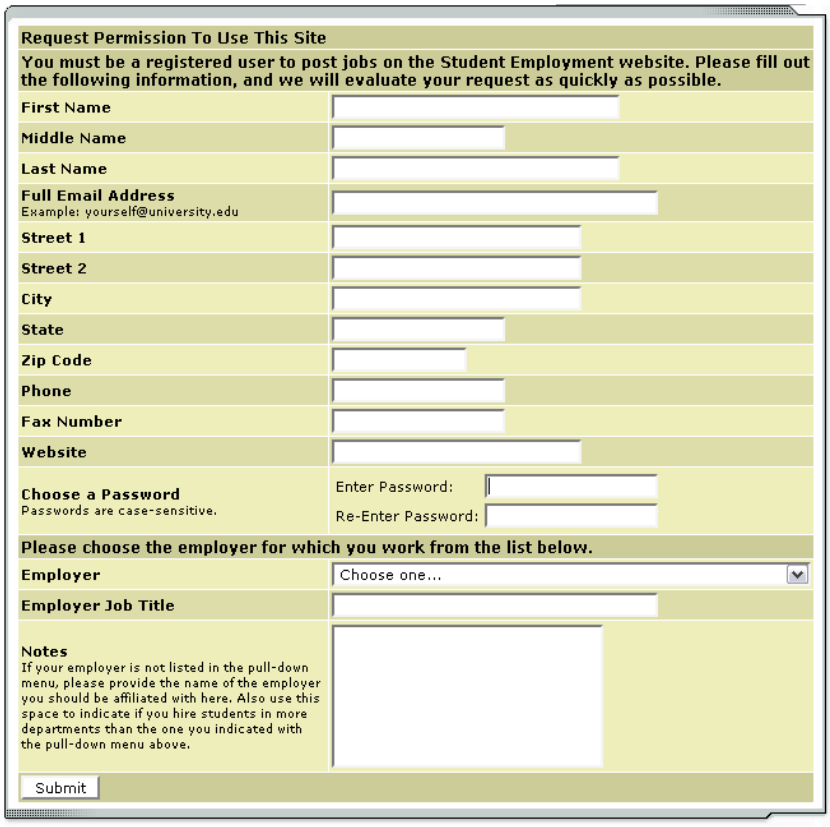
1 ▸ Direct your browser to http://www.du.edu/studentemployment

2 ▸ Click Work-Study Employers from the left-side navigation bar or in the center of the page.

3 ▸ Click Request a Log-In.

4 ▸ Select *On Campus* from the pull down menu, then click *Go to Next Step*.





5 ▸ Fill in your information as indicated. You should enter your campus address and use your on-campus telephone number. This information is to help OSE to identify you. Your password can be any alphanumeric combination up to 50 characters.

If you are a supervisor 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*.

6 ▸ The "request" for access process is complete, but YOU DO NOT YET HAVE ACCESS to the site. The Office of Student Employment will review your information, and upon approval, you will receive a confirmation email.

LOGIN

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

1 ▸ Direct your browser to http://www.du.edu/studentemployment

2 ▸ Click Work-Study Employers.

3 ▸ Click Manage Your Jobs.

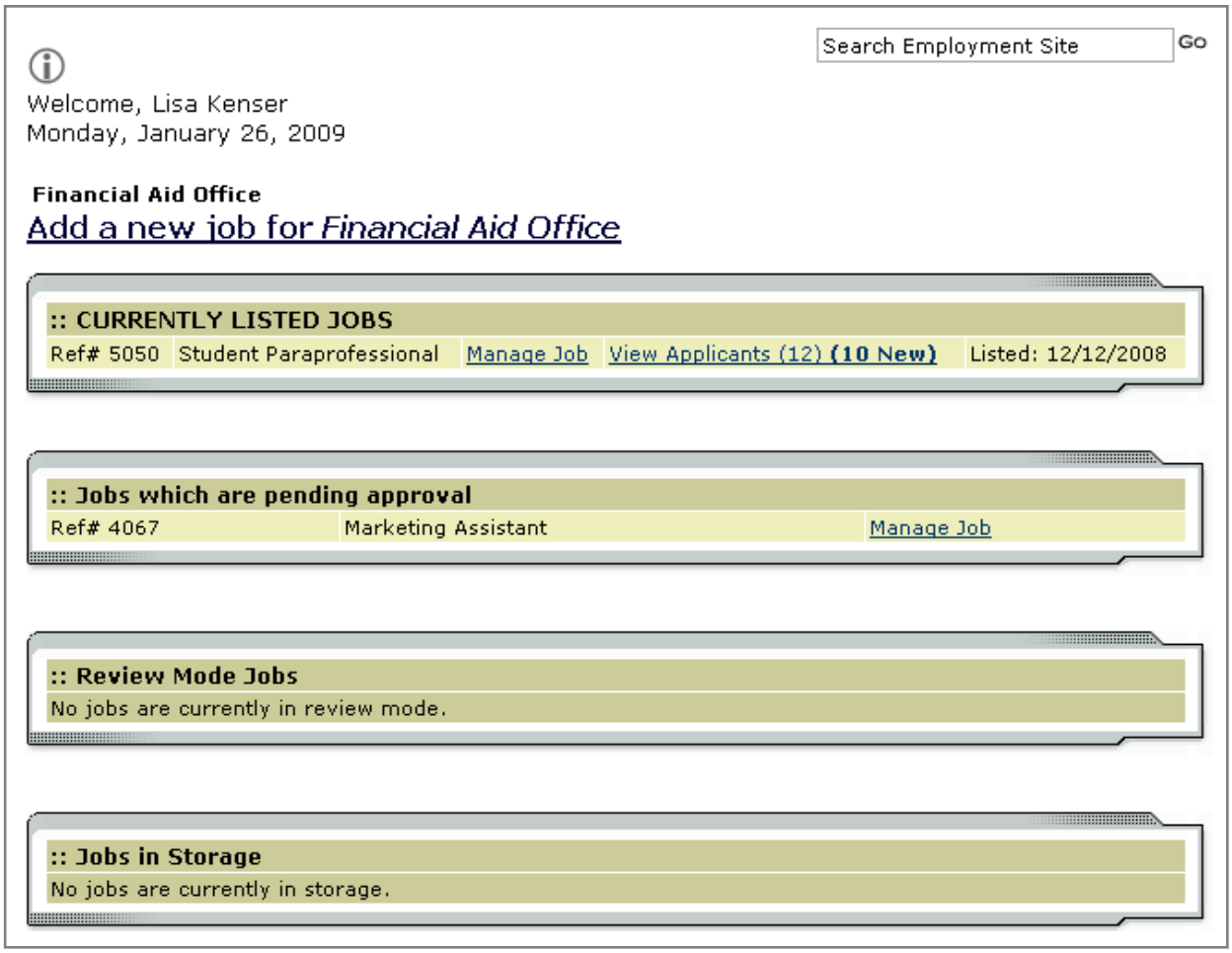
4 ▸ Enter your University of Denver email address and the password you selected when applying for log in permission. Then click *Log in.*

5 ▸ If at any time you forget your password, follow the prompt: "**Help!** I forgot my password!"

JOB CONTROL PANEL

When you log in, you will be able to access *Job Control Panel*. On this page you can perform nearly all tasks related to your jobs.

If you are assigned to more than one department, you will be able to select specific departments from a drop-down box. If you are assigned only to one department, you will simply see that one department name at the top.



In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click Log out from the left-side navigation bar, or have not used the Web site for over 20 minutes.

All of the following directions assume that you are logged in first.

Each job's status is defined in one of four ways: *Listed, Pending Approval, Review, and Storage.*

What do all these terms mean?

- *Listed* –The job has been approved by the Office of Student Employment and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.
- *Pending Approval* – The job has been submitted for approval to the Office of Student Employment. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed.* Any change made to the job prior to approval or once approved must be resubmitted to the Office of Student Employment.
- *Review* – The job is temporarily de-listed from the website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into *Review* mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. This is a good place for positions that are usually hired from "within" or where you have always hired without actually posting a position. A job in *Review* mode may be re-posted, though changes must be resubmitted for approval.
- *Storage* – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into *Storage* after hiring is completed and a job is closed. A job in *Storage* may be re-posted with approval from the Office of Student Employment – a good way to save time, for instance, if the same job is posted each semester.

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 desired (based on the University of Denver's standard application); and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

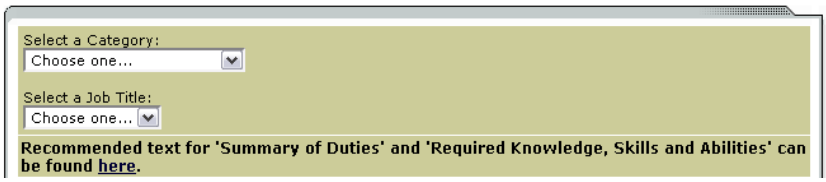
1 ▸ From *Job Control Panel*, click Add a new job for [Department Name]. The Job Profile form will open for you.

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

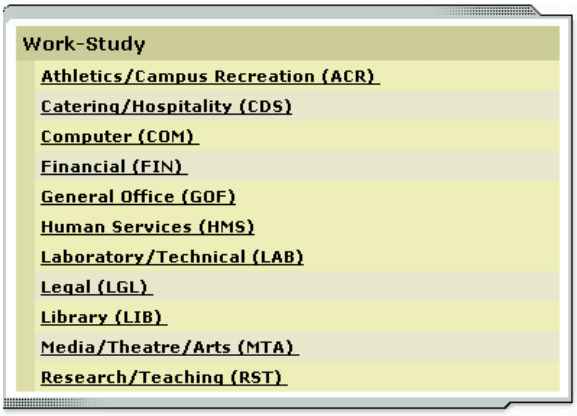
2 ▸ Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.

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

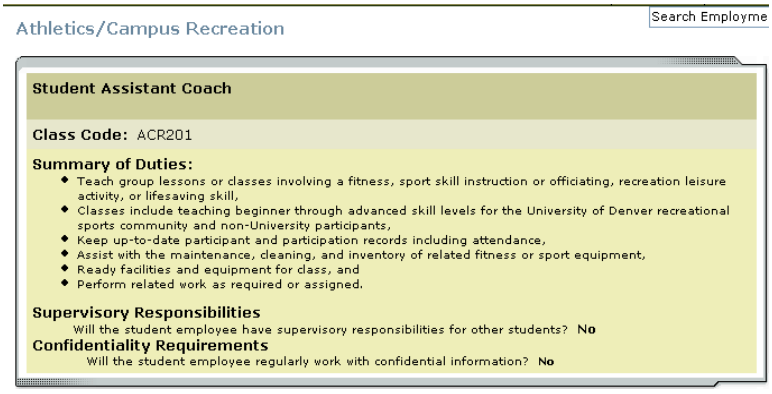
Job Title
Choose a job title that best describes the position.



Recommended text for "Summary of Duties"
This link will take you to a screen displaying sample job descriptions.



Job Description Categories
The listed job description categories do not reflect the specific department, but rather the area that houses the job. You may select any category for your job postings.

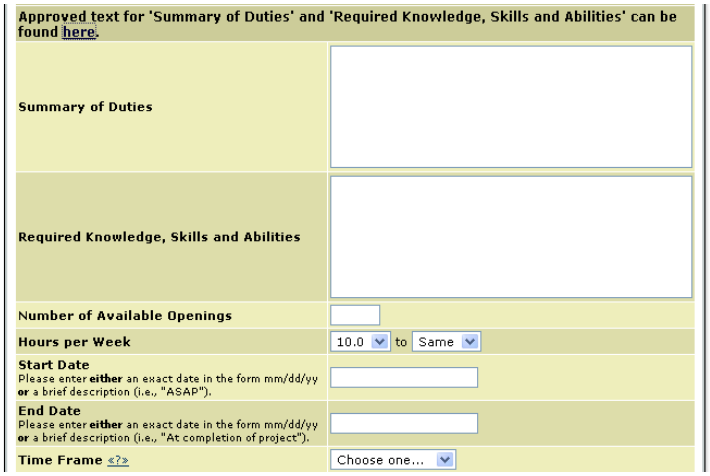


Sample Job Description
Summary of Duties
Describes the job and sets proper expectations for the work you intend for the student. You can copy and paste this text in the job description form.

Required Knowledge, Skills and Abilities

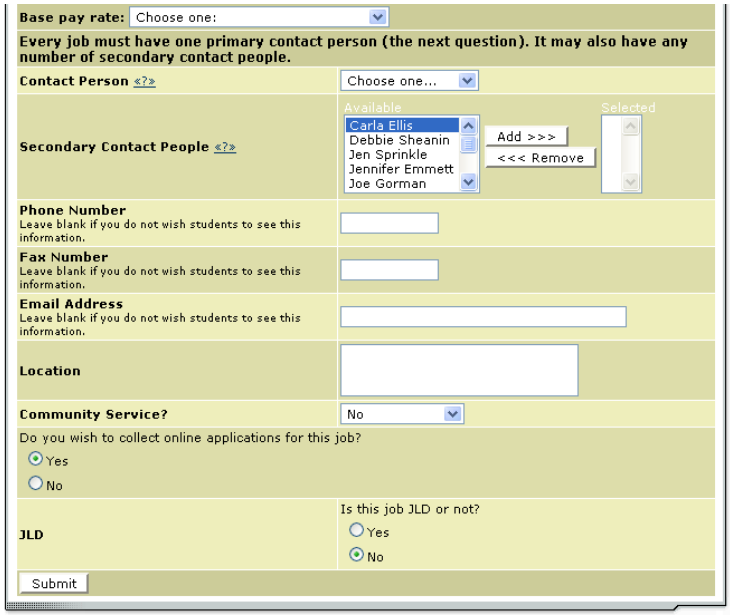
Lists any skills the student must have. For instance, if you need a student that can type at least 30 words per minute, note that here. If no experience is required, please write, "No experience required."

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. Remember, we encourage students not to exceed 20 hours per week when classes are in session.

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



Base Pay Rate
Select the corresponding wage range for the job description you have selected.

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 an email about the position from the Office of Student Employment and students 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 students may contact if they have questions about the job, you may indicate them by selecting one or more names and Adding them to the list. Secondary contact people will also receive a notification email if a student applies for the job online.

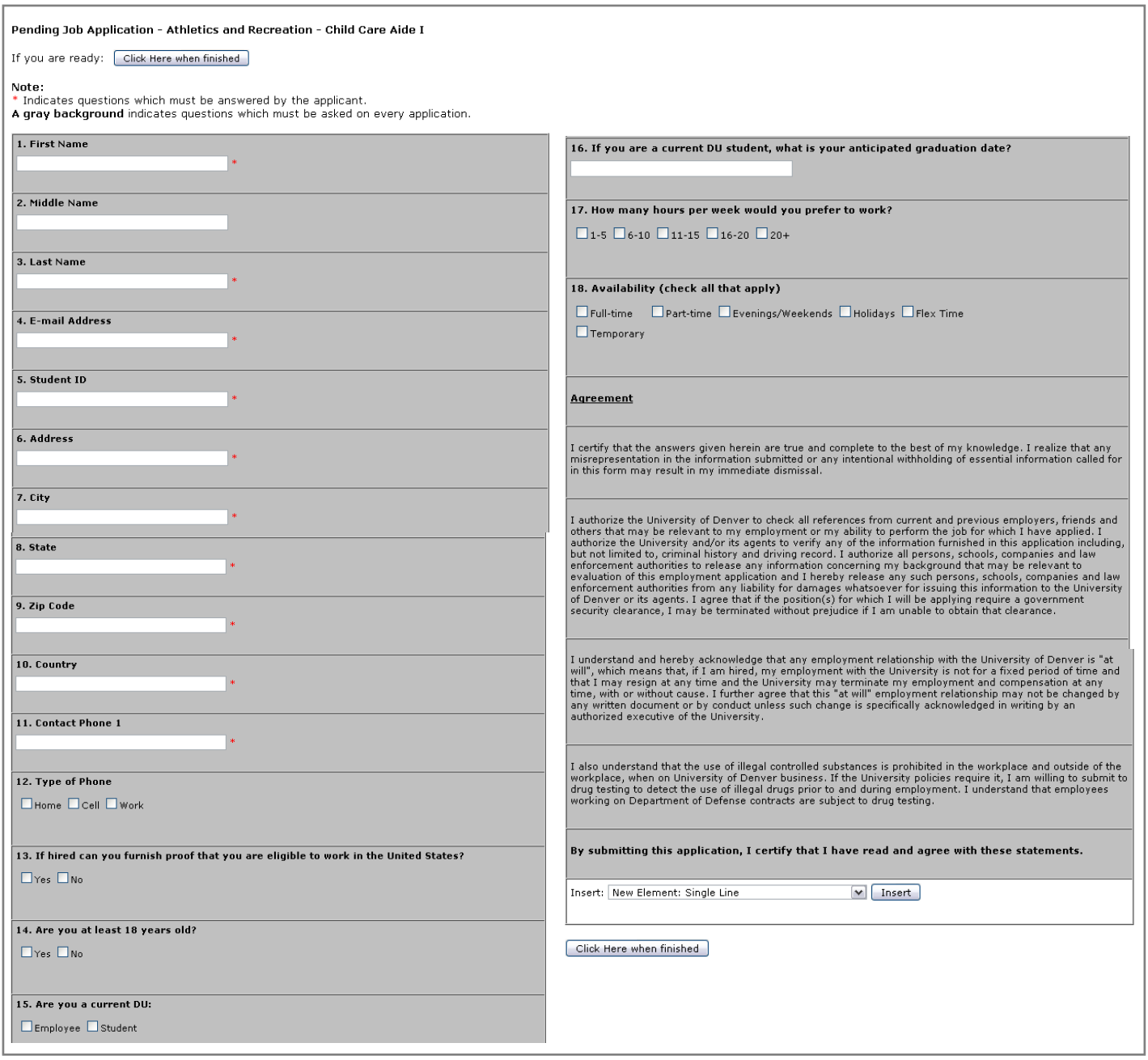
Phone/Fax/Email/Location
The phone number, fax number, email address, and business address should be available for the student.

Collect Online Applications
The 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.

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

4 ▸ Review the pending job application (pictured below). This is a generic job application containing basic questions. To use as is, click the Finished button at the top or bottom of the page. If you would like to add additional questions, follow the instructions on the next page.

NOTE: The Office of Student Employment requires that questions with red asterisks must be answered.



Pending Job Application - Athletics and Recreation - Child Care Aide I

If you are ready: Click Here when finished

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

1. First Name *

2. Middle Name

3. Last Name *

4. E-mail Address *

5. Student ID *

6. Address *

7. City *

8. State *

9. Zip Code *

10. Country *

11. Contact Phone 1 *

12. Type of Phone
☐ Home ☐ Cell ☐ Work

13. If hired can you furnish proof that you are eligible to work in the United States?
☐ Yes ☐ No

14. Are you at least 18 years old?
☐ Yes ☐ No

15. Are you a current DU:
☐ Employee ☐ Student

16. If you are a current DU student, what is your anticipated graduation date?

17. How many hours per week would you prefer to work?
☐ 1-5 ☐ 6-10 ☐ 11-15 ☐ 16-20 ☐ 20+

18. Availability (check all that apply)
☐ Full-time ☐ Part-time ☐ Evenings/Weekends ☐ Holidays ☐ Flex Time ☐ Temporary

Agreement

I certify that the answers given herein are true and complete to the best of my knowledge. I realize that any misrepresentation in the information submitted or any intentional withholding of essential information called for in this form may result in my immediate dismissal.

I authorize the University of Denver to check all references from current and previous employers, friends and others that may be relevant to my employment or my ability to perform the job for which I have applied. I authorize the University and/or its agents to verify any of the information furnished in this application including, but not limited to, criminal history and driving record. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background that may be relevant to evaluation of this employment application and I hereby release any such persons, schools, companies and law enforcement authorities from any liability for damages whatsoever for issuing this information to the University of Denver or its agents. I agree that if the position(s) for which I will be applying require a government security clearance, I may be terminated without prejudice if I am unable to obtain that clearance.

I understand and hereby acknowledge that any employment relationship with the University of Denver is "at will", which means that, if I am hired, my employment with the University is not for a fixed period of time and that I may resign at any time and the University may terminate my employment and compensation at any time, with or without cause. I further agree that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the University.

I also understand that the use of illegal controlled substances is prohibited in the workplace and outside of the workplace, when on University of Denver business. If the University policies require it, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that employees working on Department of Defense contracts are subject to drug testing.

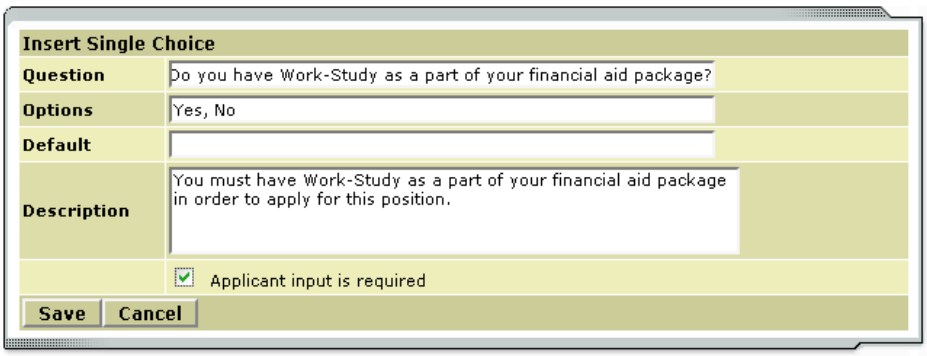
By submitting this application, I certify that I have read and agree with these statements.

Insert: New Element: Single Line Insert

Click Here when finished

To Add Questions to your Job Application:

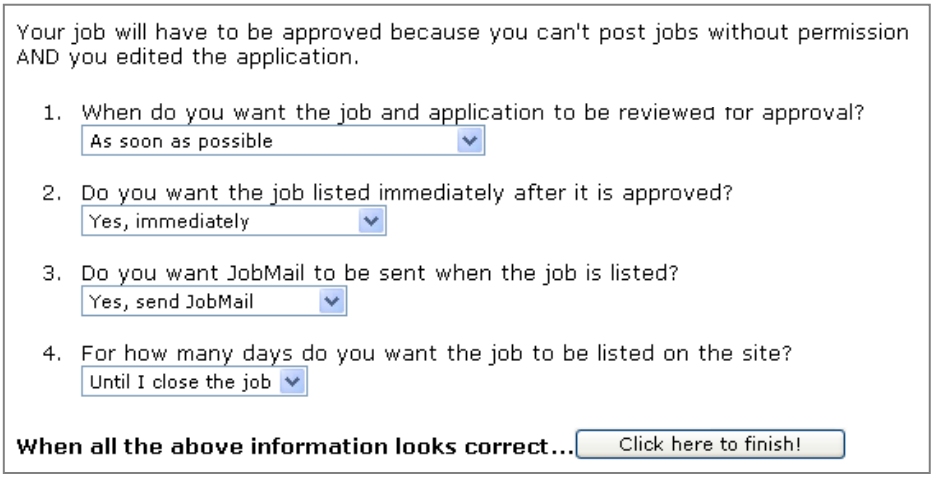
Depending on your permission level, you may be able to add questions, which will then be approved by the Office of Student Employment. To do so, select a type of question from the drop-down menu (located below the last question), then click Insert. The page will reload and you can then enter the question itself, along with a number of other options.



For questions with multiple options for answers, please note that *Options* should be a comma-separated list, as seen to the right.

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, Click here to finish! Explanations of the questions are provided below.

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



- *Question 1* – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to the Office of Student Employment for approval. If *Later* is selected, the job will move into Review mode and will not be seen by the Office of Student Employment. Jobs moved into Review mode can later be submitted for approval and posting.

- *Question 2* – *(*Immediately; Send to Storage) If I*mmediately* 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) When students sign up for JobMail, 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.

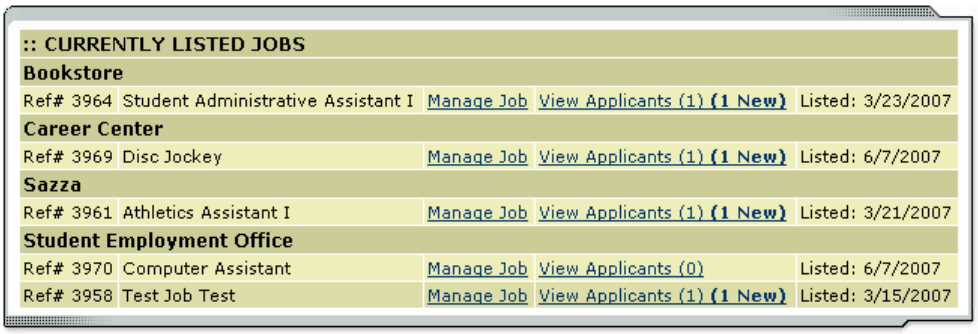
6 ▸ Your job has now been submitted for approval! You will receive notification about its status by email.

REVIEW STUDENT APPLICATIONS

Now that you have posted a job for your department, you will receive an email every time a student 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 *Job Control Panel*.

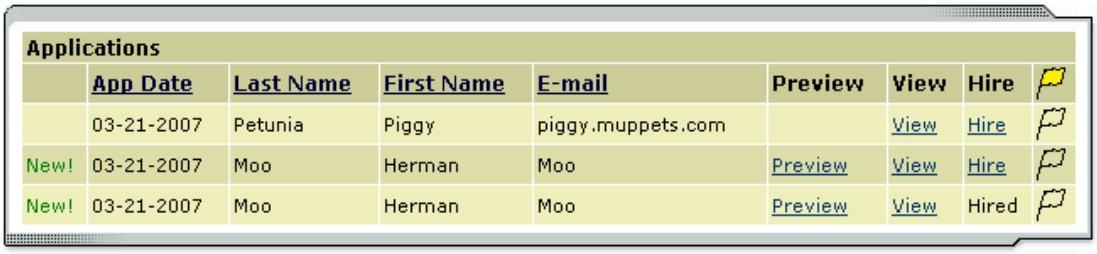
1 ▸ From *Job Control Panel,* your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click View Applicants.

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 "Disc Jockey." A new page will load, and a screen similar to the following will display:



:: CURRENTLY LISTED JOBS			
Bookstore			
Ref# 3964 Student Administrative Assistant I	Manage Job	View Applicants (1) **(1 New)**	Listed: 3/23/2007
Career Center			
Ref# 3969 Disc Jockey	Manage Job	View Applicants (1) **(1 New)**	Listed: 6/7/2007
Sazza			
Ref# 3961 Athletics Assistant I	Manage Job	View Applicants (1) **(1 New)**	Listed: 3/21/2007
Student Employment Office			
Ref# 3970 Computer Assistant	Manage Job	View Applicants (0)	Listed: 6/7/2007
Ref# 3958 Test Job Test	Manage Job	View Applicants (1) **(1 New)**	Listed: 3/15/2007

E-mail Applicants: Greeting Rejection



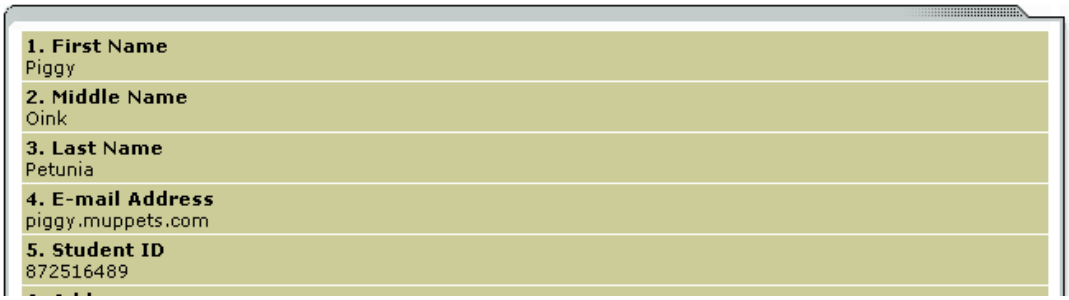
Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	
	03-21-2007	Petunia	Piggy	piggy.muppets.com		View	Hire	
New!	03-21-2007	Moo	Herman	Moo	Preview	View	Hire	
New!	03-21-2007	Moo	Herman	Moo	Preview	View	Hired	

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.

Return to Applications List Printer-Friendly Version



1. First Name
Piggy

2. Middle Name
Oink

3. Last Name
Petunia

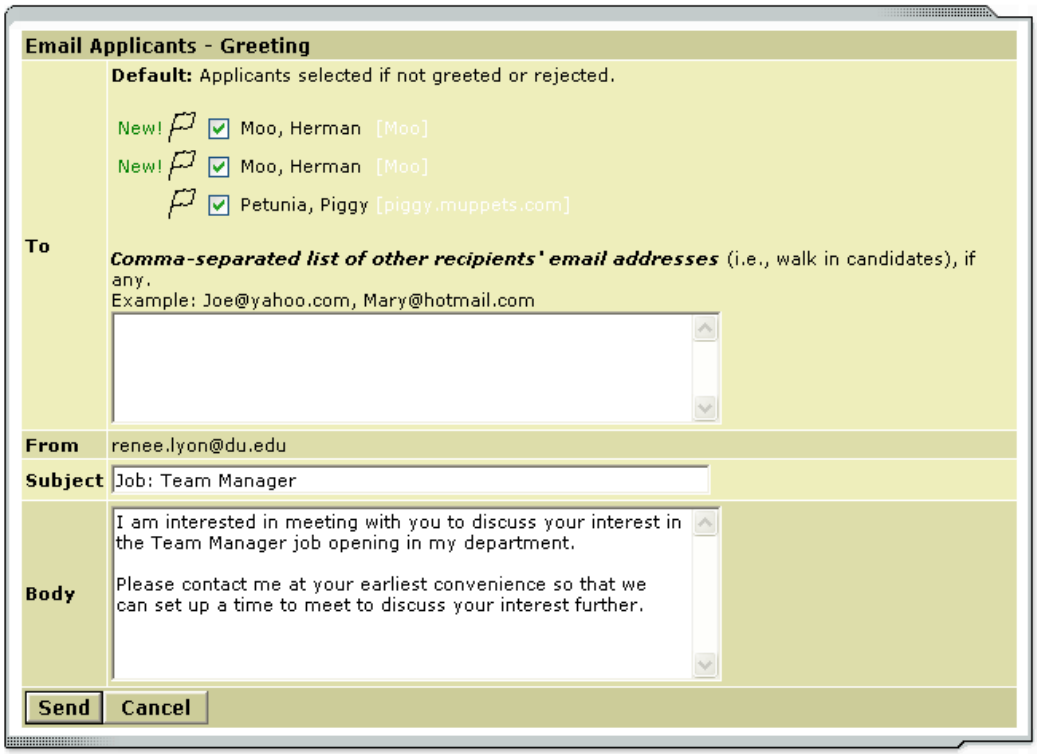
4. E-mail Address
piggy.muppets.com

5. Student ID
872516489

5 ▸ Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version. (A new window will open from which you can print.)

CONTACT APPLICANTS

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. A new page will load, presenting you with a screen similar to this, explained below.



To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student 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 your *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.

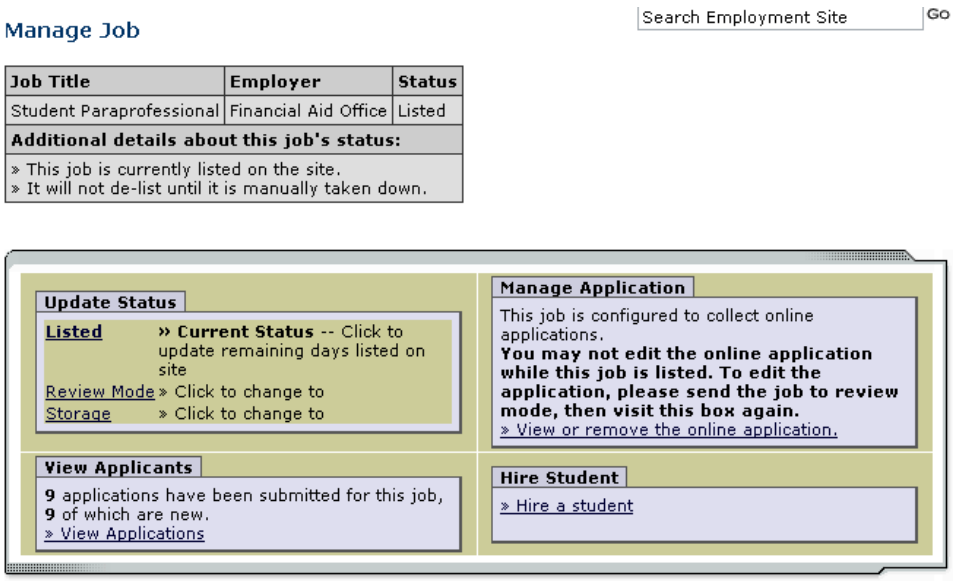
Click Send when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to your *From* address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to your *From* address.

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 *Job Control Panel*).

To access these functions, click Manage Job from *Job Control Panel,* and the following screen will load with that particular job's details.

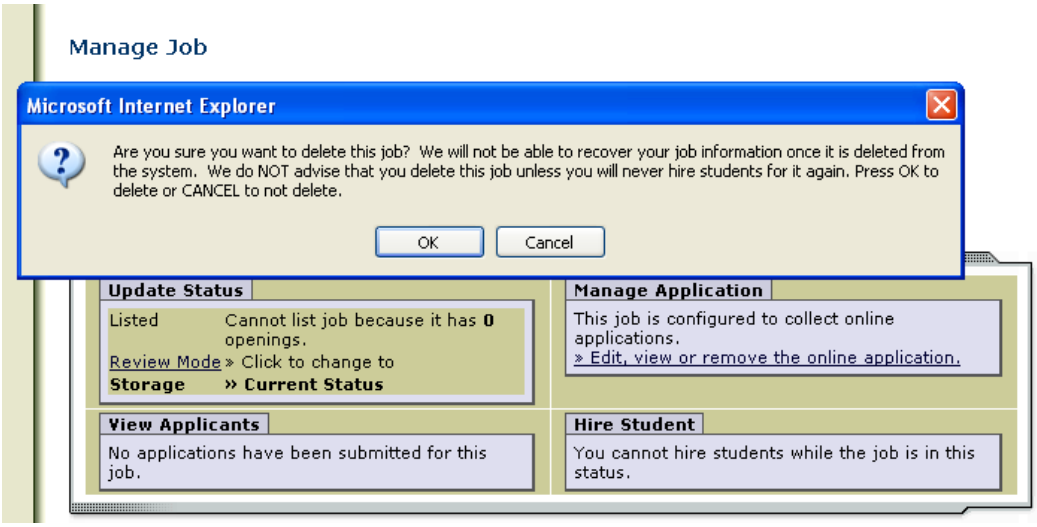


Update Job Status

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 6 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 to the Office of Student Employment for approval, particularly if you have made changes to the job's details.



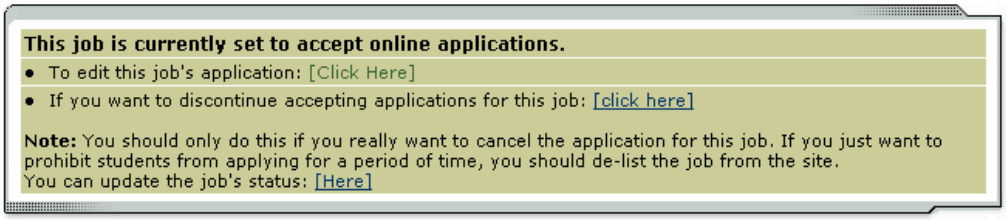
Delete a Job

If a job is already in *Storage*, a link to [Delete this Job] will be visible 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.**

Manage an Online Application

To view, edit a job's online application, click Edit or View 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:

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.



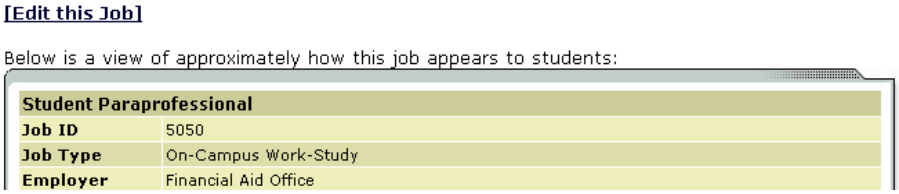
To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the *Manage Job* page.

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

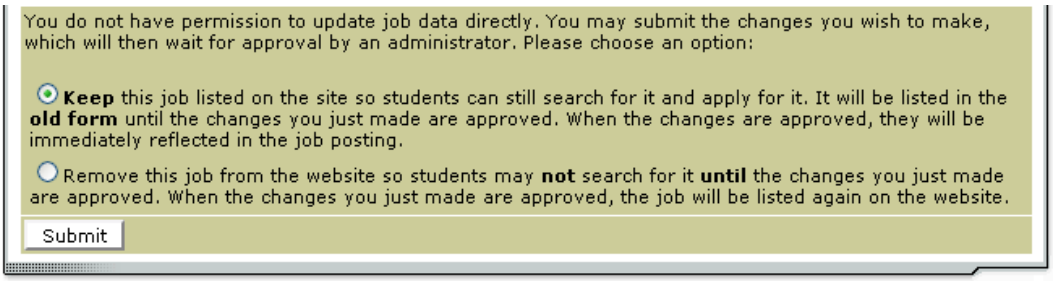
Edit a Job

The Student 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.



2 ▸ Edit the details of the job, then select one of the following options at the bottom of the page, and click Submit.



3 ▸ Your changes will be submitted to the Office of Student Employment 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*.

EMPLOYER FREQUENTLY ASKED QUESTIONS

LOGGING IN

Q: What is the URL of the student employment website?
A: http://www.du.edu/studentemployment

Q: What's my login and password?
A: You must apply for access to the student employment website. To do so, click Work-Study Employers from the navigation bar of the front page. Once the page re-loads, click Request a Log in. Enter your user information, including a password, and then submit your request. The Office of Student Employment will review your request and email you a confirmation that includes your username.

Q: How do I change my password?
A: Once you have logged in, select My Profile from the navigation bar on the left side. Your Personal User Information will appear. Click on Update User Info and Password. This password is kept separately from any other University of Denver passwords you may have.

Contact Us

The Office of Student Employment realizes you may need some extra help and guidance learning how to use the student employment website.

We Are Here to Help!

Feel free to contact us at any time if you have questions or problems:

Ph: 303-871-6795
Email: stuemp@du.edu

POSTING JOBS

Q: Why doesn't Job Control Panel display the Add a New Job link?
A: If the Add a New Job link doesn't display when you first go to Job Control Panel that means you are affiliated with more than one department and must select a department before you can add a new job.
At the top of Job Control Panel is a drop-down menu labeled Filter Employers. Select the department for whom you want to post jobs, then wait for the page to reload. The Add a New Job for [Employer] link will then display.

Q: Why can't I post jobs for the departments that I want?
A: The Office of Student Employment determines the departments with which you are affiliated and therefore allowed to post jobs. This designation is based on the Office of Student Employment's understanding of your location within and among departments, but these things change. If you need posting privileges for a different or additional employer department, please contact us.

Q: What's the difference between a primary and secondary contact person?
A: Students will only see the primary contact on the job posting, but the primary and secondary contacts will receive an email about a job posting from the Office of Student Employment as well as from students who apply online. Primary and secondary contacts will also have the ability to manage the job, review applications, and hire students. It is not required to list a secondary contact.

Q: I'm receiving email for a job I didn't post. Why?
A: Someone in your department has designated you a secondary contact without your knowledge. If you do not wish to receive email about this job, ask the primary contact to remove you as a secondary contact, or edit the job and remove yourself from the list.

Q: I want to post a job for someone else in my department, but he or she isn't a possible contact person. Why not?
A: That person may not be affiliated with your department or he or she may not be a user of the system at all. First contact that user and determine if he or she has attended the Student Employee Supervisor Training. If they have attended training and you would like to designate them as a "user" in your department, contact the Office of Student Employment.

Q: Can I edit the job application?
A: Yes, you can add questions to the default job application, but you may not revise or delete questions already there, marked with a gray background. The job application is revised in the job posting process or from the Manage Jobs page (if the job is already posted), and any additions to the application will be reviewed and approved by the Office of Student Employment. Under "Manage Application", click on: edit, view, or remove the online application.

You will then see:
To edit this job's application: [click here]

To add questions to the job application, click Insert just below the last question of the job application. The page will reload, and you can then select from 5 different types of questions: single line; multiple line; single choice; multiple choice; section heading.

- Single / Multiple Line - Provides your applicant a blank space to answer whatever question you ask. Single and multiple refers to how many lines are available to the applicant.

- Single /Multiple Choice - Allows you to designate a list of possible answers that the applicant will choose from. Single and multiple refer to whether the user can choose one option or more than one option. For multiple choice questions, "Options" should be a comma-separated list of possible answers, such as "1 quarter, 1 year, 2 years, longer".

- Section heading - Section headings are for longer applications that you may want to divide up into sections.

Q: I walked through every step of posting a job, but I don't see it listed on the website.
A: Every job posted on the student employment website must first be approved by the Office of Student Employment. This can take up to 48 hours, but will normally be done in 24 hours. Those selected as the contact people will receive an email once the job has been approved and is posted on the site. If you do not choose yourself as a contact person (either primary or secondary), you will not receive an email about the posting.

REVIEWING APPLICATIONS AND HIRING

Q: How will I know when someone has applied for one of my jobs?
A: Each time an application is submitted for a job in which you are named the primary or secondary contact the system will send you an email. You can follow the link in that email to review applications or you can logon as usual to the website, and then select View Applicants from Job Control Panel.

Q: I looked at an application, but it still has "New!" written next to it.
A: To view an application, you can click either Preview or View. Both links will display the application in exactly the same manner except that Preview will not eliminate the "New!" designation. To eliminate the "New!" designation, click on View. This is to help you organize your applications, similar to the "Mark as Read" function in email programs.

Q: Are there any other ways I can help organize the applications I've received?
A: Yes, next to each application is an icon of a clear flag. Click that clear flag to turn it yellow. (Click it again to turn back to clear.) The system will save these yellow flags so that you can return to the list later and refer to your highlights.

Q: Ack! I have plenty of applications for my job, but I don't have time to look over them. Can I remove the job but hold on to the applications?
A: Yes, after a job has been listed for at least 24 hours, you can place it into Review mode. When you move a job into Review mode, the job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. A job in Review mode may be re-posted without approval from the Office of Student Employment (unless changes to the job application or posting are made).

Q: I don't want to send a "Greeting" or a "Rejection" to applicants – but some other type of message.
A: "Greeting" and "Rejection" are just terms that the system uses to generate a pre-written email in order to save you some work. But you always have the option to edit this email before it's sent, so feel free to delete the body of the email and type anything you want.

Q: Do I have to email all the applicants or can I select just a few? And how do I keep track of the ones I've already emailed?
A: When you select Email Applicants: Greeting or Rejection from the view applicant's page, you will be able to choose who receives the email. Place a check mark next to the names of the students you would like to contact. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, that will be noted next to his or her name with "Greeted" or "Rejected." In addition, any email you send through the student employment website will automatically be carbon copied and sent to your email account along with a list of recipients.

Q: Who will this email come from? Can people reply to the email?
A: Email you send through the student employment website will appear to come directly from the email address that you use to login. It will be blind-copied (BCC:ed) to all recipients, which means that recipients will not see each other on the To: list. Any replies will come directly to your email account, and because recipients are BCC:ed, you do not need to worry that a recipient will by accident reply to the entire To: list.

MANAGING JOBS

Q: I know I can change the status of a job, but how?
A: To move jobs among Listed, Review, and Storage modes, go to Job Control Panel and click Manage Job next to the job you want to control. On the next screen, a number of small windows will display, one of which is labeled Update Status. Click the destination status.

Q: What's the difference between Listed, Review, and Storage modes?
A: Please see page 6 of this guide for description of each mode.

Q: What's the difference between Edit Job and Manage Job?
A: From the Manage Job page, you can access every function necessary to manage your jobs, including editing the details of the job posting. The Edit Job link is simply a shortcut from Job Control Panel that allows you to edit the job posting details.

Q: Why can't I just delete a job when I'm done with it?
A: The student employment website is designed to keep you from deleting a job by accident (and associated applications) and to encourage consistency among job postings from year to year. Thus, all jobs must first be moved into Storage mode, at which point the system will remind you that all associated applications will be deleted (and give you an opportunity to print them out first). We encourage you to keep jobs in storage mode and not delete them entirely. If you do want to delete a job entirely, the job must be in Storage mode, and you can then click [Delete this Job] from the Manage Job page.

MISCELLANEOUS

Q: I am inundated with email from the student employment website. What should I do?
A: If you manage a lot of jobs, you may receive a lot of email from the student employment website. The Office of Student Employment suggests that you set up a special student employment folder within your email program, and then create a rule to automatically sort messages into that folder. All email from the student employment website will come from the address stuemp@du.edu, and you can use that as your rule for sorting.

Q: Sometimes I click on a link or an option and it looks like nothing is happening. What is going on? Is something wrong with my system?
A: Unlike your word processor, which is software kept on your computer; the Office of Student Employment is using Web-based software that is kept on servers in a different part of the country. Each time you click a link or select some options (like from drop-down boxes), a server has to process your selection and send you a new Web page through the Internet. This takes time and can be adversely affected by a number of different things: Internet traffic, the number of users currently accessing the student employment system, the number of jobs you manage, and your computer. If you find yourself waiting what seems to be an unusually long time for simple processes to work, please contact the Office of Student Employment immediately. Include with your message the time of day you were using the system; exactly what you were trying to do; approximately how many jobs you manage; and some details about your computer, like its operating system and Internet browser.