

EMPLOYER USER GUIDE

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PLEASE NOTE

The following documentation is provided as a general guide for JobX and assumes a standard installation at your institution. You may have a customized installation of JobX, in which case, some instructions or screen shots may not be exactly the same in your software or some features of your software may not be explained in this document. Next Gen Web Solutions is not responsible for ensuring the accuracy of this documentation as it pertains to your institution's version of JobX. **Please read and revise this document carefully before you distribute it.** If you need help revising this document, please do not hesitate to contact Next Gen Web Solutions at supportx@ngwebsolutions.com.

Getting Started



The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process – including University paperwork – all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

► Features for Employers

- *Post jobs:* build online 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 students
- *Hire students online:* automatically check I-9/W-4/work-study status; submit job hiring requests; process University hiring paperwork online
- *Manage old jobs:* store lists of students interested in job postings; save job postings for re-use

► Features for Students

- *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 student employment needs
- *Apply online:* enter information and instantly submit it to prospective employers
- *Complete paperwork:* download I-9/W-4 forms; submit University forms online; contact the Student Employment Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:  

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 novafinancialaid@nvcc.edu.

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

<https://nvcc.studentemployment.ngwebsolutions.com/>

Request Log-In Permission

Students 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://nvcc.studentemployment.ngwebsolutions.com/>
- 2 ▶ Click On-Campus Employers from the left-side navigation bar.
- 3 ▶ Click Request Log-In Permission from the left-side navigation bar.
- 4 ▶ Select *On Campus* from the pull-down menu in the middle of the screen, then click *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="password"/> Re-Enter Password: <input type="password"/>
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 style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

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

Log In

You will receive an email from an SEO 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://nvcc.studentemployment.ngwebsolutions.com/>
- 2 ▶ Click On-Campus Employers from the left-side navigation bar.
- 3 ▶ Click Log in from the left-side navigation bar.
- 4 ▶ Enter your university email address and the password you selected when applying for log-in permission, then click *Log in*.

Please Log In!

Email Address

Password

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](#)).

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.

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.

Welcome, Taige Test Employer :: Wednesday, August 14, 2013

Employer Filter: [show/hide]
 Employer: Show Jobs From All My Employers
 ATHLETICS
 COMPUTER SCIENCE
 STUDENT EMPLOYMENT

Show all jobs within selected employer(s)

Add a new job for ATHLETICS

Job Status Filter: [show/hide]

View Listed Jobs (3)
 View Jobs Pending Approval (0)
 View Jobs in Review Mode (7)
 View Jobs in Storage Mode (1)

Delete Export Print -- Select Action Below -- Apply Action

Select All / De-Select All Show 25 results per page 1 to 11 of 11

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	

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the *Filter Employers* drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user shown above, Taige Test Employer, is assigned to three employers, the Athletics, Computer Science, and Student Employment Departments.

Next to the *Filter Employers* drop-down, you can also select whether to view only “My” Jobs or all jobs within the selected employer(s). “My” Jobs only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs the selected employer shown.

Choose Jobs to View:

- View Listed Jobs (Jobs: 4) <>
- View Jobs Pending Approval (Jobs: 0) <>
- View Jobs in Review Mode (Jobs: 5) <>
- View Jobs in Storage Mode (Jobs: 0) <>

for
the

Some users who manage a lot of jobs may also see *Choose Jobs to View* options on their screen.

Click one of the boxes next to the jobs you wish to display. Depending on the number of jobs to be displayed, the software may take a few seconds before it reloads your page.

Listed, Pending Approval, Review, and Storage...

What do all these terms mean?

A job's status is defined in one of four ways:

- *Listed* – The job has been approved by an administrator 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 an administrator. 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 its approval must be resubmitted to an administrator.
- *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. 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 an administrator – 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'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 utilizing the following screen, please complete the steps listed below:

Job Category <small>«?»</small>	Choose one... <input type="button" value="v"/>
Job Title <small>Example: Front Desk Receptionist</small>	<input type="text"/>
Job Description <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> B I U </div> </div>
Job Requirements <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> B I U </div> </div>
Number of Available Openings	<input type="text"/>
Hours per Week	10.0 <input type="button" value="v"/> to Same <input type="button" value="v"/>
Start Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small>	<input type="text"/>
End Date <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small>	<input type="text"/>
Time Frame <small>«?»</small>	Choose one... <input type="button" value="v"/>
Base pay rate: Choose one... <input type="button" value="v"/>	
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... <input type="button" value="v"/>
<small>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.</small>	
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>
Location	<input type="text"/>
Secondary Contact People <small>«?»</small>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Taige Test Employer </div> <div style="display: inline-block; vertical-align: middle; margin-left: 5px;"> <input type="button" value="Add >>"/> <input type="button" value="<<< Remove"/> </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. Students 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 student. 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 student must have. For instance, if you need a student 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 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 you need help.

Start / End Date & Time frame – These fields indicate to students when you need help. Start / End Date provide specificity for the timeframe selected and may be actual dates or strings of text, like “ASAP.” Students 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 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, indicate so here by selecting one or more names and Adding them to the list. Secondary contact people will also receive notification email if a student applies to the job online.

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

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.

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 Student 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 <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

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 -- [Create a new section]

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.

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:



February 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

▶ *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.

▶ *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 ▼

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?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

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) Students 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			
<input type="checkbox"/>	Re# 4238	Test 081113	0 Applicants (0 New)

Review Student Applications

Now that you have posted a job for your department, you will receive 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 *My Control Panel*.

- 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	

- 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:

<input type="button" value="Send Greeting Email(s)"/>	<input type="button" value="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

- 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.
- 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 student’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
ljkdstfj
7. test2
djalkdjas
8. Test Question
Please Choose Answer
9. Do you enjoy this job?
Yes
Resume Submitted: Yes
View Resume

- 5 ▶ Review the student 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 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 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 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 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.


Hire a Student

After you have finished interviewing for your job, you must begin the University hiring process through the Student Employment website. The website allows you to hire students who have applied either online or in person.

- 1 ▶ To begin the process, click [Hire a Student](#) from any number of locations:
 - *My Control Panel*
 - *Manage Job*
 - *View Applicants*

A page similar to the following will display:

There is **one** opening for this position. Please select one applicant to fill this job.

 <-- Click for help on completing this step.

The following students filled out an on-line application and have already been hired for this job:
Roy Rogers1

Hire On-line Applicants	Hire candidates who did not apply On-line.		
<input type="checkbox"/> test test <input checked="" type="checkbox"/> test tset	First Name	Middle Initial	Last Name
	1. <input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Go to step 2"/>		

- 2 ▶ Select the student(s) you wish to hire or fill in the name of paper-copy applicant, then click [Go to Step 2](#). (If you reached this step from the *View Applicants* page, your student will already have a checkmark next to his/her name.) The following screen will load:

Hire Student(s) Step 2: Fill Out Hire Info

For Job: Assistant Coordinator IV

Validate Students

Student	Enter ID:
test tset	<input type="text" value="33333333"/>
<input type="button" value="Check Student ID"/>	

- 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:

Validation Lookup Results		
test tset:		
✓	I-9 List	The student IS on this list.
✓	W4 List	The student IS on this list.
✓	Work Study List	The student IS on this list.

This student has passed validation and may be hired.
Click the "Continue" button to proceed to the next step.

[Continue](#)

- 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.

Please fill out hire info for this student.

Student First Name	<input type="text" value="test"/>
Student Middle Name	<input type="text"/>
Student Last Name	<input type="text" value="tset"/>
Student ID number	<input type="text" value="33333333"/>
Email Address of Student Hired	<input type="text" value="sharontest@hotmail.com"/>
Wage which will be paid student	<input type="text" value="8.00"/>
Hours per week	<input type="text" value="10.0"/>
Estimated Employment Start Date (mm/dd/yyyy)	<input type="text" value="08-01-2011"/>
Estimated Employment End Date (mm/dd/yyyy)	<input type="text" value="05-31-2012"/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	<input type="text"/>
Submit Request	

- 5 ▶ The above screen confirms information gathered from your initial job posting and the student’s application. Review the information, make any changes necessary, 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 depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

<p>Close the Job</p>	<p>This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. However, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example.</p> <p>You will have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.</p>
<p>Re-list the job</p>	<p>Use this option if you wish to continue looking for applicants for this job.</p>
<p>Keep the job in Review Mode</p>	<p>Use this option if you are not positive that you are ready to close the job, but also don't want to re-list the job immediately. This way, if you need to in the near future, you can re-list the job at any time with the current set of job applications and listing information still saved.</p>

After selecting one of the three options, you have completed the hiring process!

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 a student (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.

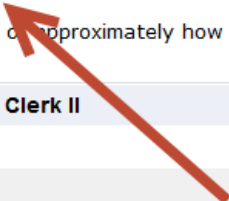
► **Edit a Job**

The 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.

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

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.

- 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.

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.