UNIVERSITY OF MIAMI

Office of Student Financial Assistance and Employment

JobX Powered by NextGen

Supervisor Training

nextgen WEB SOLUTIONS

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

UNIVERSITY OF MIAMI

JobX

Index

What is UM's JobX? 3

How to Login to UM's JobX 4

How to Post/Edit a Job Listing in JobX 6
- Post a Federal Work Study Job 10
- Post a Student Assistant (Non-FWS) Hourly Job 11
- Post a Student Assistant (Non-FWS) Stipend Job 12
- Post a Lead Miami/Miami Commitment Job 13
- Post a Graduate Assistantship 14
- Review Job Application 15
- Edit a job 20

Manage Applicants 22
- Schedule Interviews 25
- Decline Applicants 28

Contact Us 31

nextgen WEB SOLUTIONS

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

UNIVERSITY OF MIAMI

JobX

JobX Benefits for UM Student Supervisors

JobX is the University of Miami's Student Employment Job Posting System. It provides:

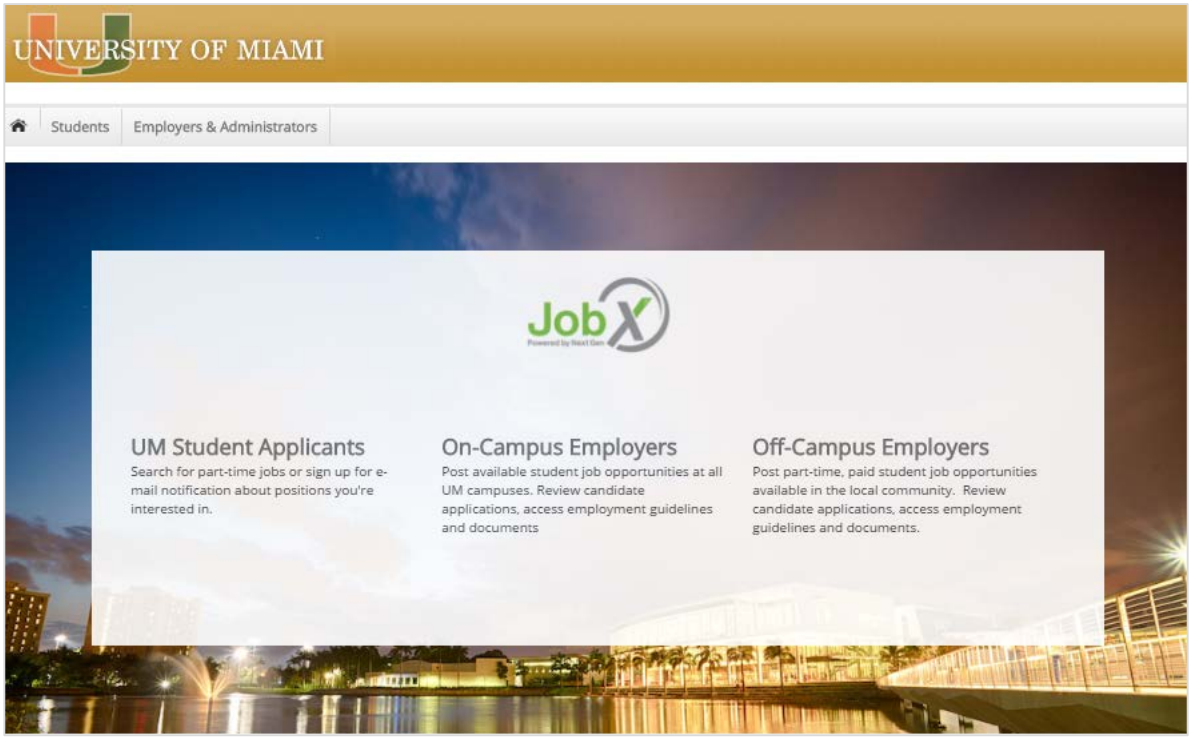
- Easy posting of student employment jobs.
- Job approval process ensures your jobs are reviewed in a timely manner and are compliant with institutional employment policies.
- Customizable job specific questions on the application to get "best fit" candidates for your job(s).
- Systematic E-mail alerts to ensure thorough and timely communications amongst all involved parties (e.g. student applicants and supervisors.
- System ensures employment program eligibility requirements are met.
- E-mail tool for timely communications with student candidates.

nextgen WEB SOLUTIONS
NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

UNIVERSITY OF MIAMI

JobX

Login to UM's JobX



- Navigate to https://umiami.studentemployment.ngwebsolutions.com/
- Click the On-Campus Employers link.

On-Campus Employer Login to JobX

- Step 1: Click the 'Login to Post a Job' link.
- Step 2: You will be directed to the UM portal.
- Step 3: Login utilizing your UM CaneID and Password.

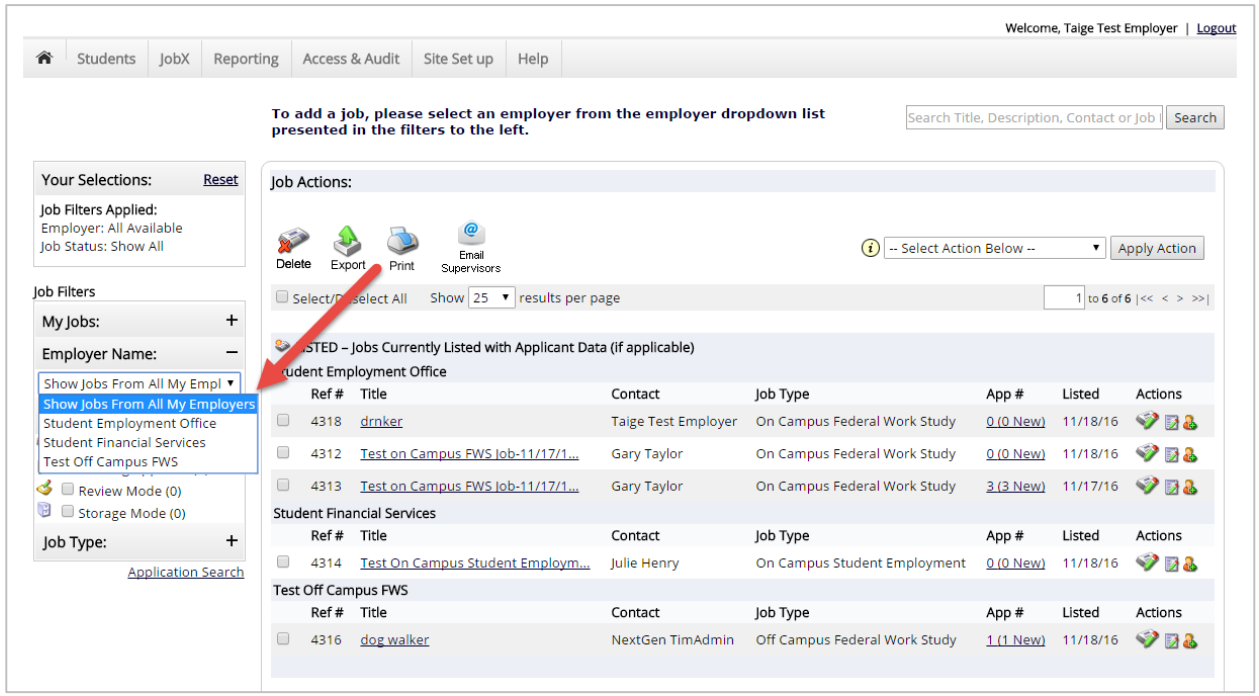
How to Add/Edit a JobX Job Listing

nextgen WEB SOLUTIONS
NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

UNIVERSITY OF MIAMI

JobX

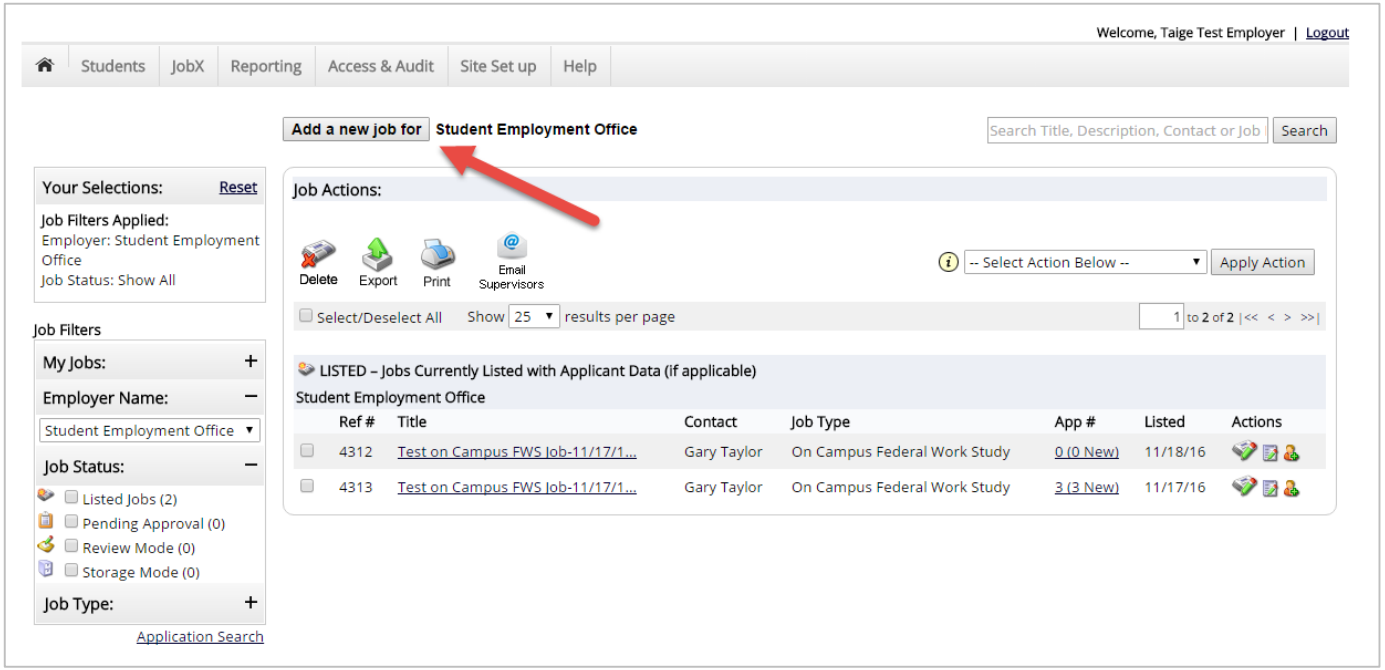
Add a Job



If you have posting permissions for more than one department, select the department for which you want to post a job from the 'Employer Name' drop down list. If you only have permissions to post for one department only, please proceed to the next slide.

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

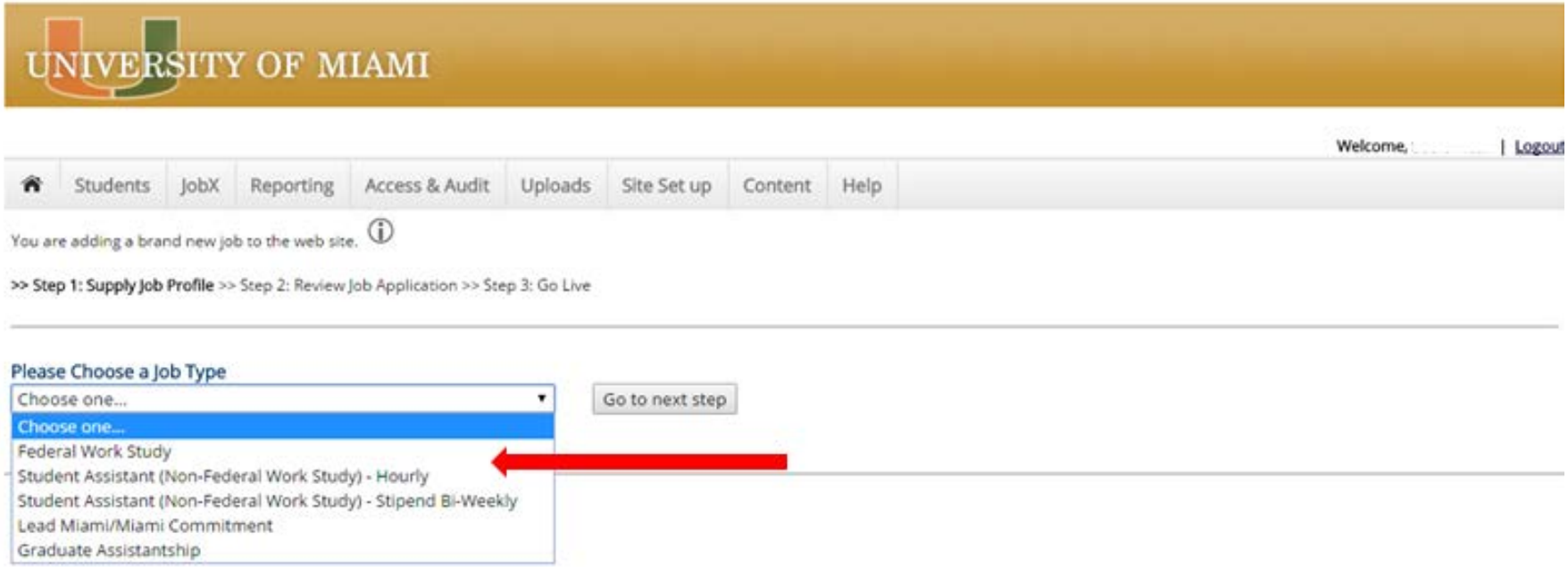
Add a Job



Click the ‘Add a new job for {Your Department Name will be Prefilled here}’ button.

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

Post a Job



Choose a Job Type for the job listing you wish to post and click the “Go to next step” button.

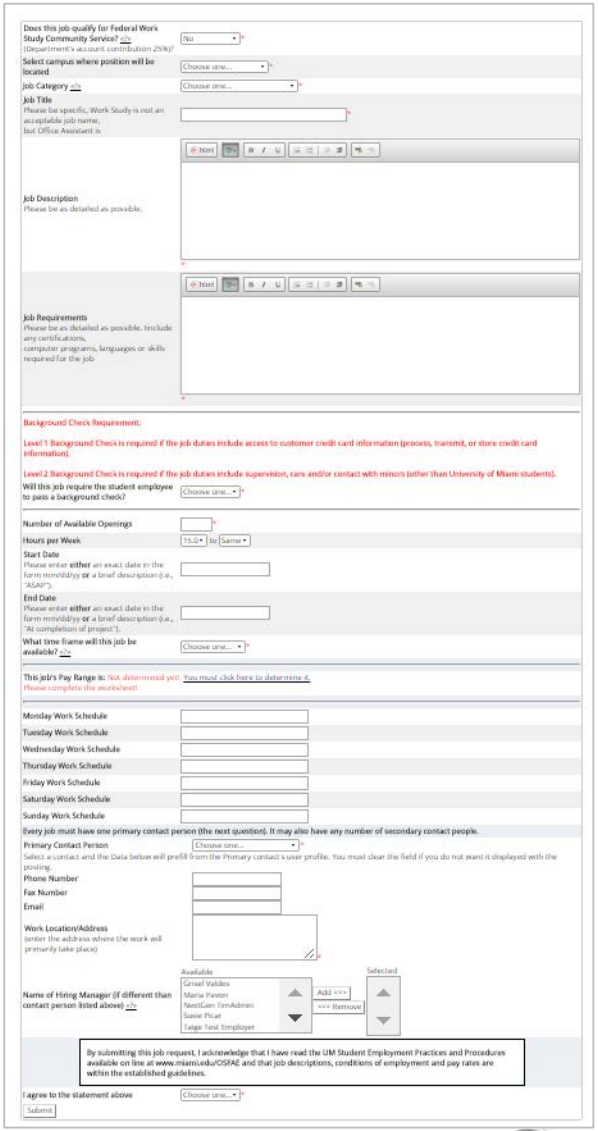
Post a Federal Work Study Job – Step 1

Enter the Job Profile information below. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved.

- Does this job quality for Federal Work Study Community Service? *
- Select Campus where position will be located *
- Select the Job Category *
- Enter Job Title *, Description * and Requirements *
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings *
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job * - Valid Format mm/dd/yyyy
- Select the Time Frame for the job *
- To determine the job wage, please click on the 'You must click here to determine it' link. * *Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.*
- Specify the work schedule by week day.
- Select the Primary Contact Person * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.



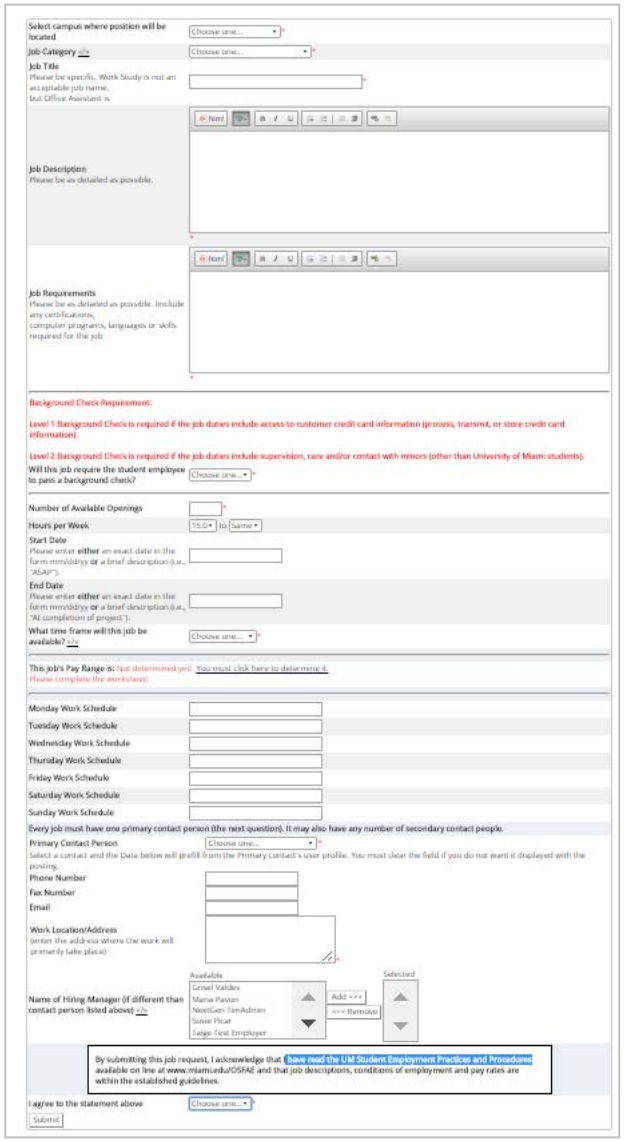
Post a Student Assistant (Non-FWS) Hourly Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located *
- Select the Job Category *
- Enter Job Title *, Description * and Requirements *
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings *
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job * - Valid Format mm/dd/yyyy
- Select the Time Frame for the job *
- To determine the job wage, please click on the 'You must click here to determine it' link. * *Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.*
- Specify the work schedule by week day.
- Select the Primary Contact Person * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.



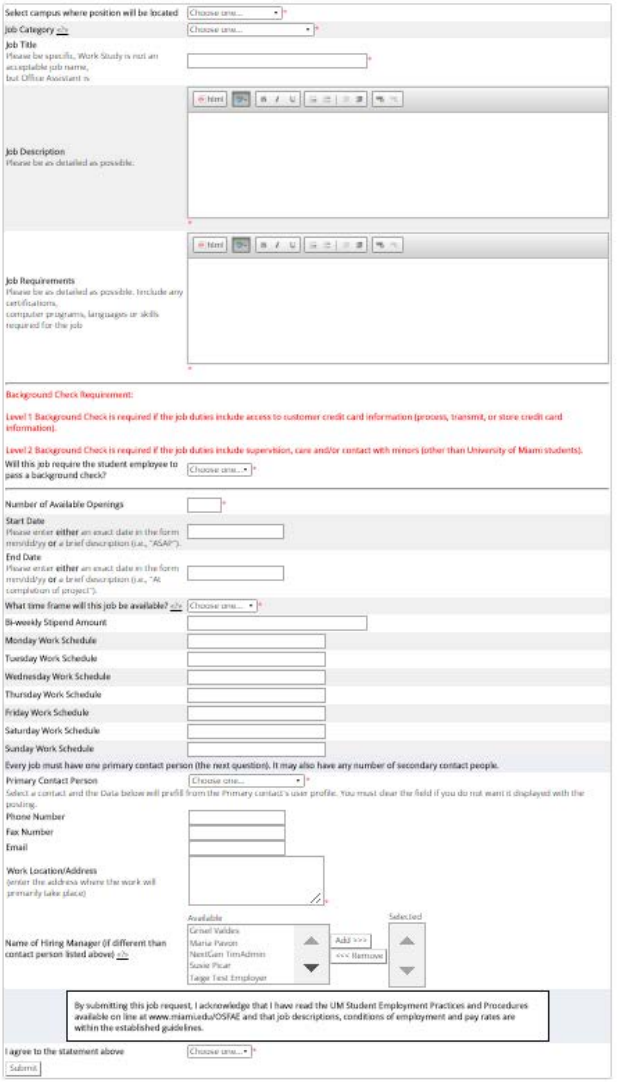
Post a Student Assistant (Non-FWS) Stipend Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located *
- Select the Job Category *
- Enter Job Title *, Description * and Requirements *
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings *
- Enter the Job Start and End Date for this job * - Valid Format mm/dd/yyyy
- Select the Time Frame for the job *
- Enter the Bi-Weekly Stipend Amount.
- Specify the work schedule by week day.
- Select the Primary Contact Person * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.



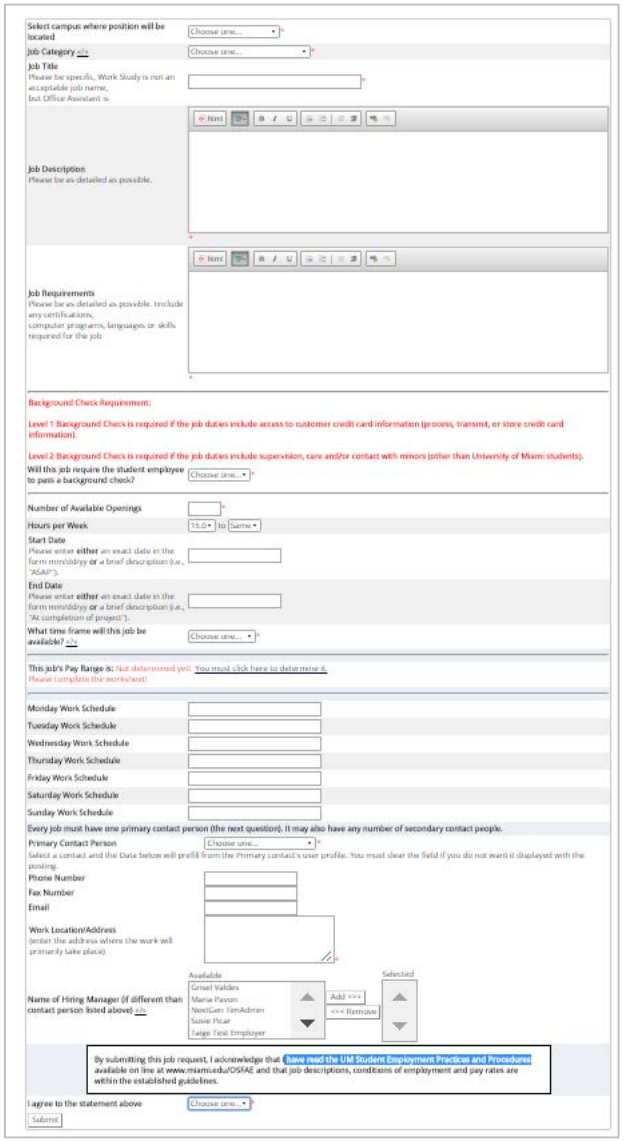
Post a Lead Miami/Miami Commitment Job – Step 1

Enter the Job Profile information below. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located *
- Select the Job Category *
- Enter Job Title *, Description * and Requirements *
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings *
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job * - Valid Format mm/dd/yyyy
- Select the Time Frame for the job *
- To determine the job wage, please click on the 'You must click here to determine it' link. * *Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.*
- Specify the work schedule by week day.
- Select the Primary Contact Person * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.



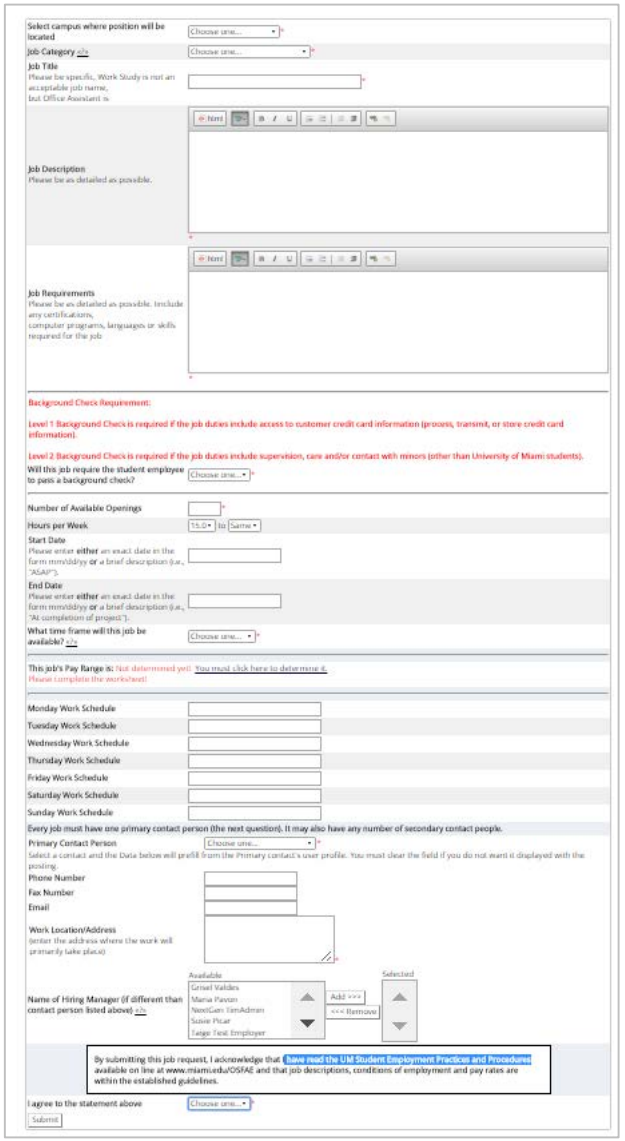
Post a Graduate Assistantship– Step 1

Enter the Job Profile information below. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved.

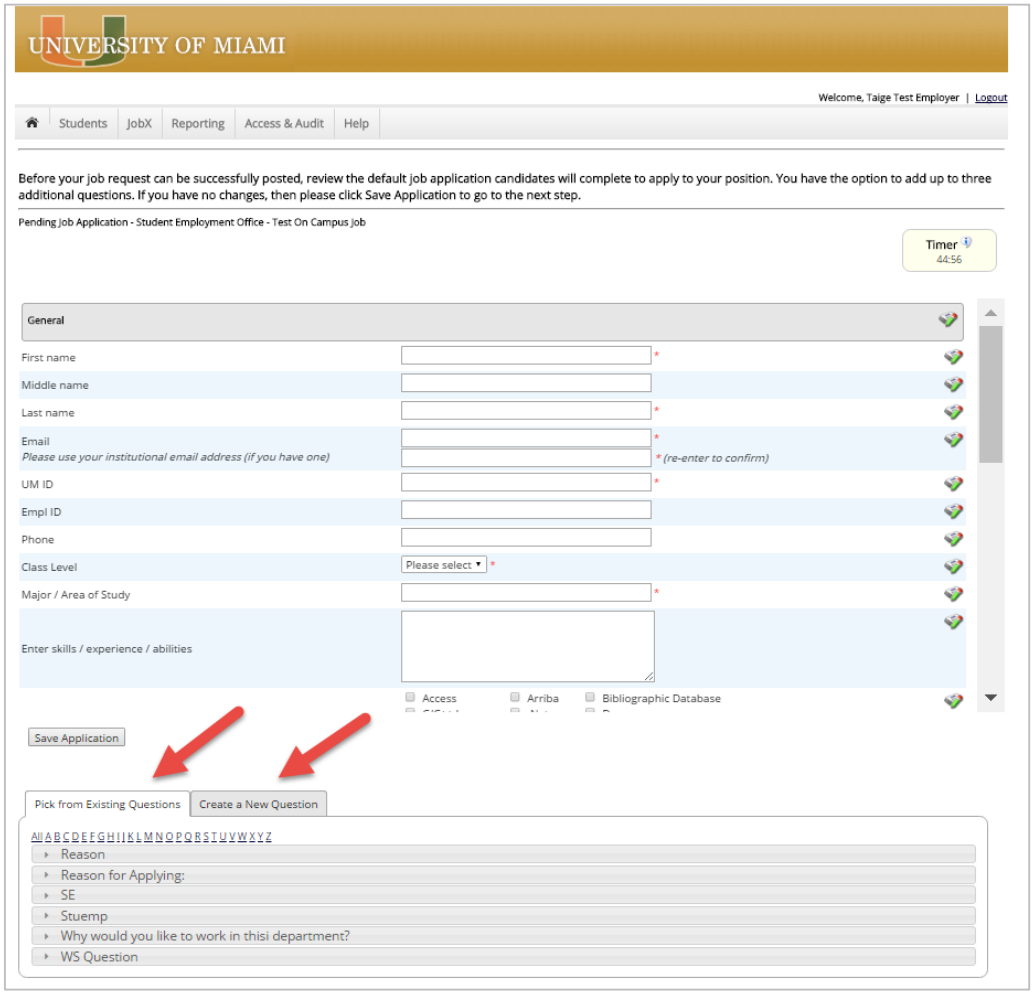
- Select Campus where position will be located *
- Select the Job Category *
- Enter Job Title *, Description * and Requirements *
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings *
- Enter the Job Start and End Date for this job * - Valid Format mm/dd/yyyy
- Select the Time Frame for the job *
- Enter the Monthly Stipend Amount
- Specify the work schedule by week day.
- Select the Primary Contact Person * from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.



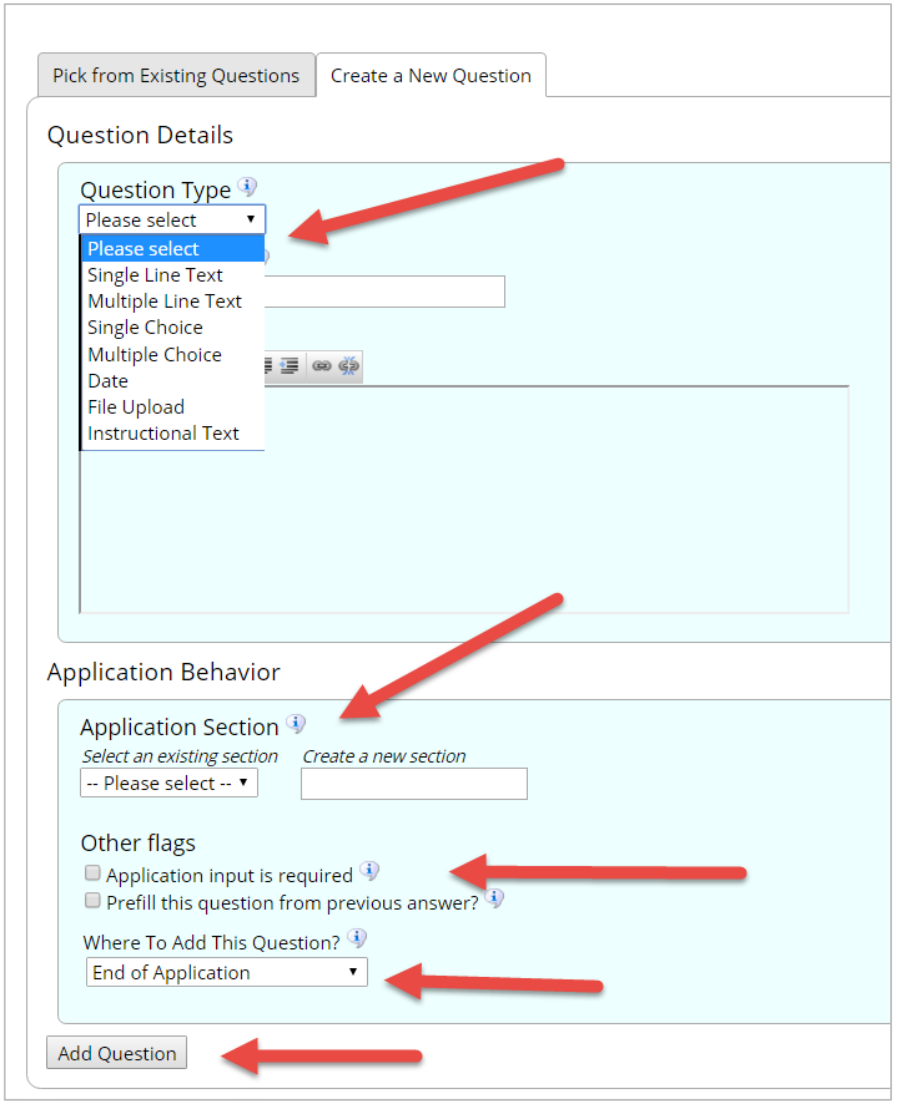
Post a Job – Step 2 – Review Job Application



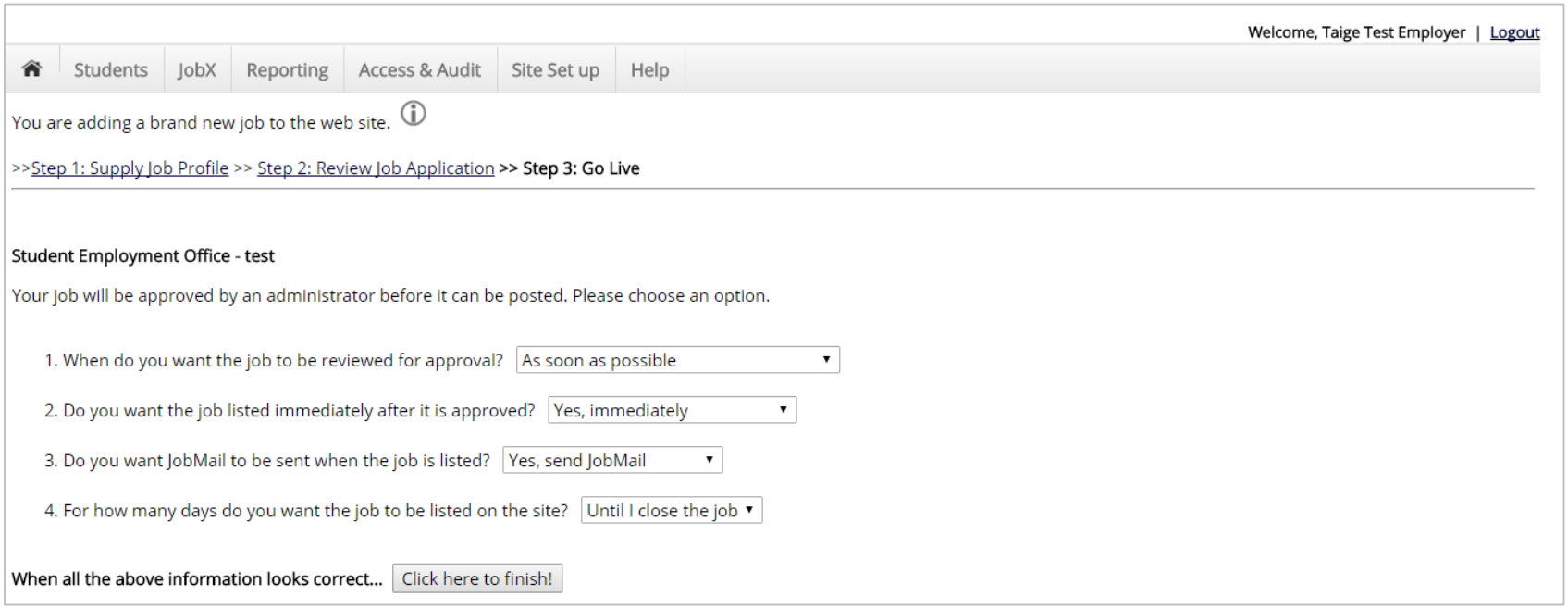
You may add up to 3 custom questions to the application using the tab at the bottom of the application.

Add Additional Questions to the Application

- When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).
- Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.
- The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.
- You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.
- Once this section has been added with your new question. All subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section' drop down list.
- You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.
- When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.
- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.



Post a Job – Step 3 – Go Live



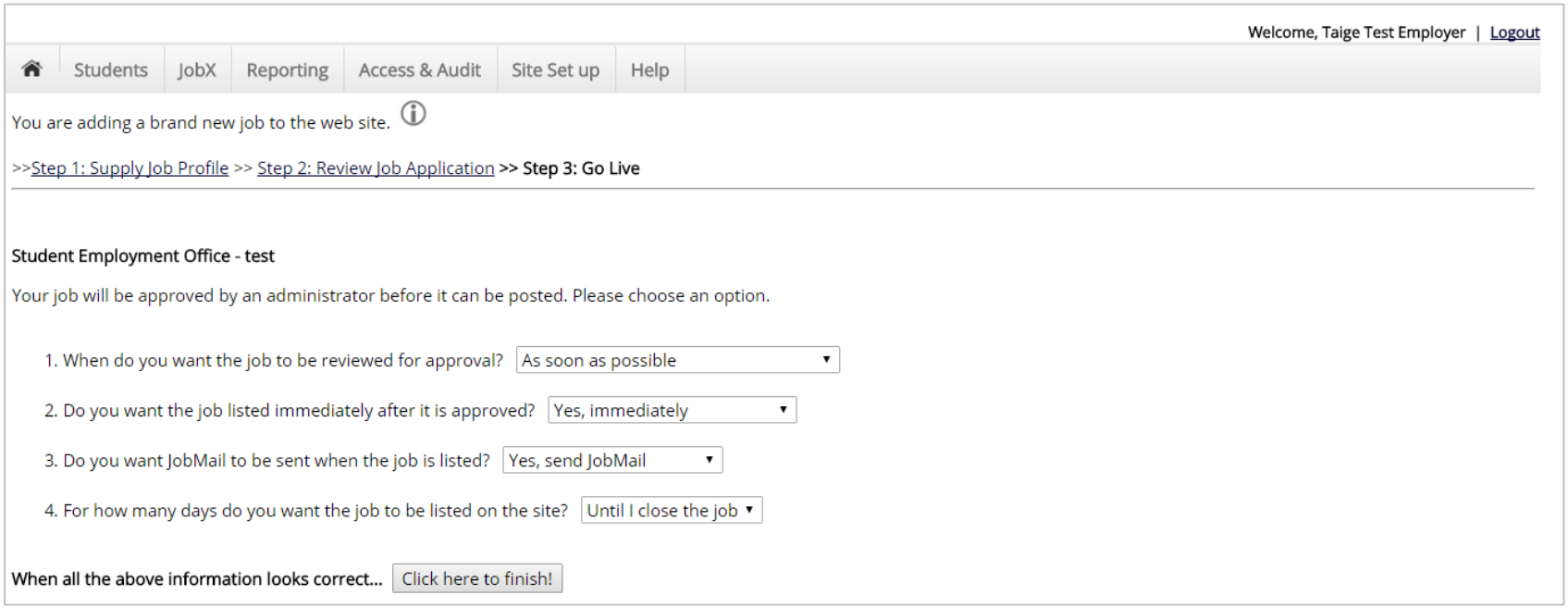
Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.

Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.

Applicants can create a JobMail account allowing them to define their job preferences. If you'd like to notify applicants with job preferences that match your job, please select 'Yes, send JobMail'. Otherwise, select 'No' and your job information will NOT be emailed to any potential applicants.

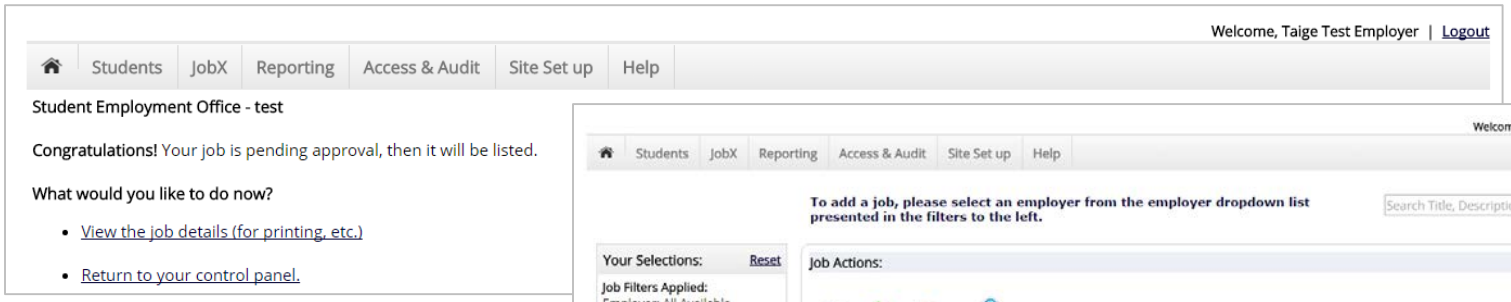
NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

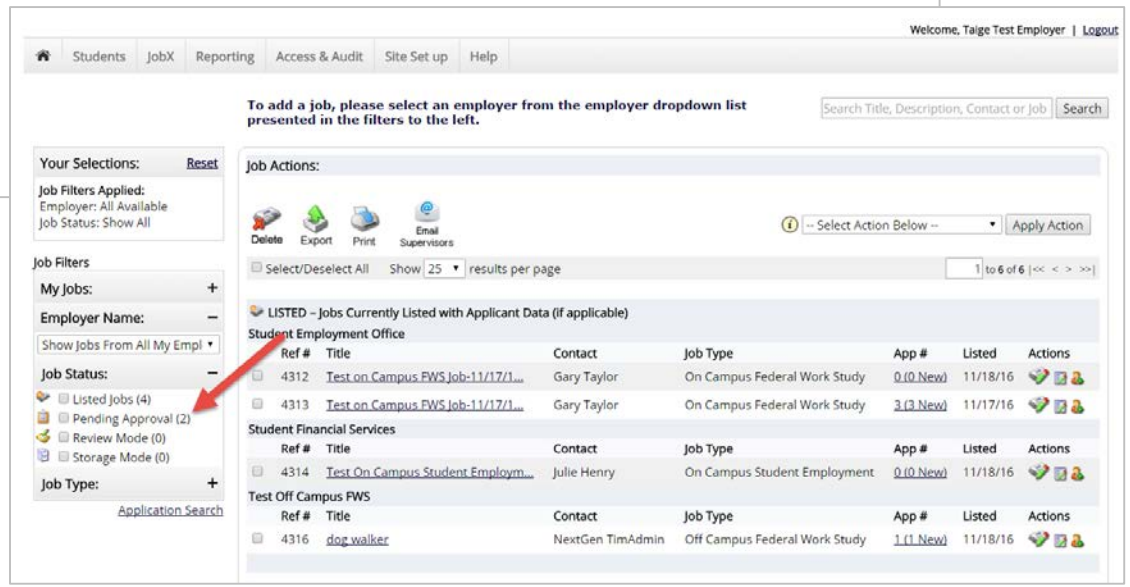
Post a Job – Step 3 – Go Live



- For the question, “For how many days do you want the job to be listed on the site? If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list. If you want the job to be posted until your close the job, select ‘Until I close the job.’
- Click the “Click here to Finish!” button.
- Your job will be submitted to the Student Employment Office for review/approval.

Post a Job – Completed!

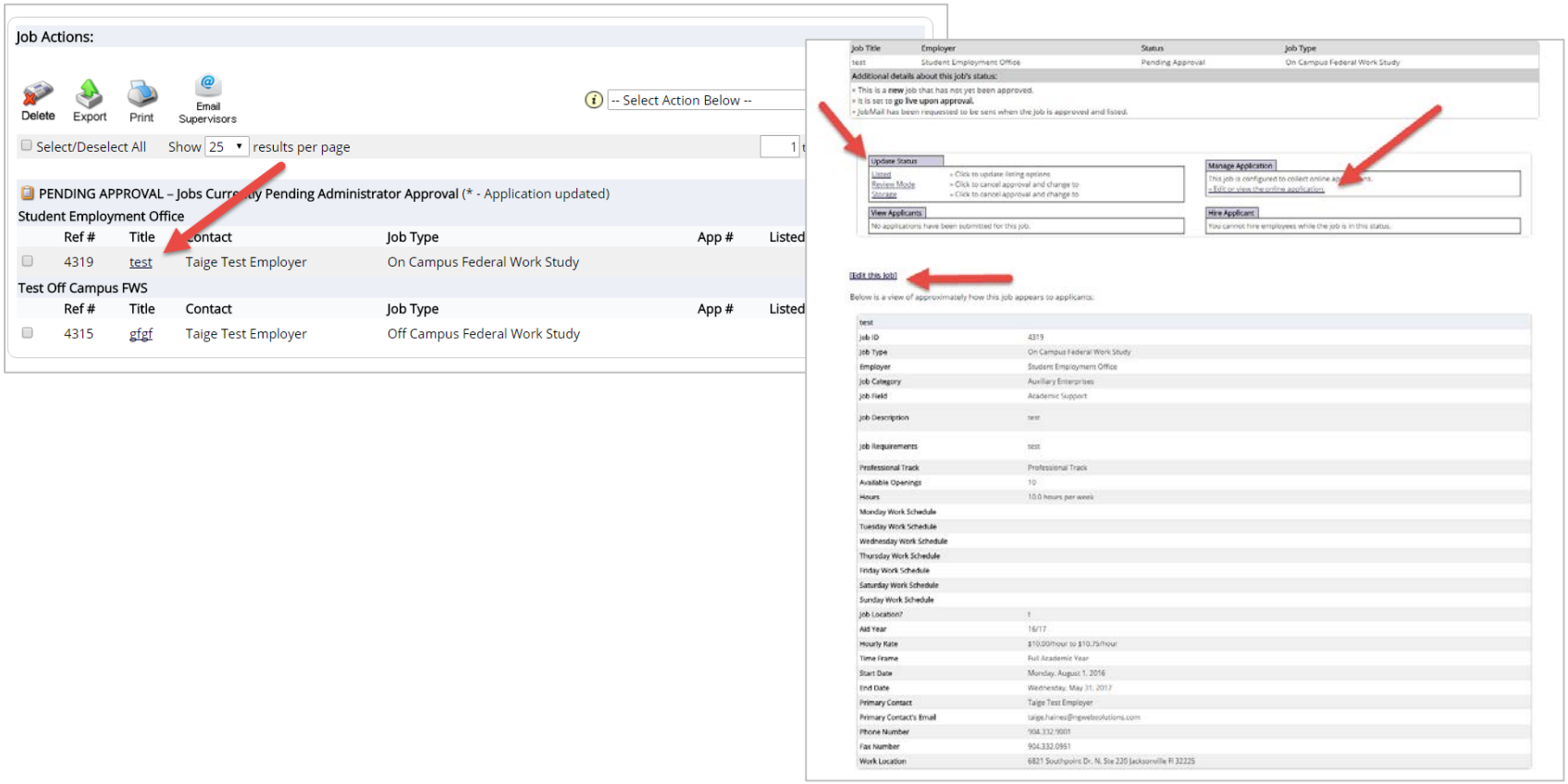




- You may either print your job details or click ‘Return to your control panel’ to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the ‘Pending Approval’ queue.

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

Edit a Job



- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- To edit the job, click ‘Edit this Job’ link on the ‘Manage Job’ page.
- To edit the application tied to your job, click ‘Edit or View Online Application’.

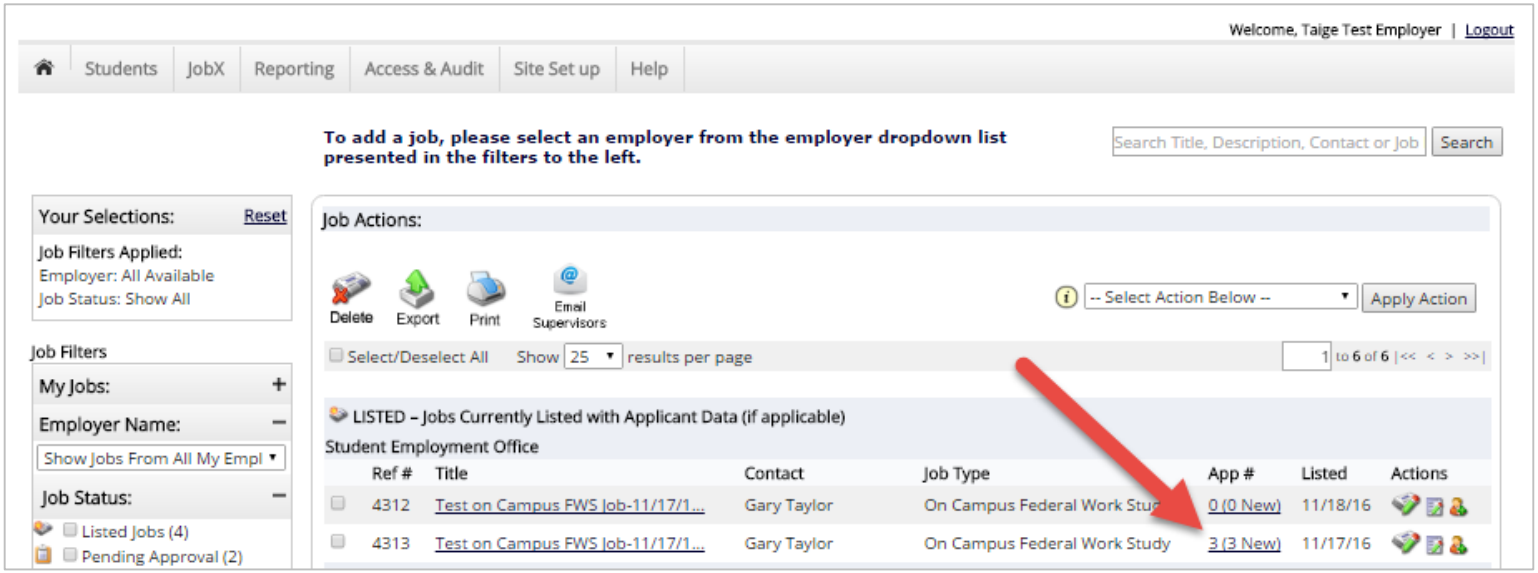
Your Job is Approved!

What's Next?

Review and Respond to Online Applicant(s)

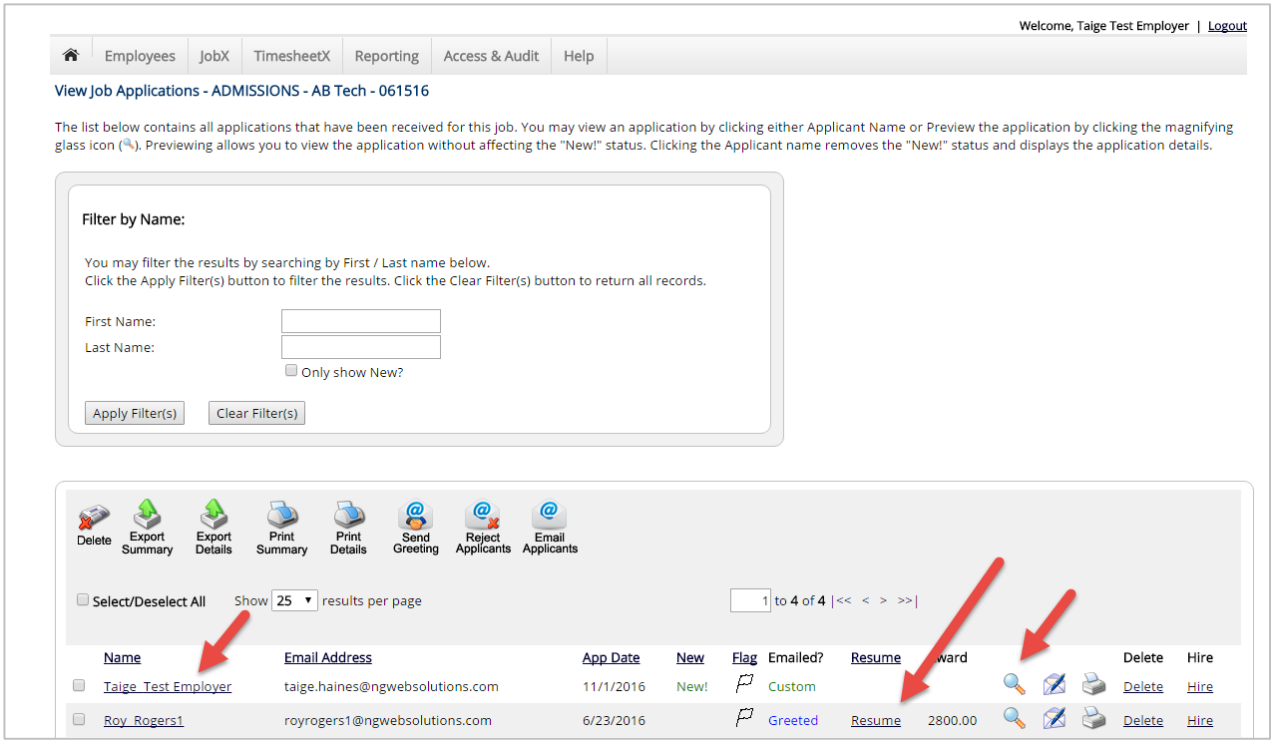
NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

Manage Applicants



You may view applicants to your listed job by clicking the 'View Applicants' link next to the applicable job.

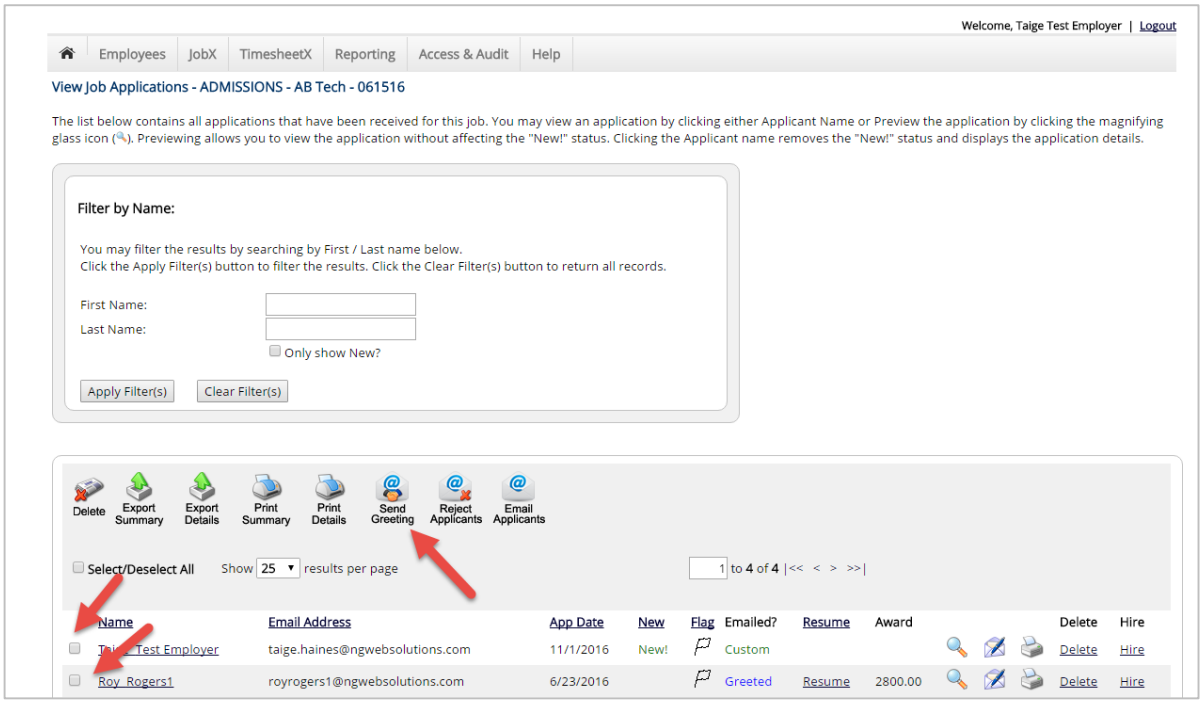
Manage Applicants



- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass to get a quick view format of the application.
- If the student has provided a resume, click on the “Resume” link next to their name.

Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?

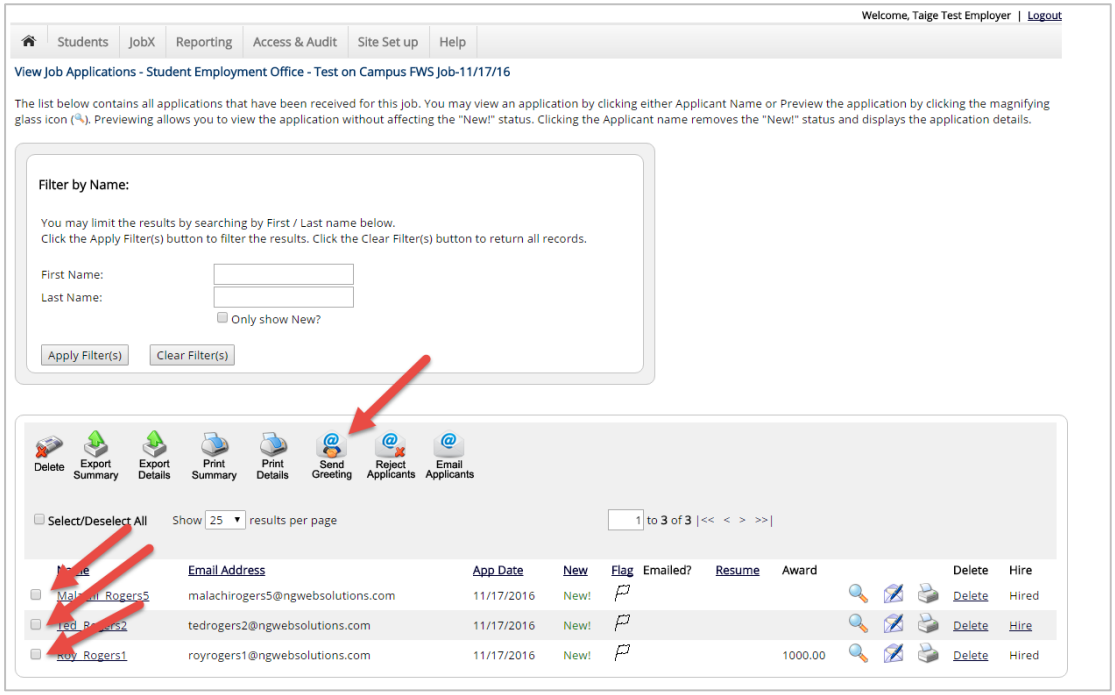
Schedule an Interview with Applicant(s)



Click the box next to one or more applicants you would like to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

Schedule an Interview with Applicant(s)



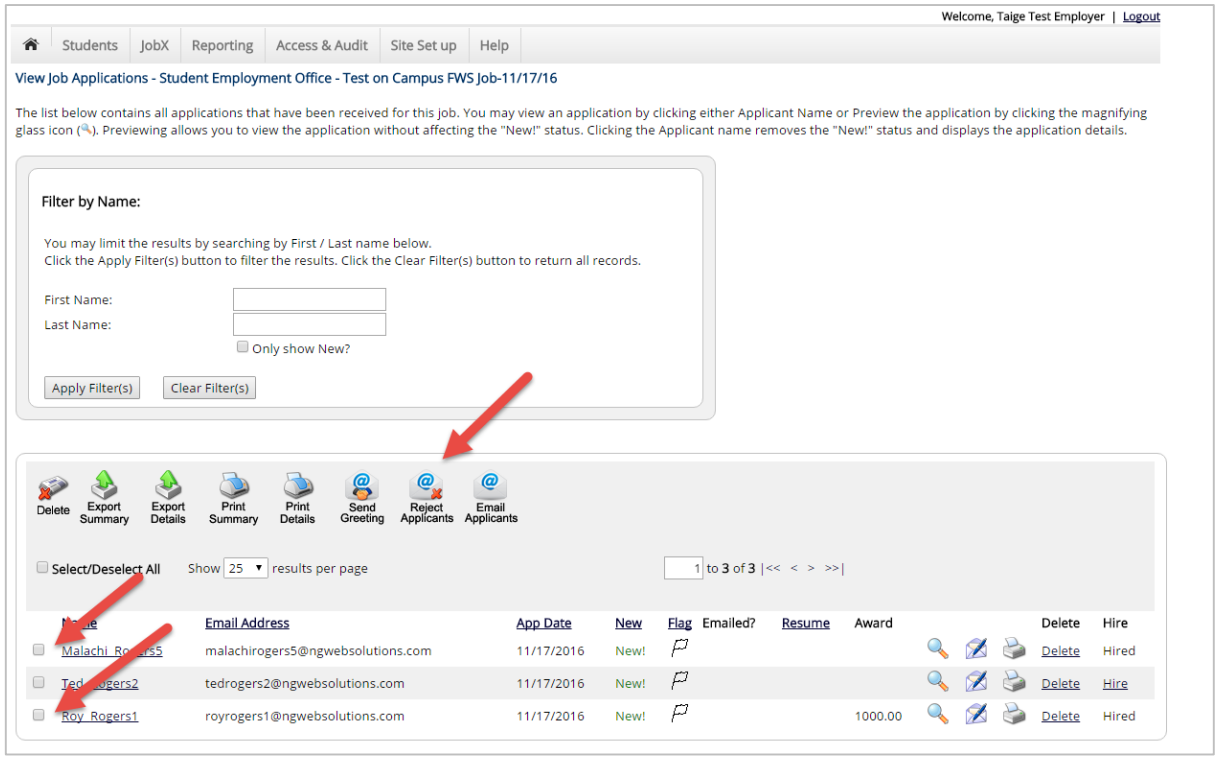
This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

Now that you've reviewed the online applications for your job, how do you decline an applicant?

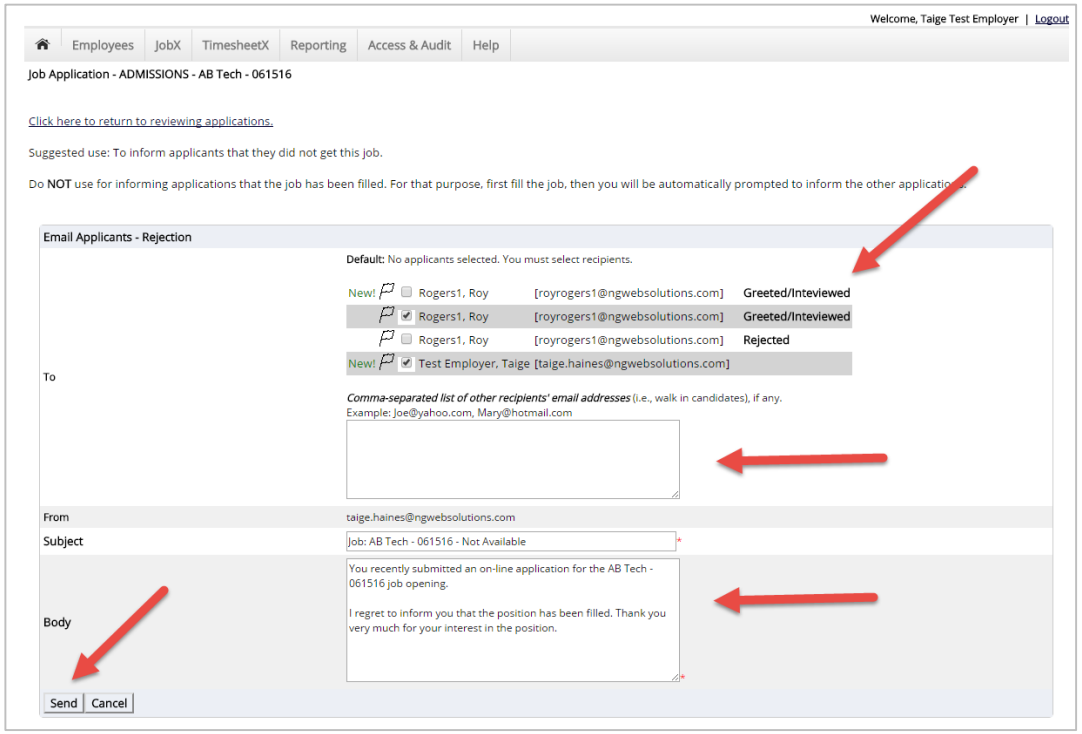
Notify applicant(s) they did NOT get the Job



Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Send Rejection' button.

NGWeb Solutions, LLC - Confidential and Proprietary - Do not share without permission

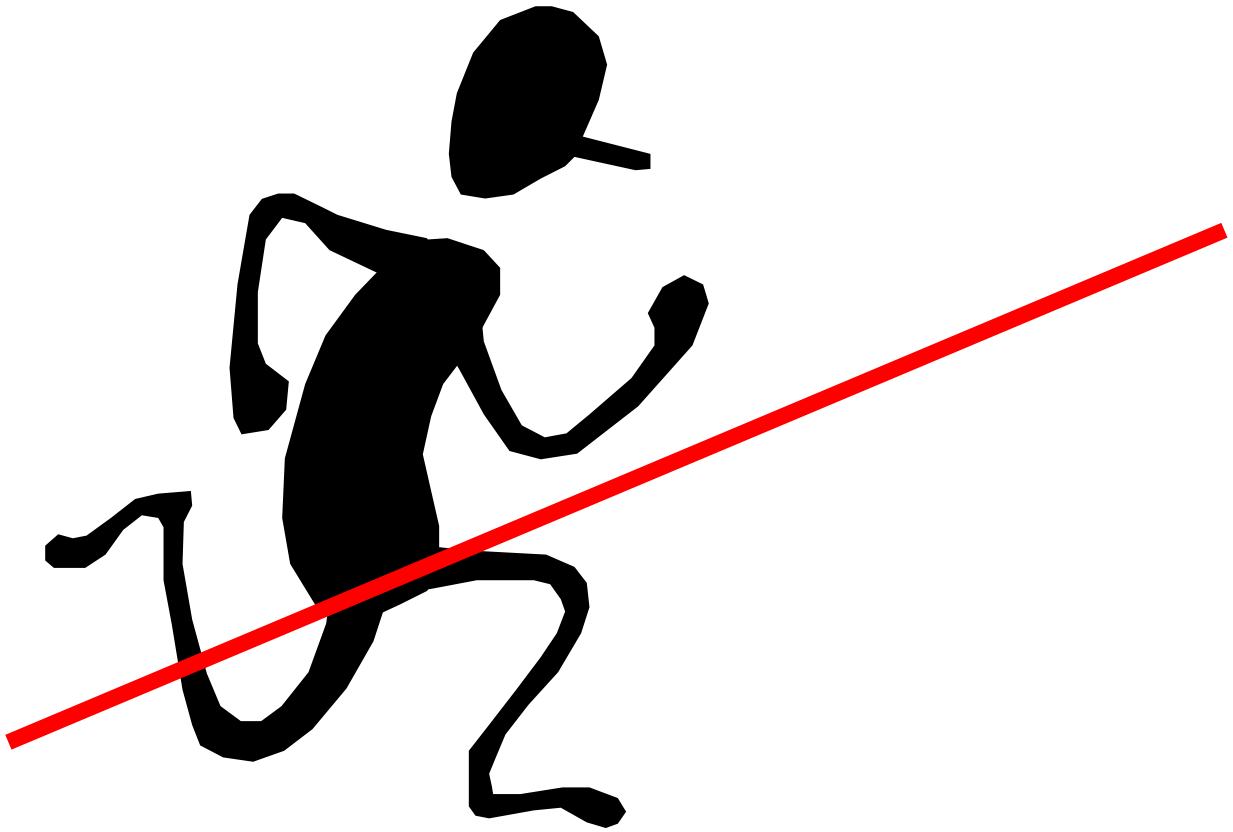
Notify applicant(s) they did NOT get the Job



- This feature is utilized to inform the specific students they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

You're Finished!!!



Questions?

Please contact the
Office of Student Financial Assistance & Employment
(305) 284-6000 or at
ose@miami.edu

NGWeb Solutions, LLC - Confidential and
Proprietary - Do not share without permission