



Office of Student Financial Assistance and Employment



Supervisor Training



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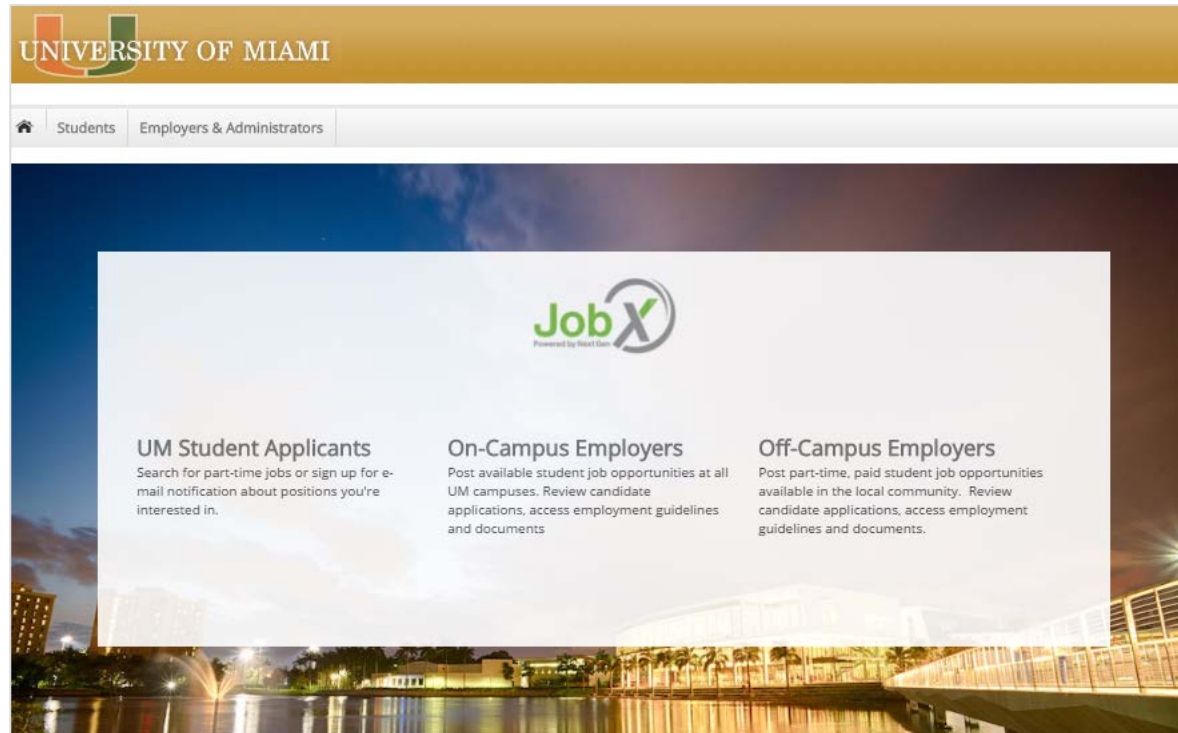
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JobX Benefits for UM Student Supervisors

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.

Login to UM's JobX



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

On-Campus Employer Login to JobX

The image shows a screenshot of the University of Miami's On-Campus Employer Home Page. A red arrow points to the 'Login to Post a Job' link under the 'Employer Tools' section. To the right, a 'UM Single Sign-On' overlay is visible, containing a message: 'You have requested access to UM Single Sign-On which requires University of Miami authentication.' Below this message are input fields for 'CaneID' and 'Password', each with a 'Forgot your [CaneID/Password]?' link. A 'Sign in' button is at the bottom. To the right of the input fields are links for 'Your CaneID Account', 'Change Your Password', 'Change Your Security Question', 'Help Topics', and 'Help with CaneID'.

- 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



Add a Job

Welcome, Taige Test Employer | [Logout](#)

Home Students JobX Reporting Access & Audit Site Set up Help

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

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

- Show Jobs From All My Empl
- Show Jobs From All My Employers
- Student Employment Office
- Student Financial Services
- Test Off Campus FWS

Review Mode (0)
 Storage Mode (0)

Job Type: +

[Application Search](#)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 6 of 6 << > >>

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

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4318	drinker	Taige Test Employer	On Campus Federal Work Study	0 (0 New)	11/18/16	
<input type="checkbox"/> 4312	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	0 (0 New)	11/18/16	
<input type="checkbox"/> 4313	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	3 (3 New)	11/17/16	

Student Financial Services

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4314	Test On Campus Student Employm...	Julie Henry	On Campus Student Employment	0 (0 New)	11/18/16	

Test Off Campus FWS

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4316	dog walker	NextGen TimAdmin	Off Campus Federal Work Study	1 (1 New)	11/18/16	

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.

Add a Job

The screenshot displays the JobX web application interface. At the top, a navigation bar includes 'Students', 'JobX', 'Reporting', 'Access & Audit', 'Site Set up', and 'Help'. The user is logged in as 'Taige Test Employer'. The main content area features a header with 'Add a new job for Student Employment Office' and a search box. A red arrow points to the 'Add a new job for' button. Below this, the 'Job Actions' section includes icons for 'Delete', 'Export', 'Print', and 'Email Supervisors', along with a dropdown menu and an 'Apply Action' button. A table below shows a list of jobs for 'Student Employment Office' with columns for 'Ref #', 'Title', 'Contact', 'Job Type', 'App #', 'Listed', and 'Actions'. The table contains two entries: Ref # 4312 and Ref # 4313, both titled 'Test on Campus FWS Job-11/17/1...'. The left sidebar contains filters for 'Your Selections', 'Job Filters Applied', 'Job Filters', 'My Jobs', 'Employer Name', 'Job Status', and 'Job Type'.

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

Post a Job

The screenshot shows the University of Miami JobX system interface. At the top, there is a navigation bar with the University of Miami logo and the text 'UNIVERSITY OF MIAMI'. Below this is a secondary navigation bar with links for 'Students', 'JobX', 'Reporting', 'Access & Audit', 'Uploads', 'Site Set up', 'Content', and 'Help'. On the right side of this bar, there is a 'Welcome, [username]' and a 'Logout' link. Below the navigation bars, there is a message: 'You are adding a brand new job to the web site.' followed by an information icon. Below this message, there are three steps: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. The main content area is titled 'Please Choose a Job Type' and contains a dropdown menu with the following options: 'Choose one...', 'Choose one...', 'Federal Work Study', 'Student Assistant (Non-Federal Work Study) - Hourly', 'Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly', 'Lead Miami/Miami Commitment', and 'Graduate Assistantship'. A red arrow points to the 'Student Assistant (Non-Federal Work Study) - Hourly' option. To the right of the dropdown menu is a 'Go to next step' button.

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 qualify 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.

The screenshot shows a web form for posting a Federal Work Study job. The form is divided into several sections:

- Qualification and Location:** Includes a dropdown for 'Does this job qualify for Federal Work Study Community Service?' (with a red asterisk), a dropdown for 'Select campus where position will be located', and a dropdown for 'Job Category'.
- Job Details:** Includes a text field for 'Job Title', a text area for 'Job Description', and a text area for 'Job Requirements'.
- Background Check:** Includes a dropdown for 'Background Check Requirement?' with two options: 'Level 1 Background Check is required if the job duties include access to customer credit card information process, training, or store credit card information.' and 'Level 2 Background Check is required if the job duties include supervision, care and/or contact with minors (other than University of Miami students)'. Both options have a red asterisk.
- Availability and Schedule:** Includes a dropdown for 'Number of Available Openings', a dropdown for 'Hours per Week', a text field for 'Start Date', a text field for 'End Date', and a dropdown for 'What time frame will this job be available?'. Below these are seven rows for 'Monday Work Schedule' through 'Sunday Work Schedule', each with a text input field.
- Contact Information:** Includes a dropdown for 'Primary Contact Person', a text field for 'Phone Number', a text field for 'Fax Number', and a text field for 'Email'. Below these is a text area for 'Work Location/Address'.
- Hiring Manager:** Includes a dropdown for 'Name of Hiring Manager (if different than contact person listed above)'. Below this is a list of names in an 'Available' box and a list of names in a 'Selected' box, with 'Add >>>' and '<<< Remove' buttons between them.
- Agreement:** Includes a checkbox for 'I agree to the statement above' and a 'Submit' button.

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.

The screenshot shows a web-based form for posting a job. Key sections include:

- Job Information:** Select campus, Job Category, Job Title, and Job Description.
- Job Requirements:** Text area for job requirements.
- Background Check Requirement:** Level 1 and Level 2 check requirements, and a dropdown for 'Will this job require the student employee to pass a background check?'.
- Availability:** Number of Available Openings, Hours per Week, Start Date, End Date, and What time frame will this job be available?.
- Pay Range:** A link to determine the pay range.
- Work Schedule:** A grid for Monday through Sunday work schedules.
- Contact Information:** Primary Contact Person dropdown, Phone Number, Fax Number, Email, and Work Location/Address.
- Hiring Manager:** A list of available individuals (e.g., Carol Statton, Maria Paves) and buttons to add or remove them to a 'Selected' box.
- Agreement:** A checkbox to agree to the statement above and a 'Submit' button.

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.

Select campus where position will be located: [Choose one...]

Job Category: [Choose one...]

Job Title: [Please be specific. Work Study is not an acceptable job name, but Office Assistant is.]

Job Description: [Please be as detailed as possible.]

Job Requirements: [Please be as detailed as possible. Include any certifications, computer programs, languages or skills required for the job.]

Background Check Requirement:

Level 1 Background Check is required if the job duties include access to customer credit card information (process, transmit, or store credit card information).

Level 2 Background Check is required if the job duties include supervision, care and/or contact with minors (other than University of Miami students).

Will this job require the student employee to pass a background check? [Choose one...]

Number of Available Openings: []

Start Date: [Please enter either an exact date in the form mm/dd/yyyy or a level description (i.e., "ASAP").]

End Date: [Please enter either an exact date in the form mm/dd/yyyy or a level description (i.e., "At completion of project").]

What time frame will this job be available?: [Choose one...]

Bi-weekly Stipend Amount: []

Monday Work Schedule: []

Tuesday Work Schedule: []

Wednesday Work Schedule: []

Thursday Work Schedule: []

Friday Work Schedule: []

Saturday Work Schedule: []

Sunday Work Schedule: []

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person: [Choose one...]

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number: []

Fax Number: []

Email: []

Work Location/Address: [Enter the address where the work will primarily take place.]

Name of Hiring Manager (if different than contact person listed above): []

Available: []

Selected: []

By submitting this job request, I acknowledge that I have read the UM Student Employment Practices and Procedures available on line at www.miam.edu/OSFAE and that job descriptions, conditions of employment and pay rates are within the established guidelines.

I agree to the statement above: [Choose one...]

Submit

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.

The screenshot shows a web form for posting a job. Key sections include:

- Job Profile:** Select campus, job category, job title, and description.
- Job Requirements:** Text area for job requirements.
- Background Check Requirement:** Level 1 and Level 2 check requirements, and a checkbox for whether the job requires a background check.
- Number of Available Openings:** Input field for the number of openings.
- Start and End Dates:** Fields for start and end dates with format instructions.
- Work Schedule:** A table with columns for days of the week (Monday through Sunday) and rows for work schedule.
- Primary Contact Person:** A dropdown menu to select a contact person.
- Hiring Manager:** A list of names (Gretchen Stables, Maria Favos, Nicoletta Tomadassi, Susan Pizar, Leona Job Employer) with 'Add >>>' and '<<< Remove' buttons.
- Disclaimer:** A box at the bottom stating that by submitting the job request, the user acknowledges they have read the UM Student Employment Practices and Procedures.

Post a Job – Step 2 – Review Job Application

UNIVERSITY OF MIAMI

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Help

Before your job request can be successfully posted, review the default job application candidates will complete to apply to your position. You have the option to add up to three additional questions. If you have no changes, then please click Save Application to go to the next step.

Pending Job Application - Student Employment Office - Test On Campus Job

Timer 44:56

General

First name *

Middle name

Last name *

Email *
Please use your institutional email address (if you have one) * (re-enter to confirm)

UM ID *

Empl ID

Phone

Class Level Please select *

Major / Area of Study *

Enter skills / experience / abilities

Access Arriba Bibliographic Database

Save Application

Pick from Existing Questions Create a New Question

A-Z

- Reason
- Reason for Applying:
- SE
- Stuemp
- Why would you like to work in this department?
- WS Question

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.

The screenshot shows a web form for adding a new question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". The form is divided into two main sections: "Question Details" and "Application Behavior".

Question Details:

- Question Type:** A dropdown menu is open, showing options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". A red arrow points to this dropdown.


Application Behavior:

- Application Section:** A dropdown menu is set to "Please select". To its right is a text input field for "Create a new section". A red arrow points to the dropdown.
- Other flags:** Two checkboxes are present: "Application input is required" and "Prefill this question from previous answer?". A red arrow points to the "Application input is required" checkbox.
- Where To Add This Question?:** A dropdown menu is set to "End of Application". A red arrow points to this dropdown.
- Add Question:** A button at the bottom of the form. A red arrow points to this button.

Post a Job – Step 3 – Go Live

Welcome, Taige Test Employer | [Logout](#)

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Help](#)

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**

Student Employment Office - test

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job 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...

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.

Post a Job – Step 3 – Go Live

Welcome, Taige Test Employer | [Logout](#)

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Help](#)

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**

Student Employment Office - test

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job 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...

- 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!

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

Student Employment Office - test

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl ▾

Job Status: -

- Listed Jobs (4)
- Pending Approval (2)
- Review Mode (0)
- Storage Mode (0)

Job Type: +

[Application Search](#)

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

Search Title, Description, Contact or Job

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 6 of 6 << < > >>

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

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4312	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	0 (0 New)	11/18/16	
4313	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	3 (3 New)	11/17/16	

Student Financial Services

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4314	Test On Campus Student Employ...	Julie Henry	On Campus Student Employment	0 (0 New)	11/18/16	

Test Off Campus FWS

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4316	dog walker	NextGen TimAdmin	Off Campus Federal Work Study	1 (1 New)	11/18/16	

- 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.

Edit a Job

The screenshot displays the 'Job Actions' interface. On the left, a table lists jobs under 'PENDING APPROVAL - Jobs Currently Pending Administrator Approval (* - Application updated)'. The table has columns for Ref #, Title, Contact, Job Type, App #, and Listed. Two jobs are listed: Ref # 4319 with Title 'test' and Ref # 4315 with Title 'gfgf'. A red arrow points to the 'test' link in the first row.

The right side shows a detailed view of the job 'test'. It includes a table with columns: Job Title, Employer, Status, and Job Type. Below this, there are sections for 'Additional details about this job's status', 'Update Status' (with links for Update, Cancel, and Cancel), 'View Applications', 'Manage Application', and 'New Applications'. A red arrow points to the 'test' link in the 'Update Status' section. Another red arrow points to the 'Edit or view the online application' link in the 'Manage Application' section. A third red arrow points to the 'Edit this Job' link at the bottom of the page.

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

Job ID	4319
Job Type	On Campus Federal Work Study
Employer	Students Employment Office
Job Category	Auxiliary Enterprises
Job Field	Academic Support
Job Description	test
Job Requirements	test
Professional Track	Professional Track
Available Openings	10
Hours	10.0 hours per week
Monday Work Schedule	
Tuesday Work Schedule	
Wednesday Work Schedule	
Thursday Work Schedule	
Friday Work Schedule	
Saturday Work Schedule	
Sunday Work Schedule	
Job Location?	Y
Alt Year	16/17
Hourly Rate	\$10.00/hour to \$10.75/hour
Time Frame	Full Semester Year
Start Date	Monday, August 1, 2016
End Date	Wednesday, May 31, 2017
Primary Contact	Taige Test Employer
Primary Contact's Email	taige.taigetest@ngwebsolutions.com
Phone Number	904.332.0001
Fax Number	904.332.0561
Work Location	6821 Southpointe Dr., N. Ste 220 Jacksonville FL 32225

- 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)

Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

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

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Job Status: -
 Listed Jobs (4)
 Pending Approval (2)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 6 of 6 | << >>

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

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4312	Test on Campus FWS job-11/17/1...	Gary Taylor	On Campus Federal Work Stud	0 (0 New)	11/18/16	
<input type="checkbox"/> 4313	Test on Campus FWS job-11/17/1...	Gary Taylor	On Campus Federal Work Study	3 (3 New)	11/17/16	

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

Manage Applicants

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Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:
Last Name:
 Only show New?

Select/Deselect All Show 25 results per page 1 to 4 of 4 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award		Delete	Hire
<input type="checkbox"/> Taige Test Employer	taige.haines@ngwebsolutions.com	11/1/2016	New!	F	Custom	Resume		<input type="button" value="🔍"/> <input type="button" value="📄"/> <input type="button" value="🖨️"/>	Delete	Hire
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	6/23/2016		F	Greeted	Resume	2800.00	<input type="button" value="🔍"/> <input type="button" value="📄"/> <input type="button" value="🖨️"/>	Delete	Hire

- 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.

**JOB
INTERVIEW**

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)

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

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First Name:
Last Name:
 Only show New?

Select/Deselect All Show 25 results per page 1 to 4 of 4 | << < > >> |

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	Delete	Hire
<input type="checkbox"/>	Taige Test Employer	taige.haines@ngwebsolutions.com	11/1/2016	New!	🚩	Custom	Resume		<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	Delete	Hire
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	6/23/2016		🚩	Greeted	Resume	2800.00	<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	Delete	Hire

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.

Schedule an Interview with Applicant(s)

The screenshot shows a web application interface for managing job applications. At the top, there is a navigation menu with options: Students, JobX, Reporting, Access & Audit, Site Set up, and Help. The user is logged in as 'Welcome, Taige Test Employer' with a 'Logout' link. The main heading is 'View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16'. Below this, a text block explains that the list contains all applications received for the job and provides instructions on how to preview or filter them. A 'Filter by Name' section includes input fields for 'First Name' and 'Last Name', an 'Only show New?' checkbox, and 'Apply Filter(s)' and 'Clear Filter(s)' buttons. Below the filter section is a toolbar with icons for 'Delete', 'Export Summary', 'Export Details', 'Print Summary', 'Print Details', 'Send Greeting', 'Reject Applicants', and 'Email Applicants'. A red arrow points to the 'Send Greeting' icon. Below the toolbar is a table of applicants with columns: Name, Email Address, App Date, New, Flag, Emailed?, Resume, Award, Delete, and Hire. Three rows of applicant data are visible, with red arrows pointing to the 'Send Greeting' icon and the 'New' column for each row. The table data is as follows:

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!					Delete	Hired
Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!					Delete	Hired
Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!				1000.00	Delete	Hired

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

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may limit the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:
Last Name:
 Only show New?

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/>	Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	P				<input type="button" value="Delete"/>	Hired
<input type="checkbox"/>	Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	P				<input type="button" value="Delete"/>	Hired
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	P			1000.00	<input type="button" value="Delete"/>	Hired

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

Notify applicant(s) they did NOT get the Job

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ADMISSIONS - AB Tech - 061516

[Click here to return to reviewing applications.](#)

Suggested use: To inform applicants that they did not get this job.

Do NOT use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input checked="" type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Rejected
New!	<input checked="" type="checkbox"/>	Test Employer, Taige	[taige.haines@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: AB Tech - 061516 - Not Available

Body

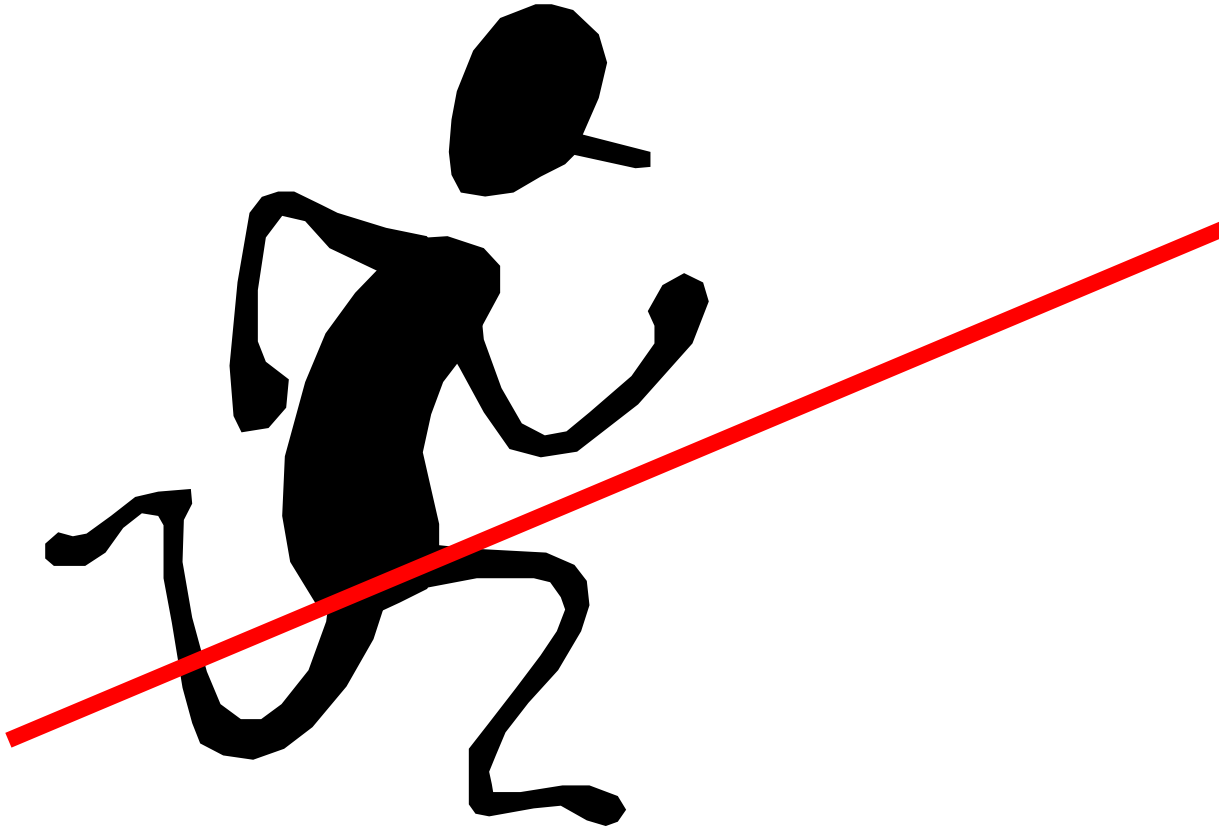
You recently submitted an on-line application for the AB Tech - 061516 job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

- 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