

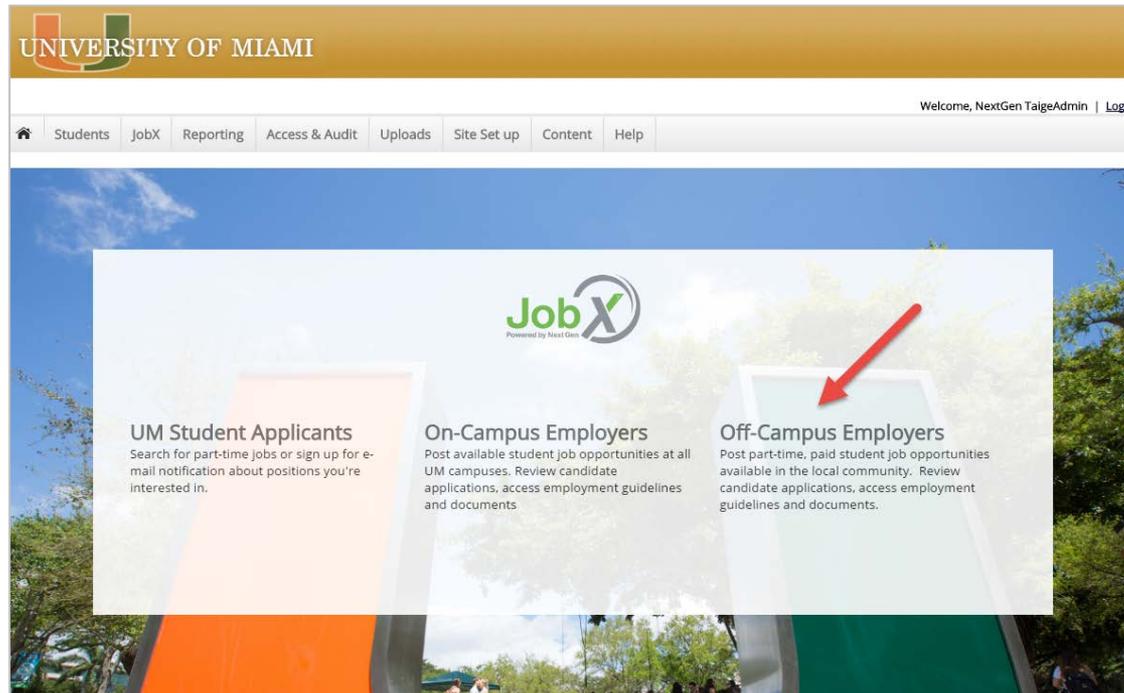


Off-Campus Employer Training

JobX Benefits for UM Student Supervisors

- 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.
- Customize job specific questions on the application to get “best fit” candidates in your job(s).
- Systematic E-mail alerts 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.

How to Request Access to JobX



- To request access to JobX, please navigate to the following website. <https://umiami.studentemployment.ngwebsolutions.com>
- Click the 'Off-Campus Employers' link.

How to Request Access to JobX

The screenshot displays the University of Miami JobX portal. At the top, the University of Miami logo and name are visible. Below the header, a navigation menu includes links for Students, JobX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. A welcome message for 'NextGen TaigeAdmin' is shown in the top right corner. The main content area is titled 'Off-Campus Employer Home Page' and is divided into two columns: 'Student Employment Information' and 'Manager's Toolkit'. The 'Manager's Toolkit' column contains several links, with a red arrow pointing to the 'Request a Login Permission' link. The 'Request a Login Permission' link is accompanied by the text: 'Click above if you are an Off-Campus Employer who has never logged in before.'

Click the 'Request a Login Permission' link.

How to Request Access to JobX – Step 1

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 
Middle Name 
Last Name 
Full Email Address 
Street 1
Street 2
City
State
Zip Code
Phone
Fax Number
Website

Choose a Password 
Enter Password:
Re-Enter Password:
Passwords are case-sensitive.

Please choose the employer for which you work from the list below. If you do not see your employer listed, please explain this in the NOTES box below.

Employer 
Job Title 
Notes 
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 the space to indicate if you have students in more departments than the one you indicated with the pull-down menu above.

Student Manager Agreement
The University of Miami's Office of Student Financial Assistance and Employment (OSFAE) is committed to complying with the ethical standards of the National Association of Colleges and Employers (NACE) and expects students and employers to be honest and professional in the job search process. All student employees and student-employees managers who choose to participate in student employment programs must abide to the following agreement. By acknowledging each requirement below you are indicating that you will adhere to the following standards.

1. Comply and clearly familiarize myself with all federal, state and local employment laws and regulations and University of Miami policies and procedures including student employment guidelines as specified in the Office of Student Financial Assistance and Employment webpage.
2. Ensure that student employees do not begin work until the student employee's eligibility to work in the United States (I-9 form) has been verified.
3. If a Background Check is require, ensure that student employees do not begin work until the appropriate Background check (level 1 or Level 2) has been completed.
4. Provide all newly hired student employees with an appropriate orientation which includes job duties and expectations.
5. Engage in a due diligence process if there are performance issues with a student employee. Termination procedures are included in the student employment section of the OSFAE website.
6. Ensure that student employees do not work during scheduled class time. You may request a copy of the class schedule from your student employee every semester.
7. Coordinate with student employees working under the Federal Work Study program to ensure appropriate monitoring of FWS awards and earnings.
8. In understand that:
9. The OSFAE may adjust or terminate a FWS eligibility based on changes in:
 - a. The student's enrollment status
 - b. The student's failure to maintain Standards of Academic Progress
 - c. Changes in the student's financial information as reported on the current year's financial aid application and documents.
 - d. A student's receipt of financial assistance not previously incorporated into their financial aid award.
 - e. In some circumstances these changes could be applied retroactively, requiring my department to pay the student's wages.
10. As the Contact and/or student manager, I am responsible for all of the above regardless of whether or not I am the functional supervisor of the student.

I agree to the Supervisor Agreement above. 

Callout Box: You will only be required to enter your company name in this box if you don't see your company name present in the Employer drop down list above. Otherwise, this field is NOT required.

- Complete the 'Request Login' form questions.
- The fields denoted with a red arrow are required.

Supervisor Agreement

Student Manager Agreement

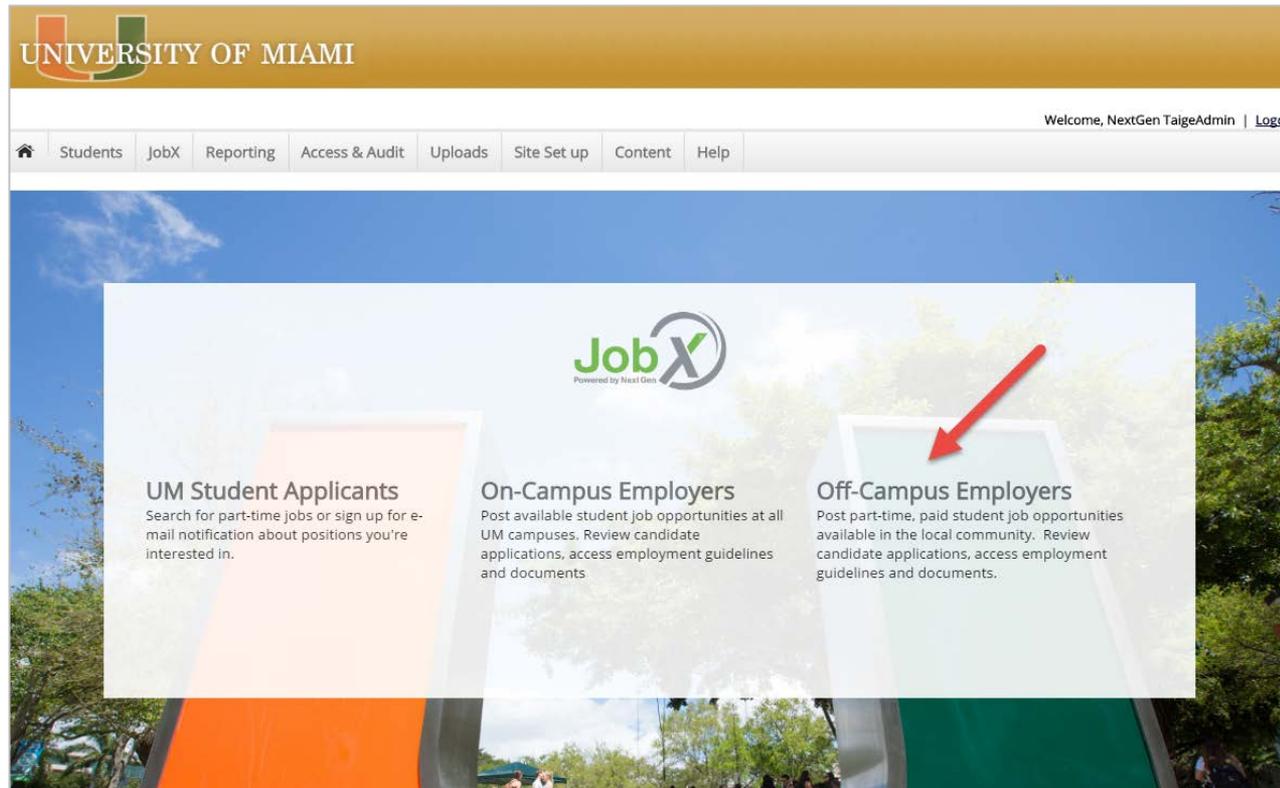
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4. Provide all newly hired student employees with an appropriate orientation which includes job duties and expectations.
5. Engage in a due diligence process if there are performance issues with a student employee. Termination procedures are included in the student employment section of the OSFAE website.
6. Ensure that student employees do not work during scheduled class time. You may request a copy of the class schedule from your student employee every semester.
7. Coordinate with student employees working under the Federal Work Study program to ensure appropriate monitoring of FWS awards and earnings.
8. In understand that:
9. The OSFAE may adjust or terminate a FWS eligibility based on changes in:
 - a. The student's enrollment status
 - b. The student's failure to maintain Standards of Academic Progress
 - c. Changes in the student's financial information as reported on the current year's financial aid application and documents.
 - d. A student's receipt of financial assistance not previously incorporated into their financial aid award.
 - e. In some circumstances these changes could be applied retroactively, requiring my department to pay the student's wages.
10. As the Contact and/or student manager, I am responsible for all of the above regardless of whether or not I am the functional supervisor of the student.

I agree to the Supervisor Agreement above.

- Please review the Supervisor Agreement carefully and select 'Yes' to the 'I agree to the Supervisor Agreement above' question.
- Click the 'Submit' button to submit your form to the UM Site Administrator for review/approval.
- Once your form has been reviewed, you will be contacted by the UM site Administrator accordingly.

Off-Campus Employer Login to JobX



- Once you've received an approval email from the UM Site Administrator, please navigate to the JobX website by clicking the link below.
<https://umiami.studentemployment.ngwebsolutions.com>
- Click the 'Off-Campus Employers' link.

Off-Campus Employer Login to JobX

The image shows two screenshots of the University of Miami JobX system. The left screenshot displays the 'Off-Campus Employer Home Page' with a navigation menu and a 'Manager's Toolkit' section. A red arrow points to the 'Post an Off Campus Job' link. The right screenshot shows the login form with a 'Please Log In' section. Red arrows point to the 'Email Address' field (containing 'taige.haines@nextgensolutions.com'), the 'Password' field, and the 'Login' button. Below the login form are links for 'Forgot Password?', 'On Campus Employer Status', and 'Off Campus Employer Request Status'.

- Step 1: Click the 'Post an Off Campus Job' link.
- Step 2: Login utilizing your company email address and password you provided in the 'Request Login' form.
- Step 3: If in the future you forget your password, simply click the 'Forgot Password' link.

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/De-select 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	drnker	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

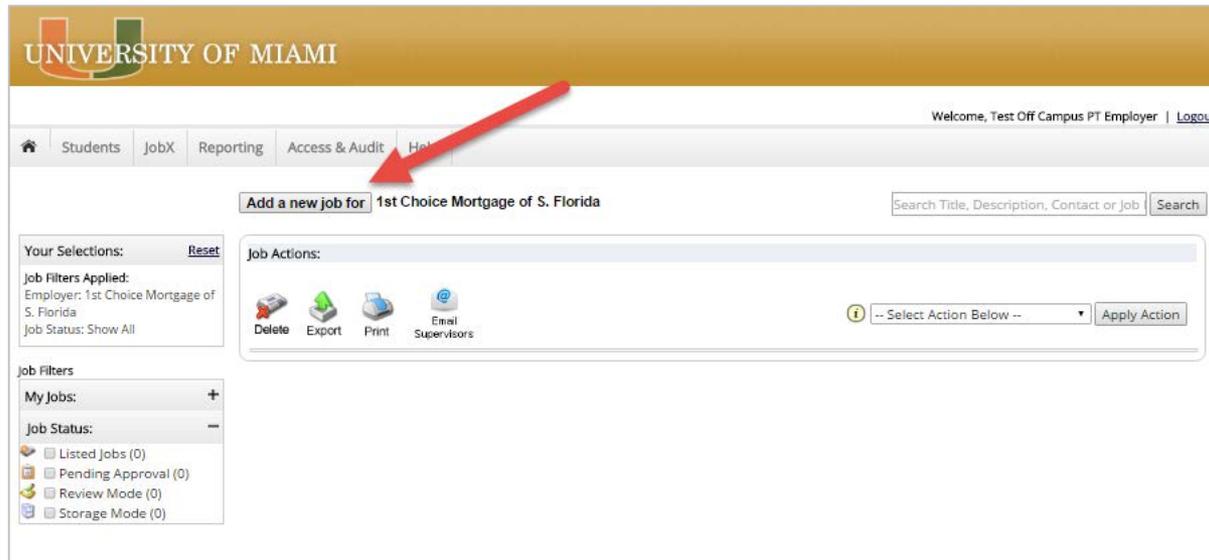
Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4314	Test On Campus Student Employm...	Julie Henry	On Campus Student Employment	0 (0 New)	11/18/16	

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

Add a Job



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

Add an Off Campus Part Time 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 the Job Category *
- Enter Job Title *, Description * and Requirements *
- 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 this job is available *
- Select the wage for the job
- 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 school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will pre-filled systematically. If not, you may optionally 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 adding an off-campus part-time job. The form is divided into several sections:

- Job Category:** A dropdown menu with "Choose one..." selected.
- Job Title:** A text input field with a red asterisk. Below it is a note: "Please be specific, Work Study is not an acceptable job title, but Office Assistant is."
- Job Description:** A large text area with a red asterisk. Below it is a note: "Please be as detailed as possible."
- Job Requirements:** A large text area with a red asterisk. Below it is a note: "Please be as detailed as possible. Include any certifications, computer programs, languages or skills required for the job."
- Number of Available Openings:** A text input field with a red asterisk.
- Hours per Week:** A dropdown menu with "20.0" selected and a "Same" button.
- Start Date:** A text input field with a red asterisk. Below it is a note: "Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., 'ASAP')."
- End Date:** A text input field with a red asterisk. Below it is a note: "Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., 'At completion of project')."
- What time frame will this job be available?:** A dropdown menu with "Choose one..." selected.
- Compensation:** A section with two radio buttons. The first is selected: "Check here if this job will pay an hourly rate." Below it are fields for "Pay Range: From \$5.10/hour" and "to \$5.10/hour". A note says: "If there is no flexibility in the wage for this job, simply put the same value in the 'from' and 'to' boxes." Below are fields for "Compensation Description, if applicable:" and "Examples: 'Depends on Experience' '30-50 mins every year' -255 character limit." The second radio button is "OR Check here if an hourly rate does not describe this job's compensation." Below it is a "Describe Compensation Here:" text area with examples: "\$100 Stipend" and "\$1.50 per phone call etc."
- Monday Work Schedule:** A text input field.
- Tuesday Work Schedule:** A text input field.
- Wednesday Work Schedule:** A text input field.
- Thursday Work Schedule:** A text input field.
- Friday Work Schedule:** A text input field.
- Saturday Work Schedule:** A text input field.
- Sunday Work Schedule:** A text input field.
- Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.**
- Primary Contact Person:** A dropdown menu with "Choose one..." selected. Below it is a note: "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." Below are fields for "Phone Number", "Fax Number", and "Email".
- Work Location/Address:** A text area with a note: "(enter the address where the work will primarily take place)".
- Name of Hiring Manager (if different than contact person listed above):** A text input field. Below it is a selection interface with "Available" and "Selected" boxes. The "Available" box contains "Task Off Campus PT Employer". There are "Add >>>" and "<<< Remove" buttons between the boxes.
- Agree to the statement above:** A dropdown menu with "Choose one..." selected. Below it is a "Submit" button.

At the bottom of the form, there is a disclaimer: "Employers in the business community can post part-time student positions free of charge. The Office of Student Financial Assistance and Employment tracks placements for the Off-Campus program. Please complete an [Off-Campus Student Data Form](#) for each UM student who is hired at your organization. The Office of Student Financial Assistance and Employment reserves the right to refuse any positions. The office takes no responsibility for screening applicants and the employer accepts full responsibility for any agreements made between employer and employee."

Add a Job – Step 2 – Review Job Application

General

First name *

Middle name

Last name *

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

UM ID *

Phone

Class Level Please select *

Major / Area of Study *

Enter skills / experience / abilities *

Access Arriba Bibliographic Database
 C/C++ Language .Net Dreamweaver
 Endnote Excel Filemaker Pro

Save Application

Pick from Existing Questions Create a New Question

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
There were no questions found.

You may add questions to the institutional default application, if approved by your JobX Site Administrator, to ensure you get a “best fit” candidate for your job.

To do so, at the bottom of the page you can choose from an existing list of questions previously created by you or create a new question using a sophisticated application designer.

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.

Pick from Existing Questions Create a New Question

Question Details

Question Type ⓘ

- Please select
- Please select
- Single Line Text
- Multiple Line Text
- Single Choice
- Multiple Choice
- Date
- File Upload
- Instructional Text

Application Behavior

Application Section ⓘ

Select an existing section Create a new section

-- Please select --

Other flags

- Application input is required ⓘ
- Prefill this question from previous answer? ⓘ

Where To Add This Question? ⓘ

End of Application

Add Question

Add 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.

Add 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.

Add 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.](#)

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.

Search Title, Description, Contact or Job Search

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](#)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

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

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page

PENDING APPROVAL - Jobs Currently Pending Administrator Approval (* - Application updated)

Ref #	Title	Contact	Job Type	App #	Listed
4319	test	Taige Test Employer	On Campus Federal Work Study		
4315	gfgf	Taige Test Employer	Off Campus Federal Work Study		

Student Employment Office

Test Off Campus FWS

Ref #	Title	Contact	Job Type	App #	Listed
4315	gfgf	Taige Test Employer	Off Campus Federal Work Study		

Job Details:

Job Title: test Employer: Student Employment Office Status: Pending Approval Job Type: On Campus Federal Work Study

Additional details about this job's status:

- This is a new job that has not yet been approved.
- It is set to go live upon approval.
- JobMail has been requested to be sent when the job is approved and listed.

Update Status:

- [Update Status](#) - Click to update listing options
- [Cancel Approval](#) - Click to cancel approval and change to
- [Cancel](#) - Click to cancel approval and change to

Manage Application:

- [Manage Application](#) - This job is configured to collect online applications. [Click to view the online application.](#)

View Applicants:

No applications have been submitted for this job.

View Applicants:

You cannot hire employees while the job is in this status.

[Edit this Job](#)

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.taige@nextgensolutions.com
Phone Number	904.333.0001
Fax Number	904.333.0561
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: -

Show Jobs From All My Empl ▾

Job Status: -

Listed Jobs (4)
 Pending Approval (2)

Job Actions:

-- 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="button" value="View Applicants"/> <input type="button" value="Print"/> <input type="button" value="Email"/>
<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	<input type="button" value="View Applicants"/> <input type="button" value="Print"/> <input type="button" value="Email"/>

You may hire an online applicant by clicking the 'View Applicants' link next to the applicable job.

Manage Applicants

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.

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?

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

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

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

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name 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.

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.

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!	🚩	Custom	Resume		<input type="button" value="🔍"/> <input type="button" value="📄"/> <input type="button" value="🖨️"/> <input type="button" value="Delete"/> <input type="button" value="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="🖨️"/> <input type="button" value="Delete"/> <input type="button" value="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)

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?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

[Delete](#) [Export Summary](#) [Export Details](#) [Print Summary](#) [Print Details](#) [Send Greeting](#) [Reject Applicants](#) [Email Applicants](#)

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

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

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.

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.

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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	<input type="button" value="🔍"/>	<input type="button" value="✉"/>	<input type="button" value="🖨"/>	Delete	Hire
<input type="checkbox"/>	Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!								Delete	Hired
<input type="checkbox"/>	Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!								Delete	Hire
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!				1000.00				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!!!

If you have any questions please contact the Office
of Student Financial Assistance and Employment

Office

(305) 284-6641

ose@miami.edu