



Off-Campus
Employer
Training



=Total Solution

JobX assists University of Miami to automate the job posting, application, for student employees, supervisors (on and off camps), and administrators.



Next Gen Web Solutions

Next Gen Web Solutions offers web solutions to enable administrators to efficiently manage online forms, employment, and other specialized processes that requires electronic management.

JobX solution in this training, assist University of Miami to automate the job posting, application review, and reporting process for student employees, supervisors, and site administrators. The JobX solution also assists in compliance validations based on various regulations and institutional policies.

JobX Benefits



Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant.



Customize job specific questions on the application to find the “most qualified” candidates in your job(s).



Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).



Systematic applicant compliance checks ensures all employment eligibility requirements are met.



Broadcast e-mail tools for improved communications with your employees.

Training Agenda

Access JobX

Job Posting

Review Applicants

Questions

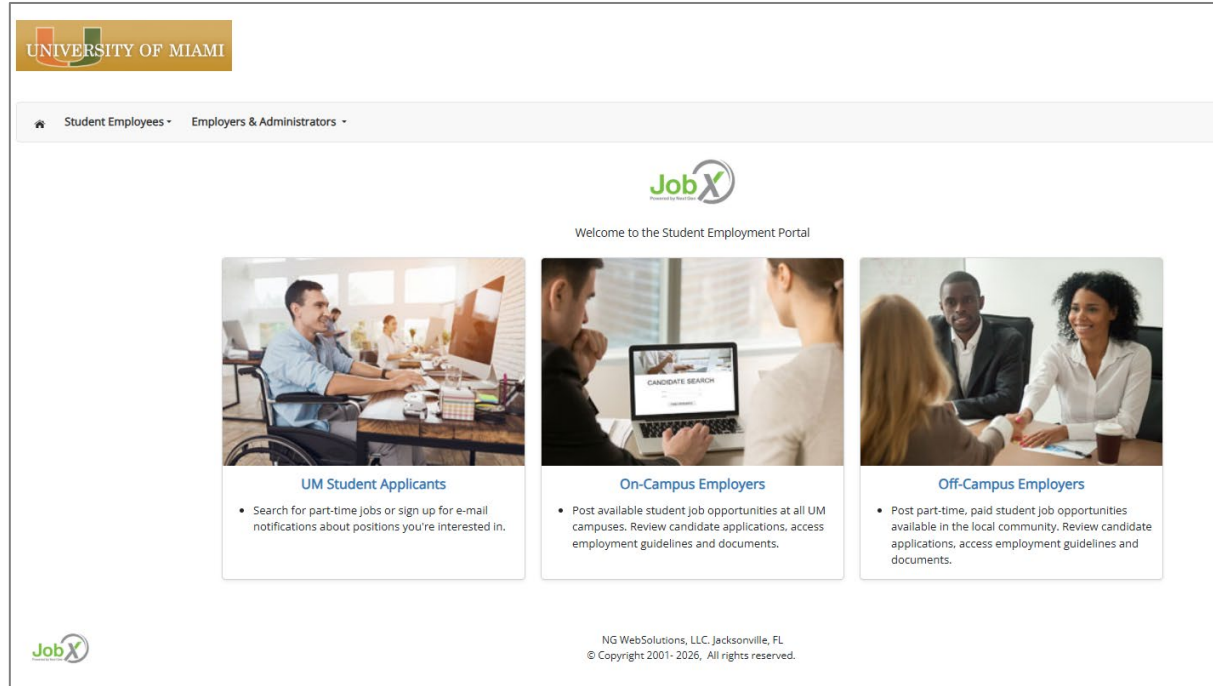




Access JobX

Access JobX

Then click on the
'Off-Campus
Employers' link.



The screenshot shows the University of Miami JobX Student Employment Portal. At the top is the University of Miami logo. Below it is a navigation bar with links for "Student Employees" and "Employers & Administrators". The main content area features the JobX logo and a welcome message. There are three main sections: "UM Student Applicants", "On-Campus Employers", and "Off-Campus Employers". Each section has a brief description and a list of actions.

UNIVERSITY OF MIAMI

Student Employees Employers & Administrators

JobX

Welcome to the Student Employment Portal

UM Student Applicants

- Search for part-time jobs or sign up for e-mail notifications about positions you're interested in.

On-Campus Employers

- Post available student job opportunities at all UM campuses. Review candidate applications, access employment guidelines and documents.

Off-Campus Employers

- Post part-time, paid student job opportunities available in the local community. Review candidate applications, access employment guidelines and documents.

JobX

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JobX Portal:

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

Off-Campus Employer Request Login



Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Student Employment Information

America Reads/Counts Program
The America Reads and America Counts programs are offered to FWS eligible students who are interested in tutoring elementary school children in Reading and Math.

Non-Profit FWS Community Service Program
Students who have been awarded Federal Work Study are eligible to work in community service projects at local non-profit and governmental agencies

Please Note: Agency/Company must have an approved Federal Work Study Community Service Program Agreement.

Off-Campus Paid Part-Time Jobs

Manager's Toolkit

Request a Login Permission for Off-Campus Part-Time Jobs
Click above if you are an Off-Campus Part Time Employer who has never logged in before.

Post an Off-Campus Job
Login to post and manage jobs.

Access student applications.

Change Password.

JobX Employer User Guide
Download the JobXEmployer User Guide.

Tell Us Who You Hired
Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.

Suggestion Box
Send us your suggestions, ideas, or concerns!

Click the '**Request a Login Permission for Off-Campus Part-Time Jobs**' link.

Off-Campus Employer Request Login

Complete Request Login Form.

Then click '**Submit**' button to submit your request for an approved login.

Request Log in permission

Request Permission To Use This Site

You must be a registered user to post jobs on the 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 *
Example: jsmith@domain.edu

TNumber *

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password * Enter Password:

Re-Enter Password: Re-Enter Password:

Please choose the employer for which you work from the list 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 this space to indicate if you're associated in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

☐ I'm not a robot 

[Privacy](#) [Terms](#)

Off-Campus Employer JobX Login



Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Student Employment Information <u>America Reads/Counts Program</u> The America Reads and America Counts programs are offered to FWS eligible students who are interested in tutoring elementary school children in Reading and Math. <u>Non-Profit FWS Community Service Program</u> Students who have been awarded Federal Work Study are eligible to work in community service projects at local non-profit and governmental agencies <i>Please Note: Agency/Company must have an approved Federal Work Study Community Service Program Agreement.</i> <u>Off-Campus Paid Part-Time Jobs</u>	Manager's Toolkit <u>Request a Login Permission for Off-Campus Part-Time Jobs</u> Click above if you are an Off-Campus Part Time Employer who has never logged in before. <u>Post an Off-Campus Job</u> Login to post and manage jobs. Access student applications. Change Password. <u>JobX Employer User Guide</u> Download the JobXEmployer User Guide. <u>Tell Us Who You Hired</u> Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service. <u>Suggestion Box</u> Send us your suggestions, ideas, or concerns!
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After access approval, click the '**JobX Login**' link to login to the system.

Off-Campus Employer JobX Login

After receiving your approval email for your request to the site.

Use your emails and password you created at request access to log into the system.

Click '**Login**' and you will be placed on the Job Control Panel for a successful login.

Help

For On-Campus Supervisors- (Hiring Managers):

You are required to log-in to use the University of Miami Student Job posting system (JobX) by entering your CaneID and Password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for student employment purposes only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

For more information, go to the [CaneID Help](#) page. If you do not have a CaneID, [click here](#) for more information

For Off-Campus Supervisors:

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

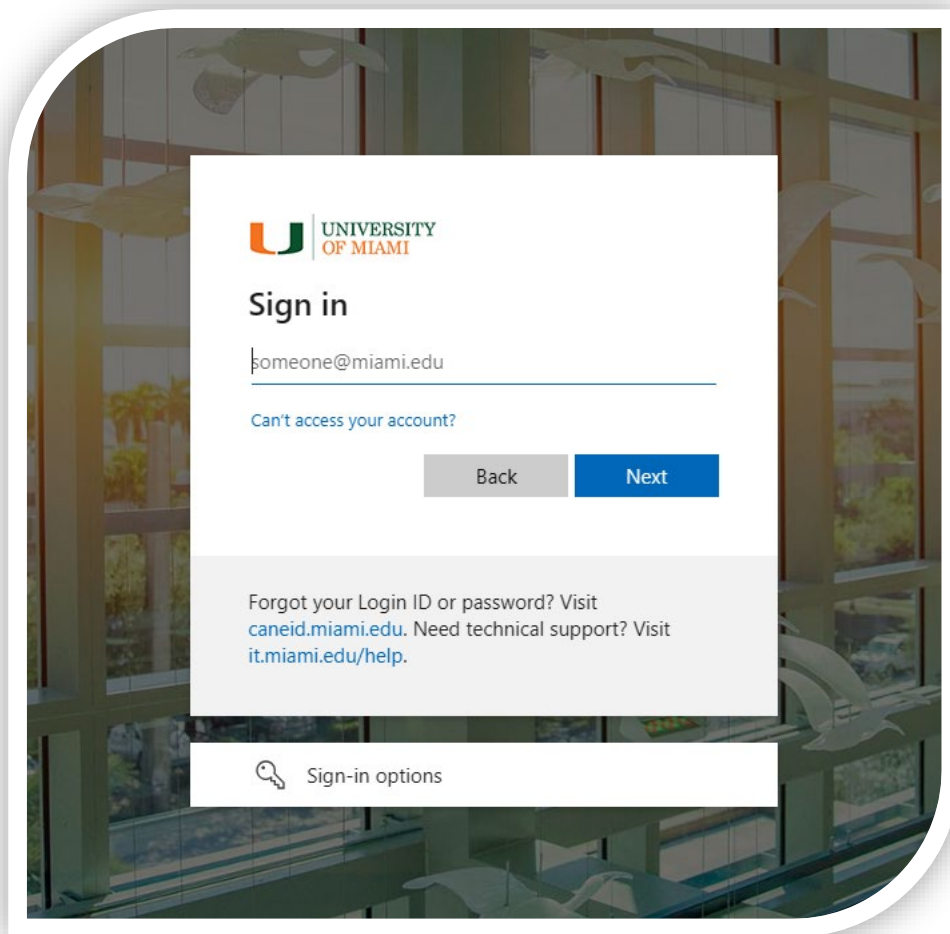
- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

Email Address

Password

[Forgot Password?](#) | [On Campus Employer Signup](#) | [Off Campus Employer Request Signup](#)



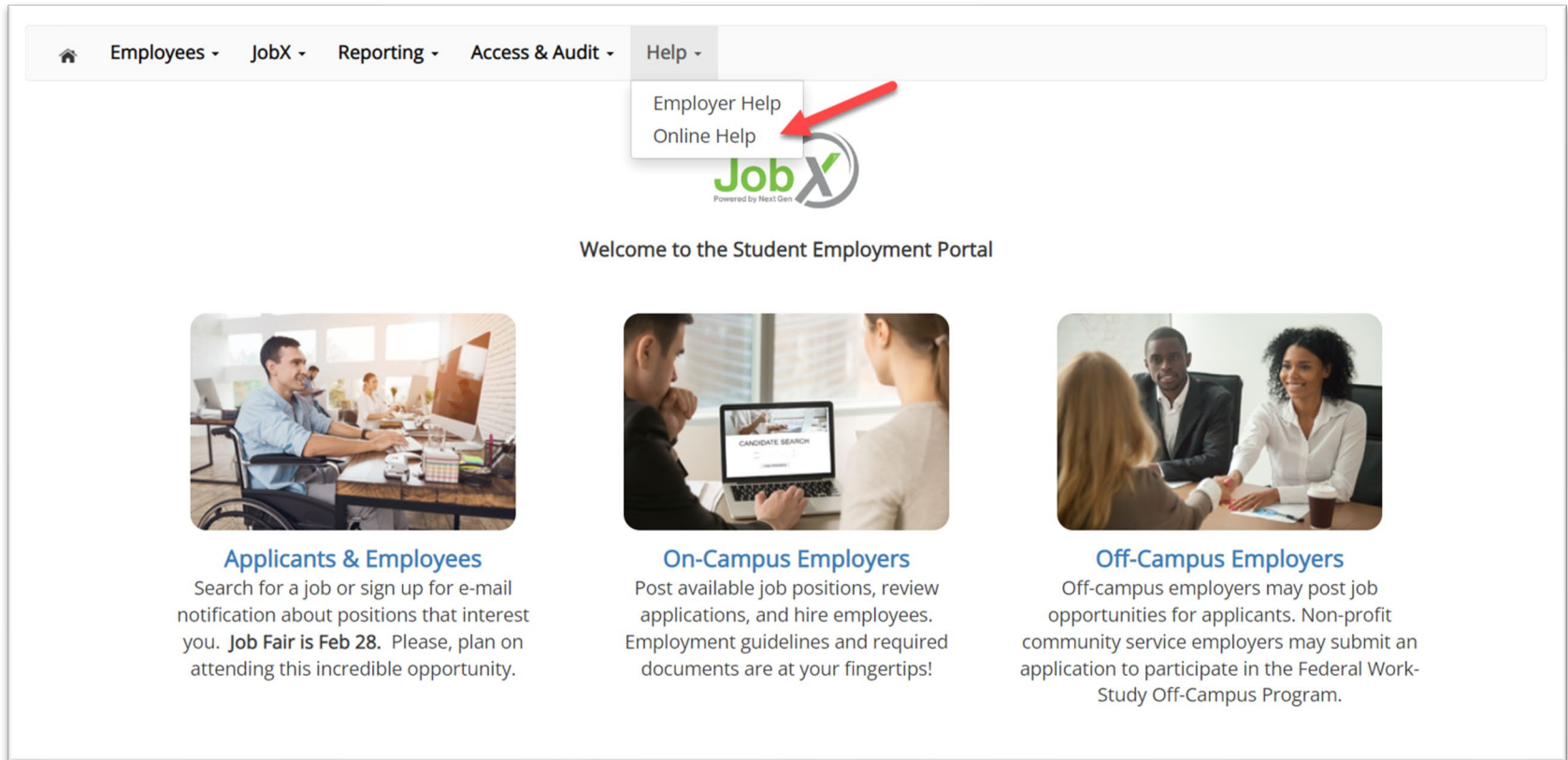
Off-Campus Employer Login to JobX

Login utilizing your School 'User Name' and 'Password'.



Online Help

Online Help



The screenshot displays the top navigation bar of the Student Employment Portal. The 'Help' menu is expanded, showing 'Employer Help' and 'Online Help', with a red arrow pointing to 'Online Help'. Below the navigation bar is the 'JobX' logo, which includes the text 'Powered by Next Gen'. The main heading reads 'Welcome to the Student Employment Portal'. There are three main content areas, each with a representative image and a title:

- Applicants & Employees**: Search for a job or sign up for e-mail notification about positions that interest you. **Job Fair is Feb 28.** Please, plan on attending this incredible opportunity.
- On-Campus Employers**: Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!
- Off-Campus Employers**: Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Click the '**Help**' menu after you login and select '**Online Help**'.

Online Help

JobX & TimesheetX Manuals

 JobX - Administrators Online Help 0 articles	 JobX - Supervisors Online Help 21 articles	 JobX - Employee / Student Online Help 7 articles
 TimesheetX - Administrator Online Help 0 articles	 TimesheetX - Supervisor Online Help 7 articles	 TimesheetX - Employee / Student Online Help 5 articles

Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

Employee/Students can only see Online Help for Employee/Students.

You have the ability to search by keyword or topics in the search field.



Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?



Create a Job Posting – Add a Job

Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Job Control Panel

Result Filters:
My Jobs Only [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 25 of 28 | << < > >>|

<u>Student Employee Admin Assistant</u>	Applications: 3 (3 New)	Employer: ACADEMIC AFFAIRS
☐ Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs Actions ▾

<u>Baseball Student Assistant</u>	Applications: 3 (2 New)	Employer: ATHLETICS - BASEBALL
☐ Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs Actions ▾

<u>Student Basketball Assistant</u>	Applications: 2 (2 New)	Employer: ATHLETICS - BASKETBALL
☐ Job Id: 4527 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$10.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 07/31/22 Job Type: On-Campus FWS Jobs Actions ▾

Employer Name:
Show Jobs From All My Employers ▾

Job Status:
☐ Active, Listed Jobs (11) ⓘ
☐ Pending Approval (1) ⓘ
☐ Active, Not Listed (14) ⓘ
☐ Inactive (2) ⓘ

Job Type:
Choose Job Type ▾
☐ Show My Jobs Only

Wage Filter:
Low Wage:
High Wage:
Wage Range: To
[Search](#)

Click 'Add a Job' button to start the process to create a job.

Create a Job Posting - Department

You are adding a brand new job to the web site for:
>> **Step 1: Supply Job Profile information** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

ACADEMIC AFFAIRS
Academic Learning Center
ACCESS & ACCOMMODATIONS
ADMISSIONS
ALUMNI RELATIONS
ARTS AND SCIENCES

Go to next step

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If you have posting permissions for more than one department, Select the department for which you want to post a job from the '**Employer/Department Name**' drop-down list.

Next click '**Go to next step**' button to proceed.

Note: If you only have permission to post for one department, please proceed to the next slide.

Create a Job Posting – Job Type

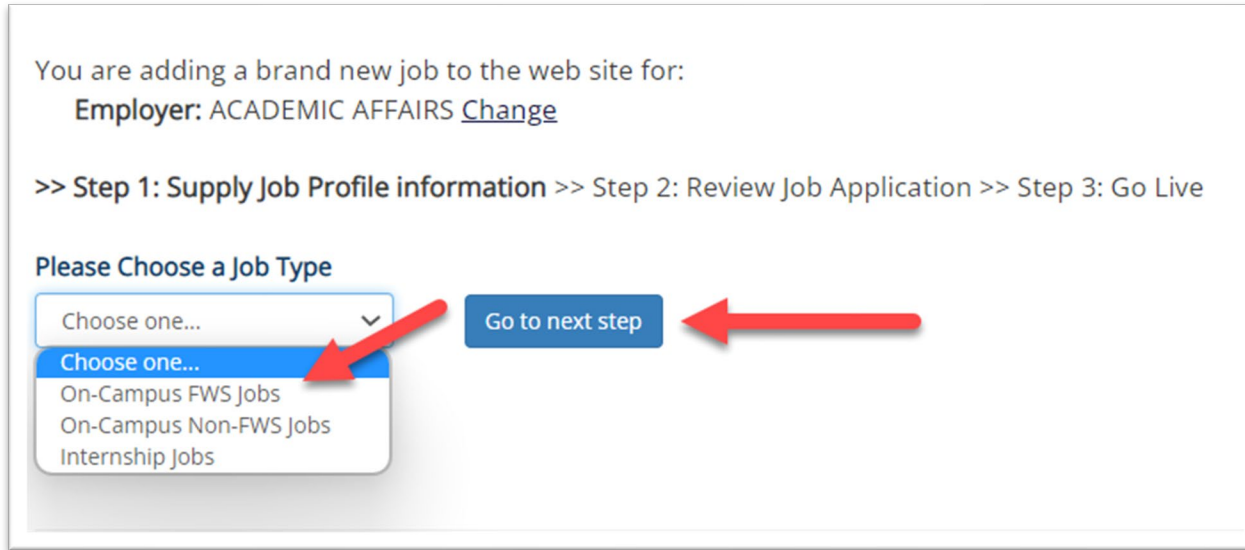
You are adding a brand new job to the web site for:
Employer: ACADEMIC AFFAIRS [Change](#)

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one...
Choose one...
On-Campus FWS Jobs
On-Campus Non-FWS Jobs
Internship Jobs

Go to next step



If you have posting permissions for more than one job type, Select the job type for which you want to post a job from the **'Job Type'** drop down list.

Then click **'Go to next step'** to proceed.

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template

The Job Posting Template may vary depending on the job type selected

Fields denoted with a red * are required fields

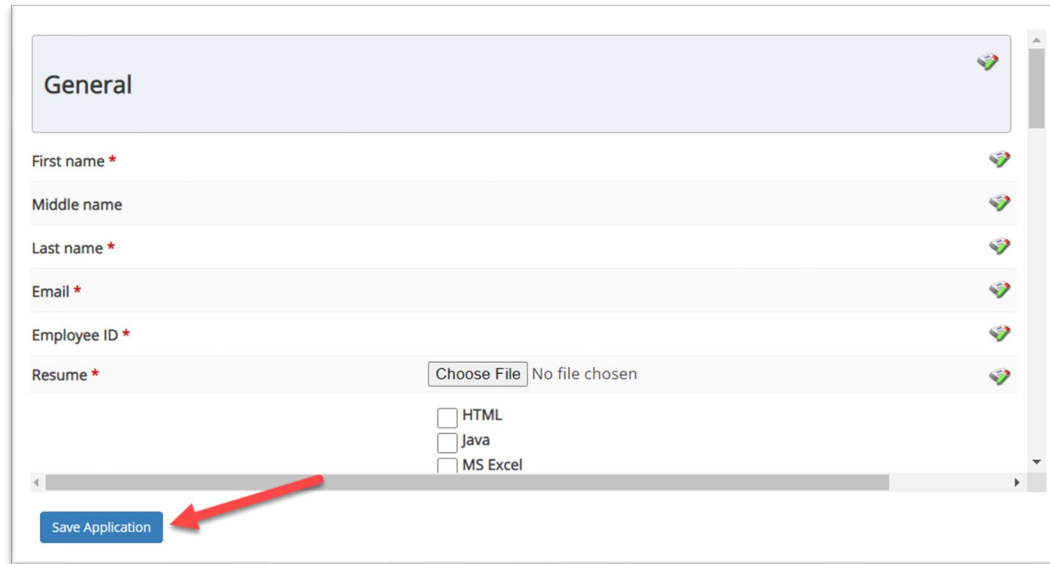
Lastly, click '**Submit**' to continue the next steps in the process.

Important Note: *University of Miami has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.*

The screenshot displays a web form titled 'Complete Job Posting Template'. The form is organized into several sections:

- Job Category:** A dropdown menu with the text 'Choose one...'.
- Job Title:** A text input field with a red asterisk (*) indicating it is required. Below the field is a small text link: 'Example: From Data Representative'.
- Job Description:** A large text area with a red asterisk (*) indicating it is required. Below the field is a small text link: 'Please be as detailed as possible'.
- Job Requirements:** A large text area with a red asterisk (*) indicating it is required. Below the field is a small text link: 'Please be as concise as possible'.
- Required Skills:** A section with a red asterisk (*) indicating it is required. It includes a small text link: 'Required Skills - The skills you select on this screen will be used to match your job posting to the skills of the applicants who will be applying for the position. Select the skills that are most relevant to the position. You may select multiple skills. You may also select skills that are not listed on this screen. You may also select skills that are not listed on this screen. You may also select skills that are not listed on this screen.' and a 'Choose Skills' dropdown menu.
- Number of Available Openings:** A text input field with a red asterisk (*) indicating it is required.
- Hours per Week:** A dropdown menu with '10.0' selected and a 'Same' button.
- Start Date:** A text input field with a red asterisk (*) indicating it is required. Below the field is a small text link: 'Please enter either an exact date in the format of MM/DD/YYYY or a range of dates in the format of MM/DD/YYYY - MM/DD/YYYY (e.g., 01/01/2011 - 01/31/2011)'.
- End Date:** A text input field with a red asterisk (*) indicating it is required. Below the field is a small text link: 'Please enter either an exact date in the format of MM/DD/YYYY or a range of dates in the format of MM/DD/YYYY - MM/DD/YYYY (e.g., 01/01/2011 - 01/31/2011)'.
- Time Frame:** A dropdown menu with a red asterisk (*) indicating it is required.
- Base pay rate:** A dropdown menu with a red asterisk (*) indicating it is required.
- Primary Contact Person:** A dropdown menu with a red asterisk (*) indicating it is required. Below the field is a small text link: 'Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.' and a small text link: '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:** A text input field with a red asterisk (*) indicating it is required.
- Fax Number:** A text input field with a red asterisk (*) indicating it is required.
- Email:** A text input field with a red asterisk (*) indicating it is required.
- Location:** A text input field with a red asterisk (*) indicating it is required.
- Secondary Contact People:** A section with a red asterisk (*) indicating it is required. It includes a small text link: 'Ctrl + click to select multiple' and a 'Select Some Options' dropdown menu.
- Do you wish to collect online applications for this job?:** A radio button selection with 'Yes' selected and 'No' as an option.
- Company/Department Logo:** A section with a red asterisk (*) indicating it is required. It includes a small text link: 'This will be displayed on the job listing.' and a 'Choose File' button.
- Submit:** A blue button at the bottom of the form.

Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with the following fields: "First name *", "Middle name", "Last name *", "Email *", "Employee ID *", and "Resume *". The "Resume" field includes a "Choose File" button and the text "No file chosen". Below the "Resume" field are three checkboxes: "HTML", "Java", and "MS Excel". At the bottom left of the form is a blue "Save Application" button, which is highlighted by a red arrow.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

Create a Job Posting – Add Customized Questions

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 the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. The 'Create a New Question' tab is active. Below the tabs is the 'Question Details' section, which contains a 'Question Type' dropdown menu. A red arrow points to this dropdown menu, which is open and shows options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below the 'Question Details' section is the 'Application Behavior' section. It contains an 'Application Section' dropdown menu with a red arrow pointing to it. Below this is the 'Other flags' section, which has two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required' checkbox. Below the 'Other flags' section is the 'Where To Add This Question?' dropdown menu, which is set to 'End of Application'. A red arrow points to this dropdown menu. At the bottom of the form is the 'Add Question' button, with a red arrow pointing to it.

Create a Job Posting – Finalize Job Posting – Step 1

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... [Click here to finish!](#)

1. When do you want the job to be reviewed for approval?
 - a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
 - b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be placed in Active, Not Listed until you are ready for approval.
2. Do you want the job listed immediately after it is approved?
 - a. Select '**Yes, immediately**' from the list if you wish upon approval for the job status to be **Active, Listed**.
 - b. Select '**No, put it in inactive for me**' from the list if you wish upon approval for the job status to be **Inactive**.
 - c. Select '**No, put it in Active, Not Listed for me**' from the list if you wish upon approval for the job status to be **Active, Not Listed**.
3. Do you want JobMail to be sent when the job is listed?
 - a. Select '**Yes, send JobMail**' from the list is you want this posting to be included in JobMail that will send a notification to students if your job is in an **Active, Listed** status.
 - b. Select '**No, do not send JobMail**' from the list is you do not want this posting to be included in JobMail notification student message.

Create a Job Posting – Finalize Job Posting – Step 2

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... [Click here to finish!](#)

4. For how many days do you want the job to be listed on the site?
 - **Please Note: The maximum amount of time to list a job is 8 Weeks. After 8 weeks, the job will automatically be delisted from the site.**

Click the “**Click here to Finish!**” button.

- Your job will be submitted to the Student Employment Office for review/approval.

Create a Job Posting – Pending Approval

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.](#)

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.

The screenshot displays the 'Job Control Panel' interface. On the left is a sidebar with filters for Employer Name, Job Status (Active, Pending Approval, Inactive), Job Type, My Jobs, and Wage Filter. The main area shows 'Result Filters: Job Status: Pending Approval' and a table of job listings. A red arrow points to the job title 'Assistant to the Dean' in the table, and another red arrow points to the 'Applications' column header. The table lists job details such as Job ID, Contact Person, Wage, Status, Location, and Listed Job Type.

Job ID	Contact Person	Wage	Status	Location	Listed Job Type
4422	NextGen TimAdmin	\$10.00 - \$11.50 /hr	Pending Approval	6821 Southpoint Dr. N. Ste 220 FL 32216	On-Campus Non-FWS Jobs

Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB
POSTING NEEDS UPDATING?

Edit a Job Posting

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Job Control Panel

Result Filters: Employer: All Available
Job Status: Pending Approval [Reset Filters](#)

Employer Name:
Show Jobs From All My Employers ▾

Job Status:
☐ Listed Jobs (2)
☒ Pending Approval (1)
☐ Review Mode (0)
☐ Storage Mode (0)

Job Type:
Choose Job Type ▾

My Jobs:
☐ Show My Jobs Only

☐ Select/Deselect All

[Add a job](#)

[Fitness Center Attendant](#)

☐ Job ID: 4496
Contact Person: Test On-Campus Supervisor
Wage: \$11.51 - \$12.50 /hr

Status: Pending Approval
Location: 6821 South
FL 32216

Welcome, Test On-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Manage Job

Job Title	Employer	Status	Job Type
Fitness Center Attendant	STUDENT RECREATION	Pending Approval	On-Campus Non-FWS Jobs

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

[Listed](#) » Click to update listing options

[Review Mode](#) » Click to cancel approval and change to

[Storage](#) » Click to cancel approval and change to

Manage Application

This job is configured to collect online applications.

[Edit, view or remove the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Applicant

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:

HEALTHY LOGO

Fitness Center Attendant
Job ID 4496

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**' button on the 'Manage Job' page.

To edit the application tied to your job, click '**Edit or View the Online Application**'.



Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications

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?

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

☐ Select/Deselect All Show results per page 1 to 2 of 2 | < < > > |

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
☐	Frank Rogers3	frankrogers3@ngwebsolutions.com	9/24/2020	New!	P		Resume	940.00		Actions
☐	Roy Rogers1	royrogers1@ngwebsolutions.com	9/24/2020	New!	P		Resume	2500.00		Actions

- 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.

Interview and Selection

HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

Schedule an Interview

The screenshot displays a web application interface for scheduling interviews. At the top, there's a header with 'Select/Deselect All', a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy Rogers1 (Pending, Greeted) and Larry Rogers6 (New!). A red arrow points to the checkbox next to Roy Rogers1. To the right, an 'Actions' dropdown menu is open, showing options like Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, Send Reject Email, and Send Custom Email. A red arrow points to the 'Send Reject Email' option. An 'Apply Action' button is also visible.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
☐ Roy Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	Pre
☒ Larry Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		Pre

- 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.

Schedule an Interview

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

Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when 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 - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

To

☐ Rogers1, Roy [royrogers1@ngwebsolutions.com]

New! ☐ Rogers2, Ted [tedrogers2@ngwebsolutions.com]

New! ☒ Rogers3, Frank [frankrogers3@ngwebsolutions.com]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From teston@ngwebsolutions.com

Subject Job: Your Institution Job Title

Body

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. 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 other email recipients in the 'To' box, then click on the "Send" button.

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

Notify applicant(s) they were NOT Selected

Interface showing a list of applicants with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. A dropdown menu is open over the 'Pre' column, showing options: -- Select Action Below --, Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, Send Reject Email, and Send Custom Email. A red arrow points to the 'Send Reject Email' option. The 'Apply Action' button is visible.

	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
☐	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
☒	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- Click the box next to one or more applicants you would like to send a rejection email. Each email is sent separate if more than one application is selected.
- Next, select the 'Send **Reject Email**' action.
- Finally click, '**Apply Action**'

Notify applicant(s) they were NOT Selected

- This feature is utilized to inform one or more 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.

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 applications.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	☐	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	☐	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	☐	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	☐	Rogers4, Samuel	[samuelrogers4@ngwebsolutions.com]
New!	☒	Rogers6, Larry	[larryrogers6@ngwebsolutions.com]
New!	☐	Rogers1, Roy	[royrogers1@ngwebsolutions.com]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From julie@ngwebsolutions.com

Subject Job: Test On-Campus FWS Jobs - 052020 - Not Available

Body

You recently submitted an on-line application for the Test On-Campus FWS Jobs - 052020 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**

Questions?

**Please contact the Office of
Student Employment at:**

ose@miami.edu

or call us at: 305-284-6641

