



On-Campus
Supervisor
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.

School Specific Customization



JobX site has University of Miami look and feel



JobX site has University of Miami On-Campus Supervisors



JobX site has been configured to support University of Miami business processes

Training Agenda

Access JobX

Job Posting

Review Applicants

Questions





Access JobX

Access JobX

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

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/>

On-Campus Supervisor Request Login

On-Campus Employers

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!



Student Employment

[Log in to Post a Job](#)
Log in using your CaneID credentials to post and manage jobs. Access student applications.

[Request/Update JobX Access](#) 
Request Access to JobX if you are unable to login using your CaneID credentials or if you need to update your JobX permissions

[Student Employment Policies and Procedures](#)
View Student Employment Policies and Procedures

[JobX Employer Training](#)
Download the JobX Employer User Guide or view a JobX Supervisor PowerPoint Training

Manager Toolkit

[Getting Started](#)
General information about posting jobs, hiring, and the process for selecting student candidates.

[Hiring Students](#)
Information about the hiring process in Workday, including information on Form I-9/E-verify.

[Student Employment Forms](#)
Easily access student employment forms including background check forms, confidentiality agreement form and supervisory request organization form.

[Workday Tip Sheets](#)
Access handy tip sheets to help you navigate business processes in Workday. Including hiring, adding a job, ending a job and approving time.

Click the 'Request/Update JobX Access' link.

On-Campus Supervisor Access Form


MIAMI

Request/Update JobX Access

Complete this form if you are an on-campus student employer unable to access JobX with your CaneID credentials and/or if you need to remove or update job posting access for you or another student supervisor.

Your First Name *

Your Last Name *

Title *

Your Email *

Your Employee ID *

Your Department *

Login to JobX: Select this option if you are unable to login in using your CaneID credentials.

Update JobX Permissions: Select this option if you are requesting access to post on behalf of another department or supervisor and/or if you need to update the department you are posting jobs for.

Complete Form

On-Campus Supervisor JobX Login

On-Campus Employers

Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!

Student Employment

[Log in to Post a Job](#)
Log in using your CaneID credentials to post and manage jobs. Access student applications.

[Request/Update JobX Access](#)
Request Access to JobX if you are unable to login using your CaneID credentials or if you need to update your JobX permissions

[Student Employment Policies and Procedures](#)
View Student Employment Policies and Procedures

[JobX Employer Training](#)
Download the JobX Employer User Guide or view a JobX Supervisor PowerPoint Training

Manager Toolkit

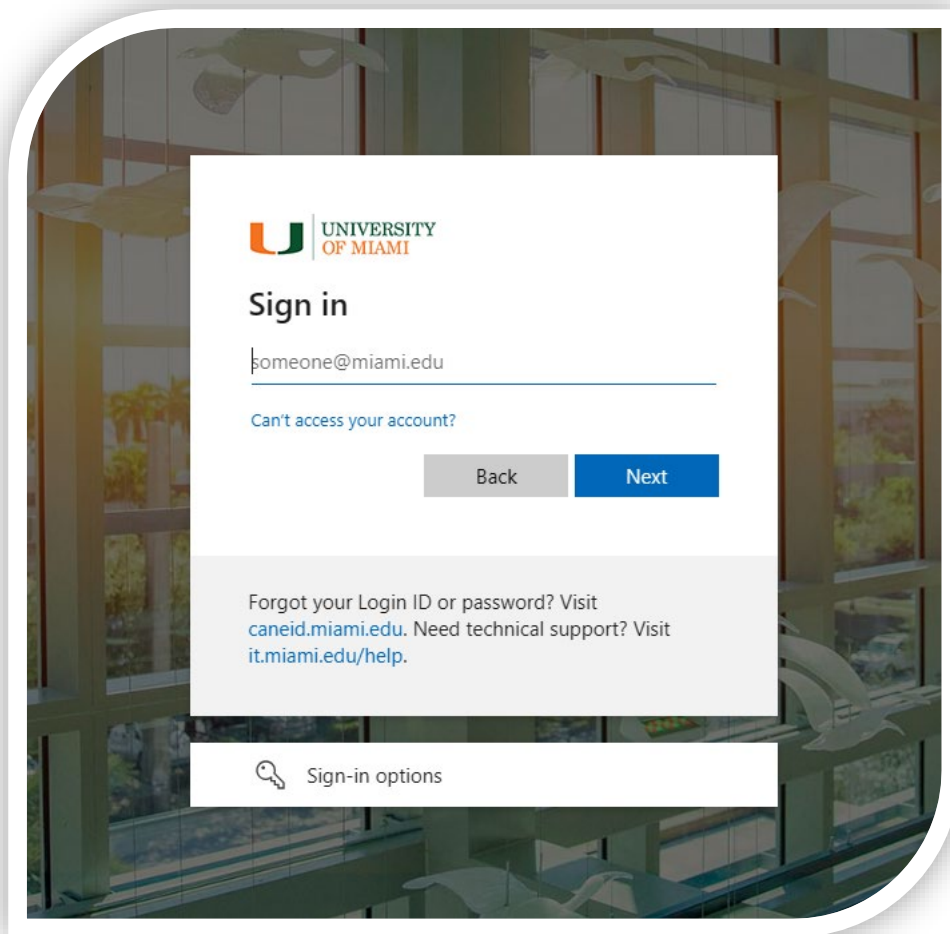
[Getting Started](#)
General information about posting jobs, hiring, and the process for selecting student candidates.

[Hiring Students](#)
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[Student Employment Forms](#)
Easily access student employment forms including background check forms, confidentiality agreement form and supervisory request organization form.

[Workday Tip Sheets](#)
Access handy tip sheets to help you navigate business processes in Workday. Including hiring, adding a job, ending a job and approving time.

After access approval, click the 'JobX Login' link to login to the system.



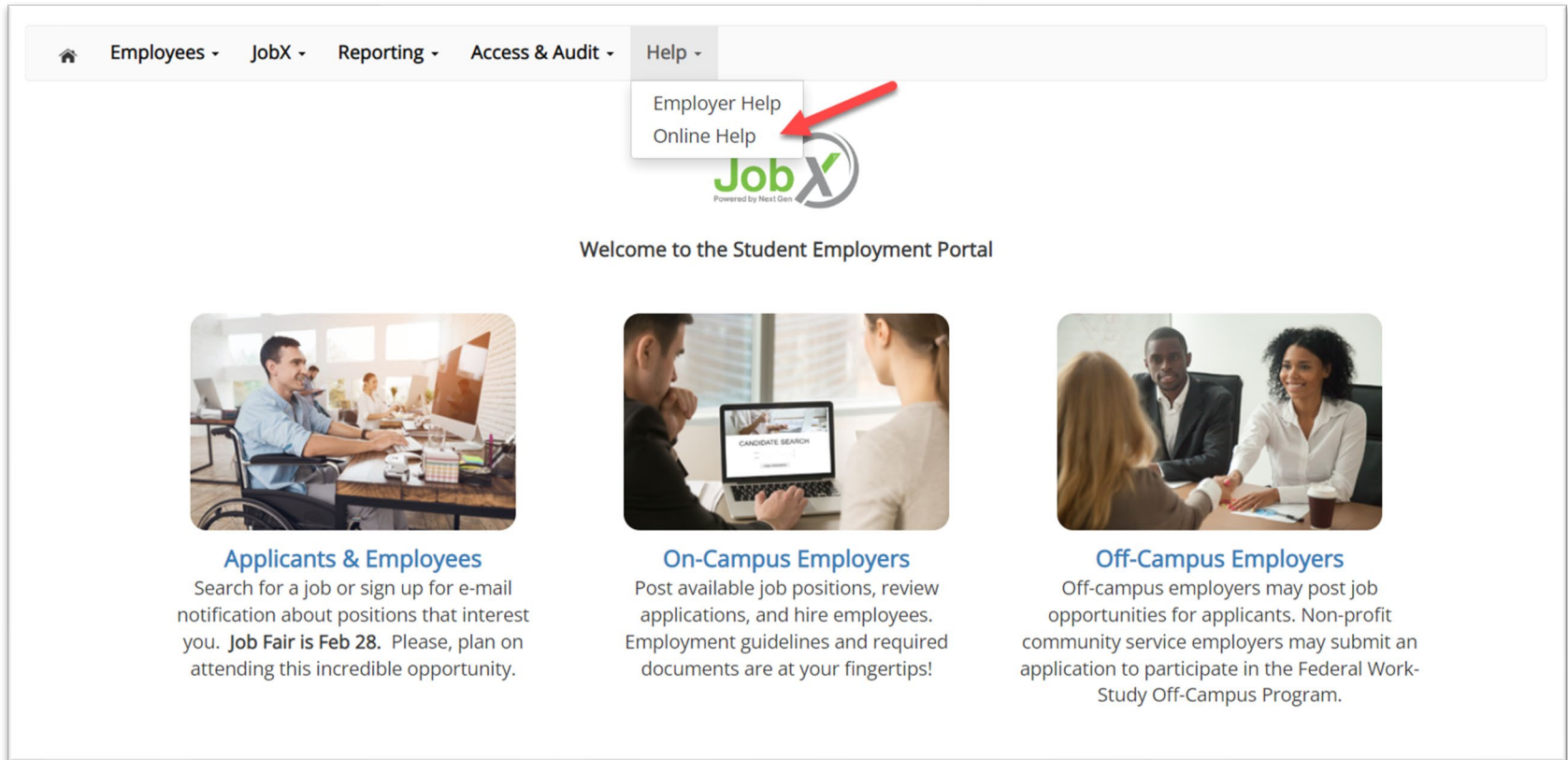
On-Campus Supervisor Login to JobX

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



Online Help

Online Help



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

Employer Help
Online Help

JobX
Powered by Next Gen

Welcome to the Student Employment Portal

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

Two red arrows point to the 'JobX - Supervisors Online Help' and 'TimesheetX - Supervisor Online Help' boxes, indicating that supervisors can access these specific help sections.

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

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

The screenshot displays the 'Job Control Panel' interface. At the top, there is a navigation bar with links: Employees, JobX, Reporting, Access & Audit, and Help. Below this, the 'Job Control Panel' title is shown. On the left, there are several filter sections: 'Employer Name' with a dropdown for 'Show Jobs From All My Employers', 'Job Status' with checkboxes for 'Active, Listed Jobs (11)', 'Pending Approval (1)', 'Active, Not Listed (14)', and 'Inactive (2)', 'Job Type' with a dropdown for 'Choose Job Type' and a checkbox for 'Show My Jobs Only', and 'Wage Filter' with input fields for 'Low Wage', 'High Wage', and 'Wage Range' (Low Wage To High Wage) and a 'Search' button. The main area shows 'Result Filters: My Jobs Only' with a 'Reset Filters' button. Below this is an 'Add a Job' button and a search bar for 'Search Title, Description, Requirements, Contact or Job ID'. To the right of the search bar is a dropdown for '-- Select Action Below --' and an 'Apply Action' button. Below the search bar, there is a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown. The main content area displays a list of job postings. Each posting includes a checkbox, job title, applications count, employer name, job ID, contact person, status, location, listed date, job type, and wage. The first posting is 'Student Employee Admin Assistant' with 3 applications (3 New), Employer: ACADEMIC AFFAIRS, Job ID: 4526, Contact Person: Test On-Campus Supervisor, Status: Active, Listed, Location: 6821 Southpoint Dr. N Jacksonville FL 32216, Listed: 01/30/23, Job Type: On-Campus Non-FWS Jobs, and Wage: \$11.51 - \$12.50 /hr. The second posting is 'Baseball Student Assistant' with 3 applications (2 New), Employer: ATHLETICS - BASEBALL, Job ID: 4503, Contact Person: Test On-Campus Supervisor, Status: Active, Listed, Location: 6821 Southpoint Dr. N Jacksonville FL 32216, Listed: 01/30/23, Job Type: On-Campus Non-FWS Jobs, and Wage: \$8.00 - \$9.50 /hr. The third posting is 'Student Basketball Assistant' with 2 applications (2 New), Employer: ATHLETICS - BASKETBALL, Job ID: 4527, Contact Person: Test On-Campus Supervisor, Status: Active, Listed, Location: 6821 Southpoint Dr. N Jacksonville FL 32216, Listed: 07/31/22, Job Type: On-Campus FWS Jobs, and Wage: \$8.00 - \$10.00 /hr.

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

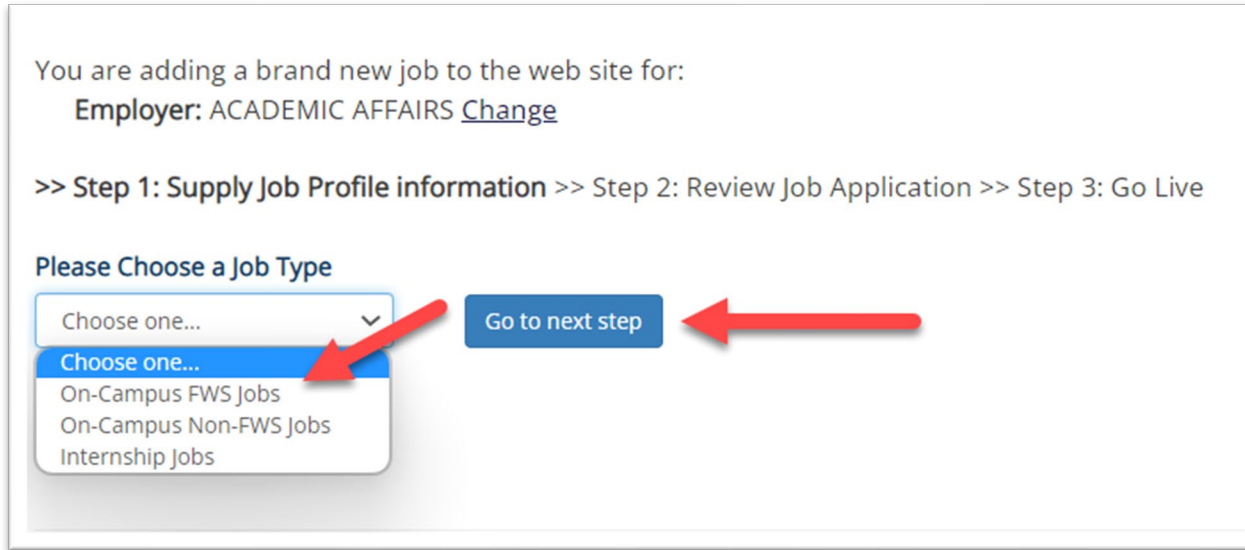
You are adding a brand new job to the web site for:
Employer: ACADEMIC AFFAIRS [Change](#)

>> 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.

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.

Job Category ^{*} ATS

Choose one...

Job Title ^{*}

Example: Front Desk Receptionist

Job Description ^{*}

Please see attached job description

Job Requirements ^{*}

Please see attached job description

Required Skills

Required Skills: The person you based on the position. The employee, a CDS, needs to have a working knowledge of the following: must have a minimum of 3 years of experience. AVOGDS software and design skills. Must be able to work in a fast-paced environment. How to use a variety of office and computer software for creating, maintaining, and editing.

Choose Skills

Number of Available Openings ^{*}

Hours per Week

10.0 to Same

Start Date

Please enter the start date in the form: month/day or a full description (i.e., 01/01/01)

End Date

Please enter the end date in the form: month/day or a full description (i.e., "At completion of project")

Time Frame ^{*} ATS

Choose one...

Base pay rate: ^{*}

Choose one...

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 ^{*}

Location ^{*}

Secondary Contact

Ctrl + click to select multiple

People ATS

Select Some Options

Do you wish to collect online applications for this job?

Yes

No

Company/Department Logo

Choose File No file chosen

This will be displayed on the job listing.

Submit

Create a Job Posting – Review Default Application

General

First name *

Middle name

Last name *

Email *

Employee ID *

Resume * Choose File No file chosen

☐ HTML

☐ Java

☐ MS Excel

[Save Application](#)

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 includes a 'Question Type' dropdown menu. A red arrow points to this dropdown, which is open, showing 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 includes an 'Application Section' dropdown menu with a red arrow pointing to it, and a 'Create a new section' text input field. 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. 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 list of jobs. A job titled 'Assistant to the Dean' is highlighted with a red arrow. Another red arrow points to the 'Applications' section of the job details. The job details include Job ID: 4422, Status: Pending Approval, Location: 6821 Southpoint Dr. N. Ste 220 FL 32216, and Listed: Job Type: On-Campus Non-FWS Jobs. The employer is listed as 'AIB / Admissions Office - 123'.

Job ID	Status	Location	Listed
4422	Pending Approval	6821 Southpoint Dr. N. Ste 220 FL 32216	Job Type: 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. Another red arrow points to the 'Send Reject Email' option in the 'Actions' dropdown menu for the second applicant.

	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		

- 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.

	☐	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	☐	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	☒	Rogers3, Frank	[frankrogers3@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

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

