JobX Supervisor Training

A REFERENCE GUIDE FOR SUPERVISORS
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Introduction JobX

JobX helps schools automate the job posting, application, hiring, and reporting process for student employees, employers, and administrators. JobX is seamlessly integrated with your University of Vermont School Information System (SIS).

Benefits for employers:
- Easy job listing creation
- Workflow 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 email alerts ensure thorough and timely communication amongst all parties
- Streamlined applicant submission and hiring with systematic compliance checks
- Broadcast email tool for improved communications with employees

How to Login to JobX

Access JobX

2. Select “On-Campus Employers”.
3. Select “Jobs Board Login” to be directed to the UVM login portal.
How to Add and Edit Job Listings

Add a Job

If you have posting permissions for more than one department, select the one for which you want to post a job from the “Employer Name” drop down list.

1. Select “Add a new job for {your department name will be prefilled here}”.

2. Choose a job type for the listing you wish to post.
3. Supply a job profile. When done, select “submit”.
   - Any fields with a red asterisk are mandatory and must be completed before your job can be submitted.
   - NOTE: If you wish to designate a secondary contact, click one or more individuals’ names from the list and click the ‘Add >>>’ button.
   - 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 information so an applicant can contact you, if desired.

4. After you submit the job profile, you can insert questions into the default application, to ensure you get a best fit” candidate for your job. To do so, browse through existing questions at the bottom of the page or create your own.
   - When creating a new question, first select the type from the drop down menu (i.e. Single Sine, Multiple Choice, File Upload, etc.)
   - The Question Label is what the applicant will see. Use the text / HTML to make your questions look more professional.
   - You can choose to add your question to existing general section or to create a custom section for your question to be placed underneath. If you’d like to add a new section, please enter the name of the section in “Create a new section”.
   - 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 finished, select “Add Question” to add the question to your application and “Save Application” to save it.
   - NOTE: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.
5. Step 3- Go Live. On this page there are five questions related to the posting of your job. You can customize when it will be sent to be reviewed, when it will be listed, the duration of the job listing, and whether it is included in JobMail.

- On question 1, select “As soon as possible” if you want to 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.”
- On question 2, select “Yes, immediately” if you want the job to be listed immediately upon approval.
- Question 3 allows you to opt your job into JobMail, which sends applicants notifications when jobs that match their preferences are listed.
- Question 4 can be set to a specific period of time that the job should be posted, or you could select “Until I close the job” to keep the listing open until you manually close it.

Select “Click here to finish!” You have successfully posted a job now. 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
Select the Job Title link to view the job and application details. On this page you can also choose to make changes, by selecting “Edit this Job”. To edit the application tied to your job, select “Edit or View Online Application”.

![Job Actions and Pending Approval Table]

Table: Pending Approval

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Title</th>
<th>Contact</th>
<th>Job Type</th>
<th>App #</th>
<th>Listed</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4319</td>
<td>Taige Test Employer</td>
<td>On Campus Federal Work Study</td>
<td></td>
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<td>4315</td>
<td>Taige Test Employer</td>
<td>Off Campus Federal Work Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Manage Applicants

View Applications
You may view an online applicant by selecting “View Applicants” next to the job title. Select an applicant’s name to view the application in a full screen view or select the magnifying glass to see a quick view format of the application. If the student has provided a resume, you may view it by selecting “Resume” next to his/her name.
Schedule an Interview

Select the box next to one or more applicants to send a greeting email to schedule an interview. Then select “Send Greeting”. You may change the text in the body of the email or add additional email recipients in the “To” box, then select “Send” to send the greeting email.

**Do NOT use this function for informing applicants that you are not interested in hiring them. For that purpose, use the “Send Rejection Email(s)” function.**
Notify Applicants They Did NOT Get the Job
Select the box next to one or more applicants to send rejection email. Then select “Reject Applicants”. You may change the text in the body of the email or add additional email recipients in the “To” box, then select “Send” to send the rejection email.
How to Hire an Employee

Hire an Applicant
Select “View Applicants” next to the job’s title to view a list of applicants. Once you have decided on an applicant to hire, select “Hire” next to the applicant’s name. The student’s name will be automatically filled in for you in the form. Next the student’s email address will be automatically filled in; if the student mis-keyed his/her email address, you may correct it at this step.

**If an applicant’s email address has been mis-typed, they will likely fail the hire process, as the system validates against the student email address provided by UVM.
Next, select “Check NetID” to verify the correct student is selected. The system will validate the student’s account and display the results: If the student is NOT eligible to be hired, the system will display a red X next to the eligibility requirement the student did not meet. If all validation requirements have been met, green check marks will show next to the requirements and a “Continue” button will be presented. Select “Continue”.

The next page will have a form of the hire request, where you have a final chance to look it over. Once the application is done, select “Submit Request”.
Your hire will then be reviewed by the UVM Student Employment Staff for approval! You will receive an approval or rejection email depending on the results of the UVM Student Employment Staff review.