Supervisor Training
JobX helps schools automate the job posting, application submission, application review, hiring and reporting process for students, employers, and site administrators.

JobX is seamlessly integrated with your University of Vermont School information System (SIS).
JobX 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 E-mail alerts ensure thorough and timely communications amongst all involved parties (e.g. employees, supervisors, site administrators).
- Streamlined applicant submission and hiring with systematic compliance checks.
- Broadcast e-mail tools for improved communications with your employees.
School Specific Customization

- Your JobX site has YOUR University of Vermont look and feel

- Your JobX site has YOUR University of Vermont On-campus & Off-campus Employers.

- Your JobX has been configured to support YOUR University of Vermont business processes.
Training Agenda

- How to Login to JobX
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants
- How to Hire Employees via JobX
Login to JobX directly (outside of the UVM Portal)

- Navigate to https://uvm.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6
- Click the On-Campus Employers link.
On-Campus Employer Login to JobX

- **Step 1:** Click the ‘Jobs Board Login’ link.
- **Step 2:** You will be directed to the UVM portal.
- **Step 3:** Login utilizing your UVM NetID and Password.
How to Add/Edit a JobX Job Listing

Now Hiring!
Add a Job

If you have posting permissions for more than one department, select the department for which you want to post a job from the ‘Employer Name’ drop down list. If you only have permissions to post for one department only, please proceed to the next slide.
Add a Job

Click the ‘Add a new job for {Your Department Name will be Prefilled here}’ button.
Choose a Job Type for the job listing you wish to post and click the “Go to next step” button.
Add a 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 & Job Field *

Enter Job Title *, Description * and Requirements *

Select Professional Track

Enter the number of available openings *

Enter the min and max hours for this job

Enter the work schedule for each applicable day

Enter the Specific Location *

Select the Aid Year for this job

Enter the Job Start and End Date for this job * - Valid Format mm/dd/yyyy

Select the Time Frame for the job *

Select the Base Pay Rate *

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 secondary contact, click one or more individuals’ names from the list and click the ‘Add >>>’ button.

Lastly, click ‘Submit’ to continue to Step 2 of the ‘Add a Job’ process.
You may insert 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 a Job Specific Application Question

- 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.
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

You are adding a brand new job to the website.

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!

- 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.
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)!!!
You may hire an online applicant by clicking the ‘View Applicants’ link next to the applicable job.
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.
Now that you’ve reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?
Schedule an Interview with Applicant(s)

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)

This feature is utilized to set up interviews for one or more applicants. If you don’t wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the ‘To’ box, then click on the “Send” button.

*Important Note*: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated ‘Send Rejection Email(s)’ function reviewed in a future slide.
Now that you’ve reviewed the online applications for your job, how do you reject an applicant?
Notify applicant(s) they did NOT get the Job

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

- 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.
How do you hire an employee?
If you wish to hire the student, after clicking the “# Applicants” link next to the job on your control panel, please click the ‘Hire’ link next to the applicant’s name you wish to hire.
➢ The student’s name will be automatically selected for you.

➢ Next, click ‘Go to Step 2’ to launch the hire validation engine.
The student’s Email Address provided by the student in their job application will be defaulted into the Student Email Address field. If the applicant mis-keyed their student Email Address, you can correct their Email Address by typing over the pre-filled Email address. Please note: If their Email Address has been mis-typed, they will likely fail the hire process as the system validates against the student Email Address provided to JobX by your institution.

Next, click ‘Check NetID’ to verify the correct student is selected.
- The system will validate the employee’s account to ensure they are eligible to be hired.

- If the employee is NOT eligible to be hired, the system will present a red X next to each eligibility requirement the employee did not meet. The hire request will be prevented and you will need to click the ‘Cancel’ button.

- If all the validation requirements have been met, green check marks will be presented next to each eligibility requirement and a “Continue” button will be presented to continue the hire process.
If the employee has received any awards or is currently hired in any other jobs, this information will be presented for your consideration when completing this step of the hiring process.

Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.

You may edit the information prior to establishing the hire.

Click on the “Submit Request” button.
Your hire will be reviewed by a UVM Site Administrator for approval!

You will receive an approval or rejection email depending on the results of the UVM Site Administrator’s review.
You’re Finished!!!
Questions?

Please contact the Student Employment Office
(802) 656-5705 or at student.employment@uvm.edu