University of Vermont

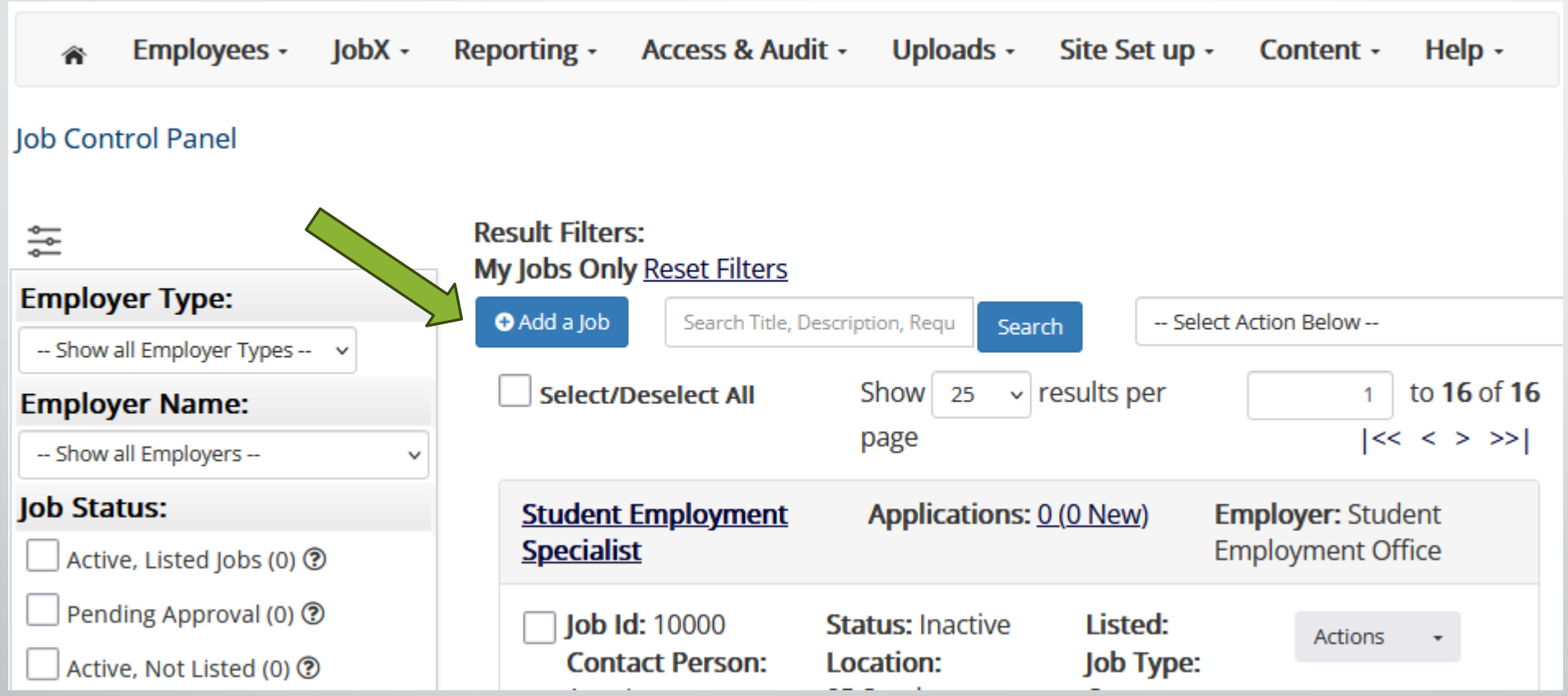
JobX Powered by NextGen

Posting Jobs and Hiring

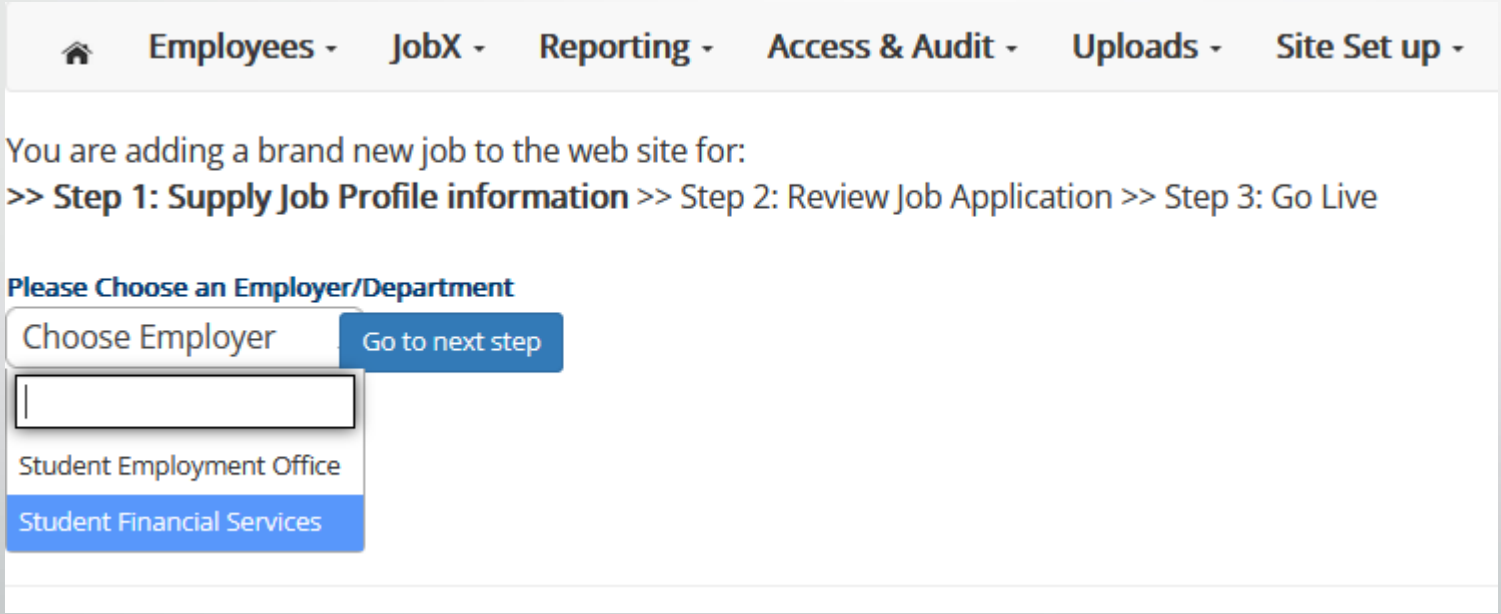
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants
- How to Hire Employees via JobX

How to Add/Edit a JobX Job Listing

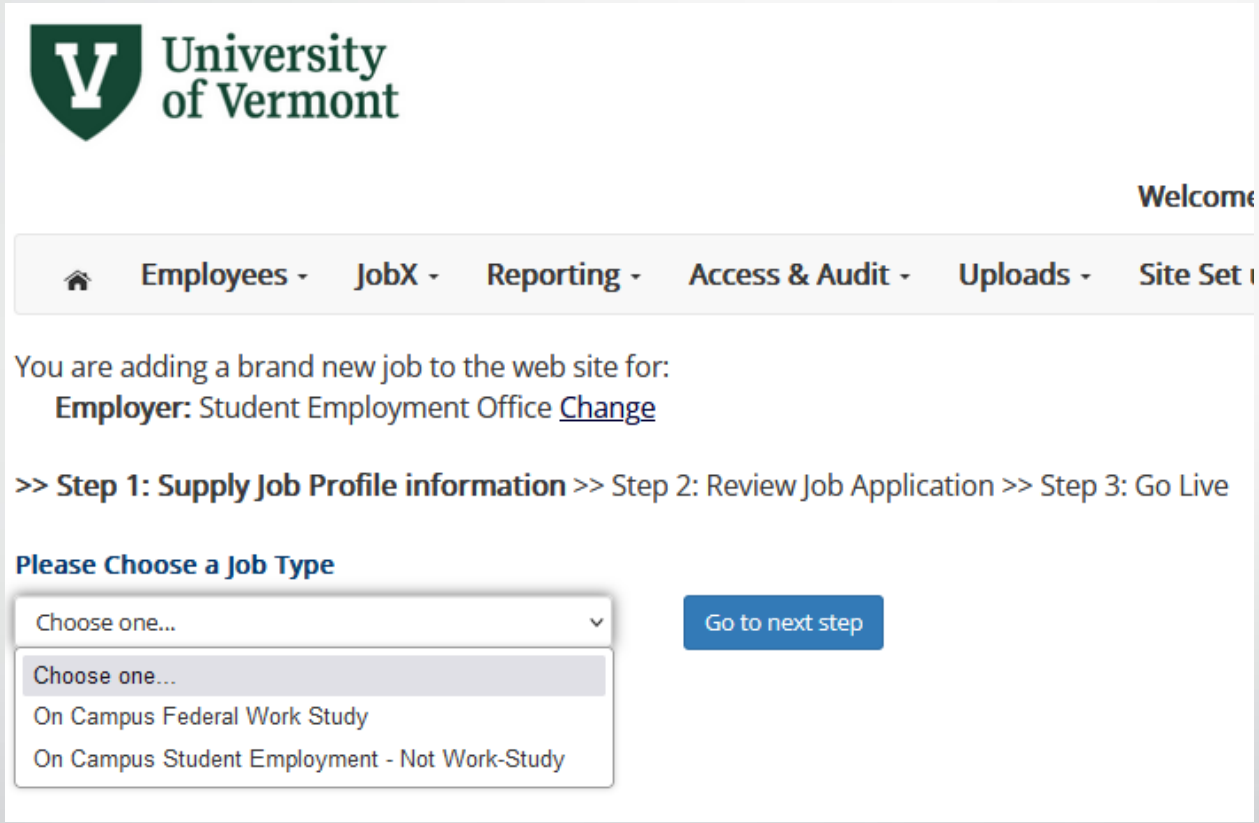
Click the 'Add a Job' button



If you have posting permissions for more than one department, select the department for which you want to post the job with under the 'Employer Name' drop down list. If you only have permissions to post for one department, please proceed to the next slide.



Selecting the Job Type



Choose the Job Type you are creating and click 'Go to next step'

Supply the Job Profile

Enter your Job Profile information. Any fields denoted with a red * below are required fields that must be completed before the profile can be saved. You can also use our Job Creation example.

Job Field *

Job Level *– this will show you the expectations of the job level, to be sure you are classifying it correctly.

Job Title * Summer jobs must begin with the word SUMMER

Department Information * Describe your Department briefly (size, culture, etc.)

Job Description and Duties * This should be the 'big picture' of the work. It should not be a short or vague description.

Qualifications * This should detail the skills needed for the job.

Desirable Skills * This can include additional skills that would increase growth/productivity or would be beneficial to have.

Career Readiness Competencies * At least one must be selected

Number of available openings * A job must have at least one opening to be listed

Minimum and maximum hours per week / Work schedule for each applicable day (optional)

Work Location *

Combo Code (required for Non-Work Study jobs *)

Aid Year / Job Start and End Date (mm/dd/yyyy) * **Time Frame for the job** *

Base Pay Rate * **/ Pay** *

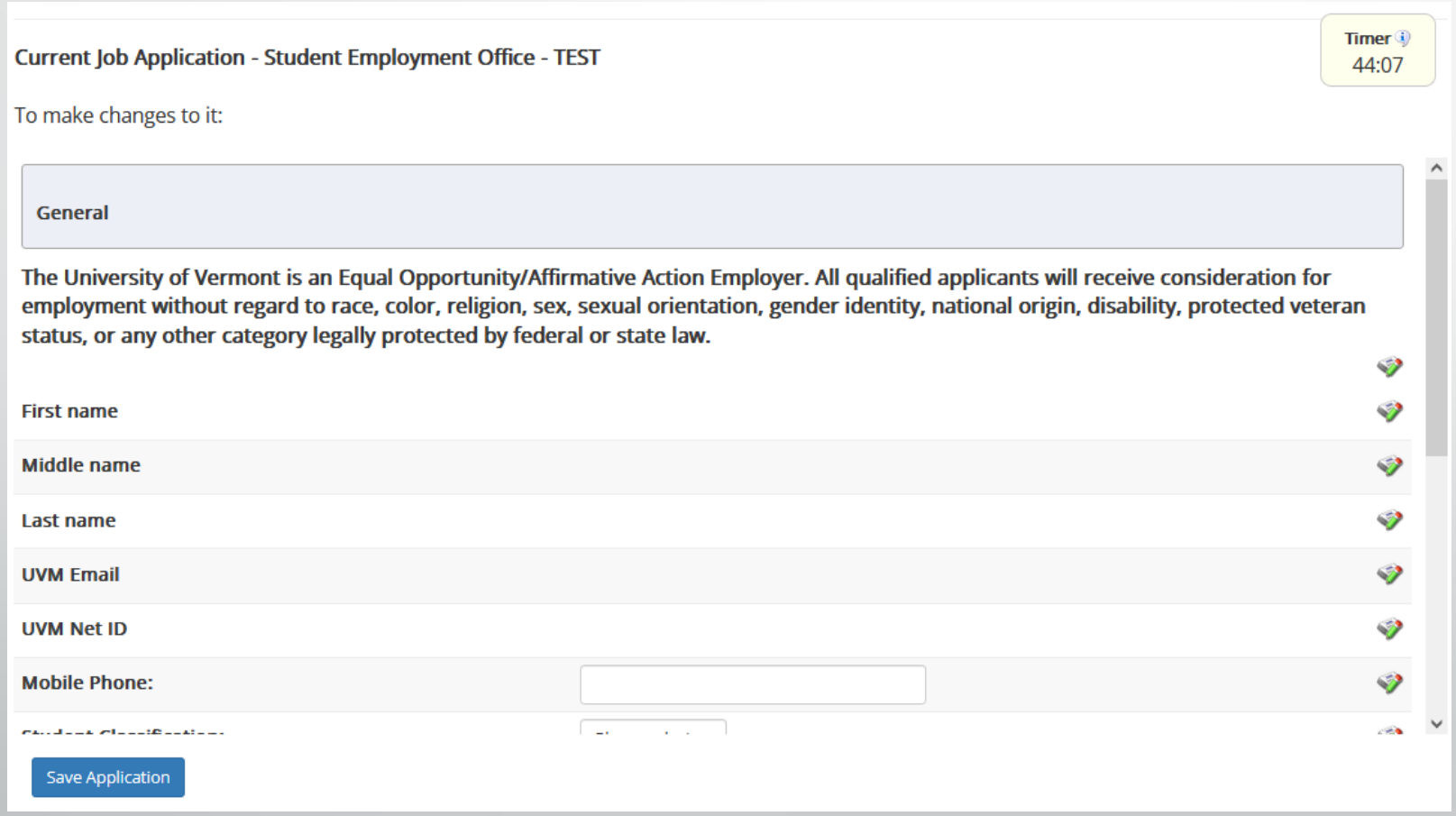
Choosing the Contacts for the Job

- **Primary Contact Person –** You can choose the primary contact from the drop-down list. This person will be listed as the supervisor on the payroll/PeopleSoft record. The supervisor receives the payroll reminders about any time waiting to be approved on the bi-weekly deadline days. If someone in your department is not on the dropdown list, it means they do not have an active JobX profile. There must be a primary contact listed.

- **Secondary contact –** You can add one or more names from the list to be secondary contacts. As a secondary contact, that person can edit the job, review applications, and submit hire requests. This is optional, and secondary contacts can be added/removed at any time.

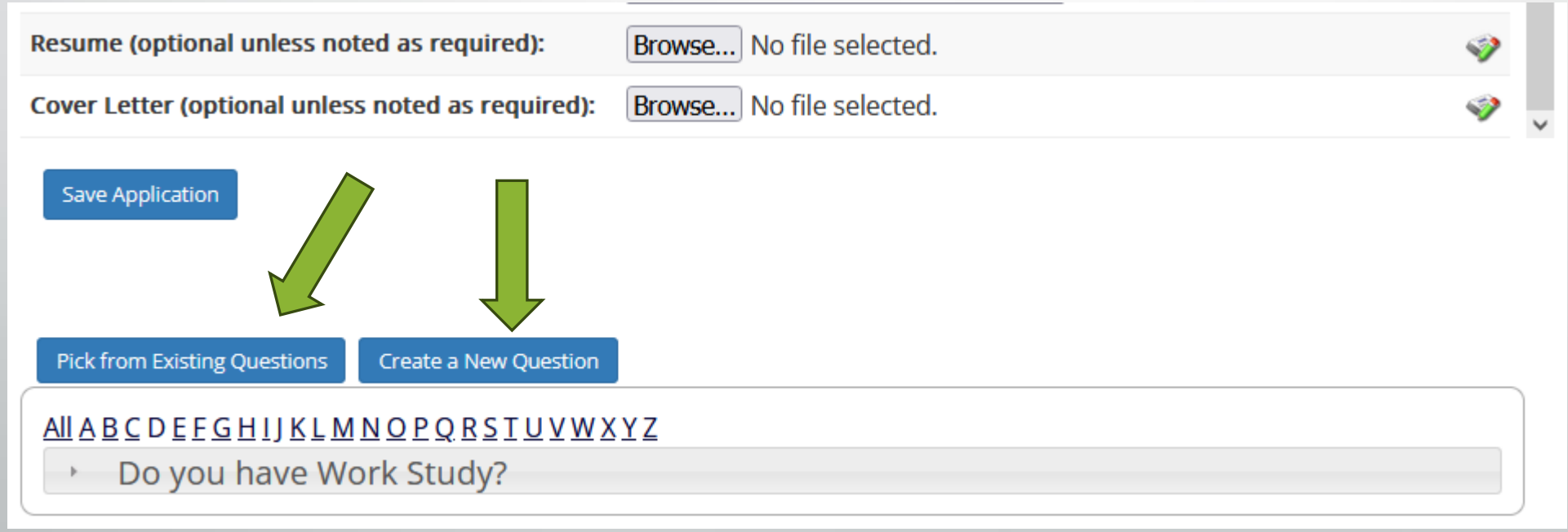
Once the contact(s) have been selected, click **'Submit'** to continue to Step 2 of the 'Add a Job' process.

Once you have submitted the job profile you must decide to use the 'default' application or edit the application according to your preferences (which can include adding customized questions). Using the green pencil icons allows you to choose if some questions are shown on the application, and whether they must be answered or not.



You can add questions to the default application to ensure you get a "best fit" candidate for your job.

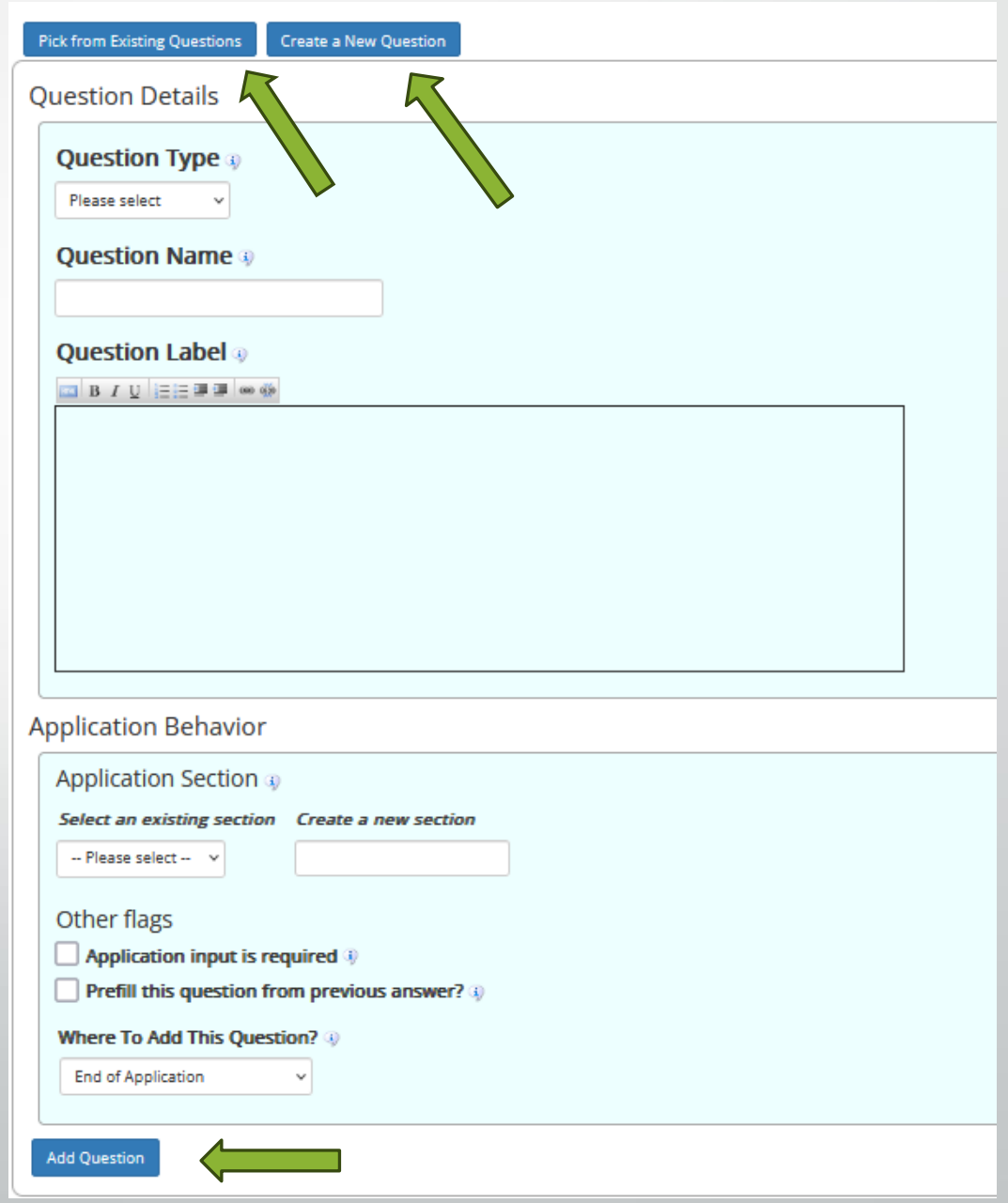
To do so, at the bottom of the page you can choose from an existing list of questions previously used or create a new question. Examples may be asking what the student's major is or asking them to list any applicable certifications they may have.



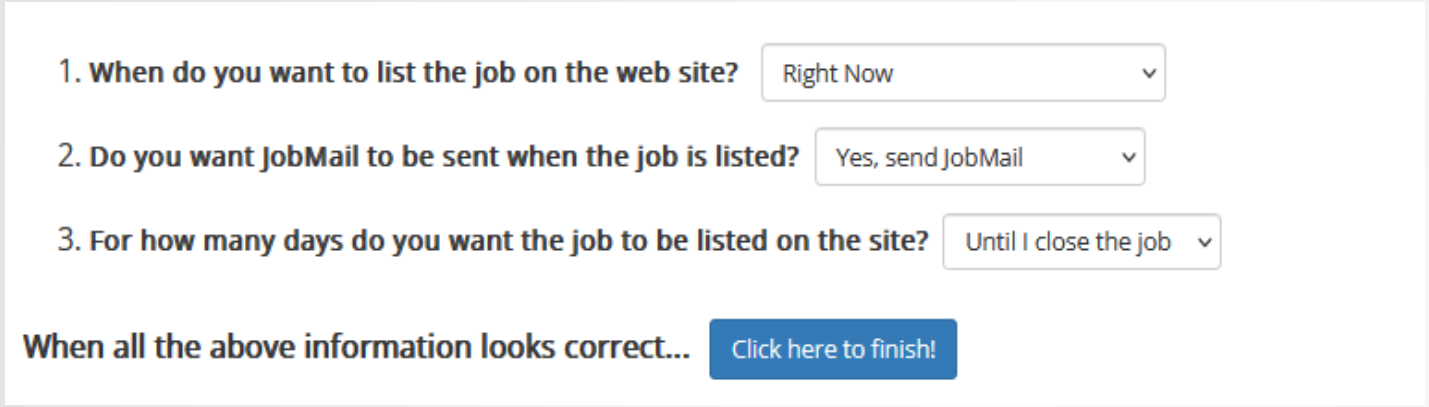
There are more details about adding questions on the next slide.

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 visible 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.



Get ready to Go Live!



Select 'Right now' from the list on question #1 if you want the job to be reviewed for approval and placed in 'Active, Listed' status. If you want to work on the listing more, select 'Sometime Later' and the job will go to 'Inactive' status so you can finish it later. . You can also select a specific date to list the job, or choose to set the job to 'Active, Not Listed' status, which means you can hire a preselected candidate, but the job will not be listed publicly for students to view/apply to.

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.

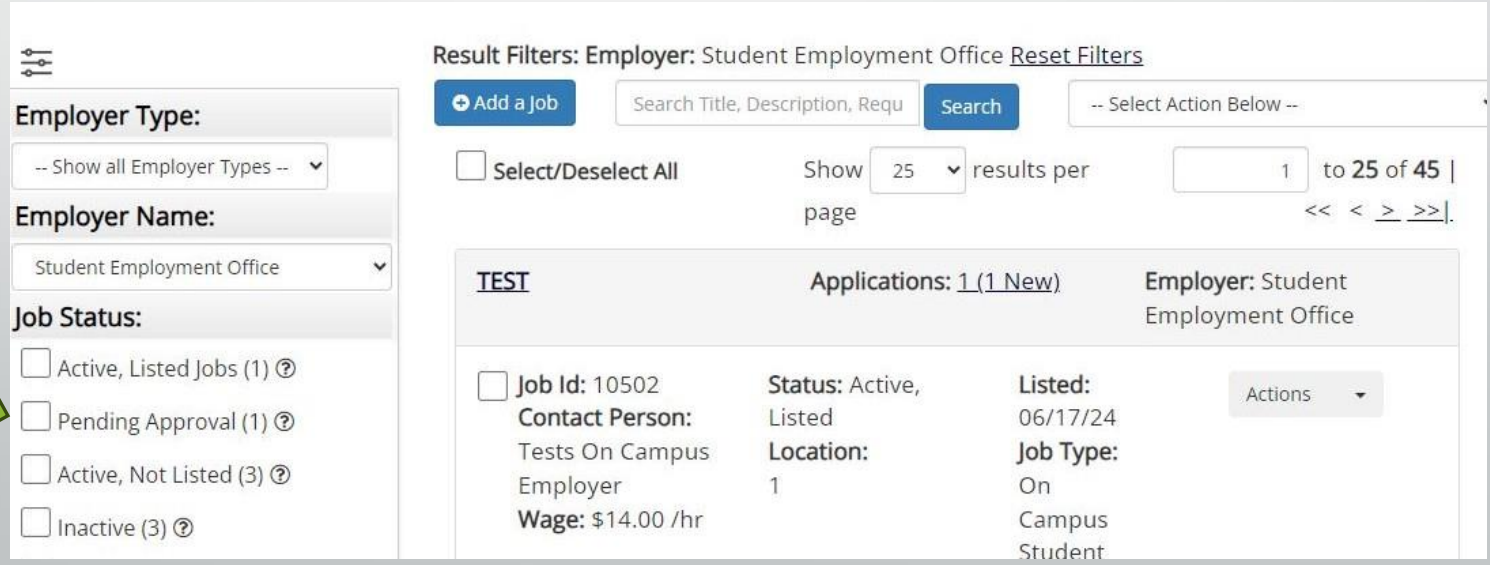
If you would like to specify how many days the job is listed publicly, you can do this in question #3. Otherwise, choose 'Until I close the job'.

Click the "Click here to Finish!" button. Your job will be submitted to the Student Employment Office for review/approval!

After Submission..

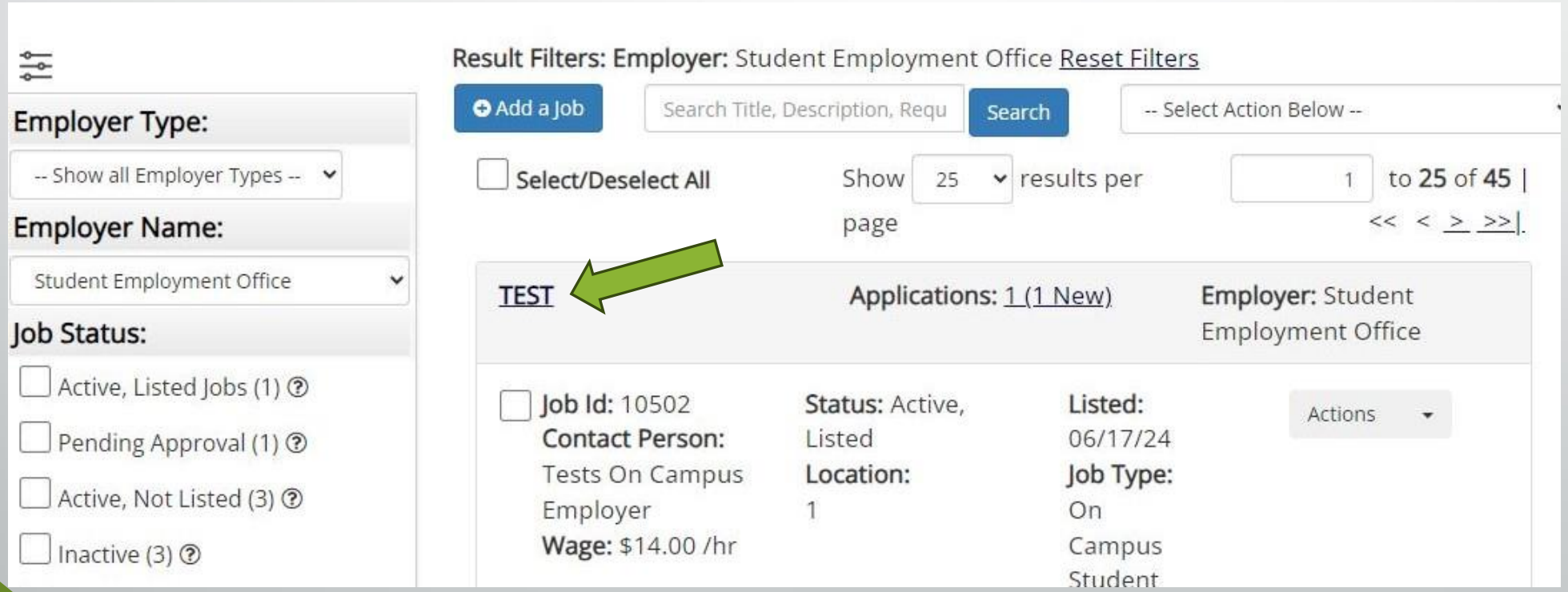
You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you submitted can be located in the 'Pending Approval' queue.



View or Edit a Job/Application or Change the Status of a Job

You may view the job and/or application details, or request the job status be changed, by clicking on the Job Title link.

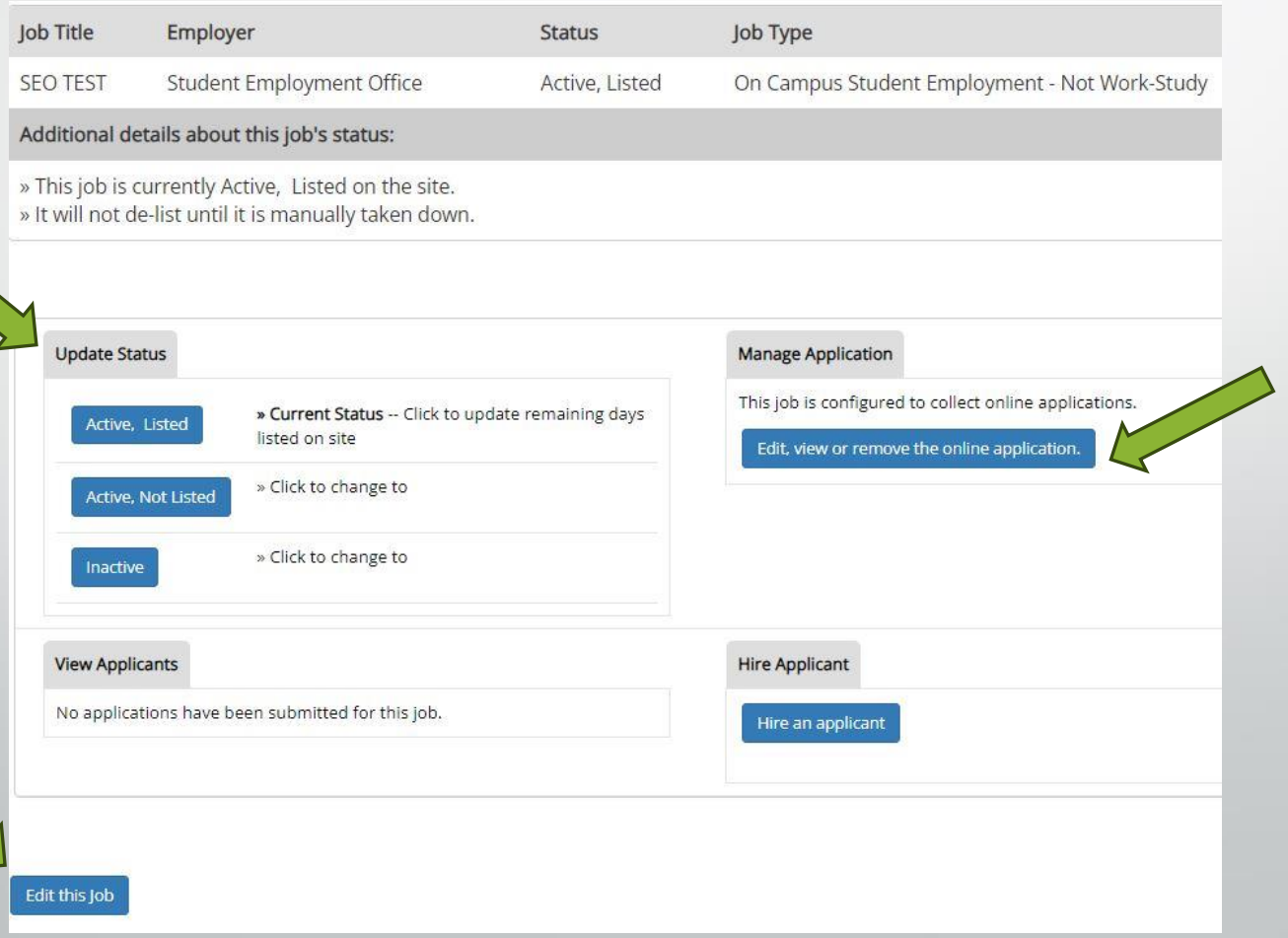


View or Edit a Job/Application or Change the Status of a Job

You can choose 'Update Status' for changes to the listing status,

'Edit this Job', to change details within the job listing,

'Edit, view or remove the online application' to change details of the online application for the job.



Choosing the Correct Status for your Job

Active, Listed – the job will be listed publicly on JobX for students to view and apply to, and you can submit hires (up to the number of openings listed on the job).

Active, Not Listed – the job is not listed publicly on JobX, and students cannot apply online, but you can submit hires (up to the number of openings listed on the job). This is the best status if a candidate has already been selected and you don't want to advertise the job or receive online applications.

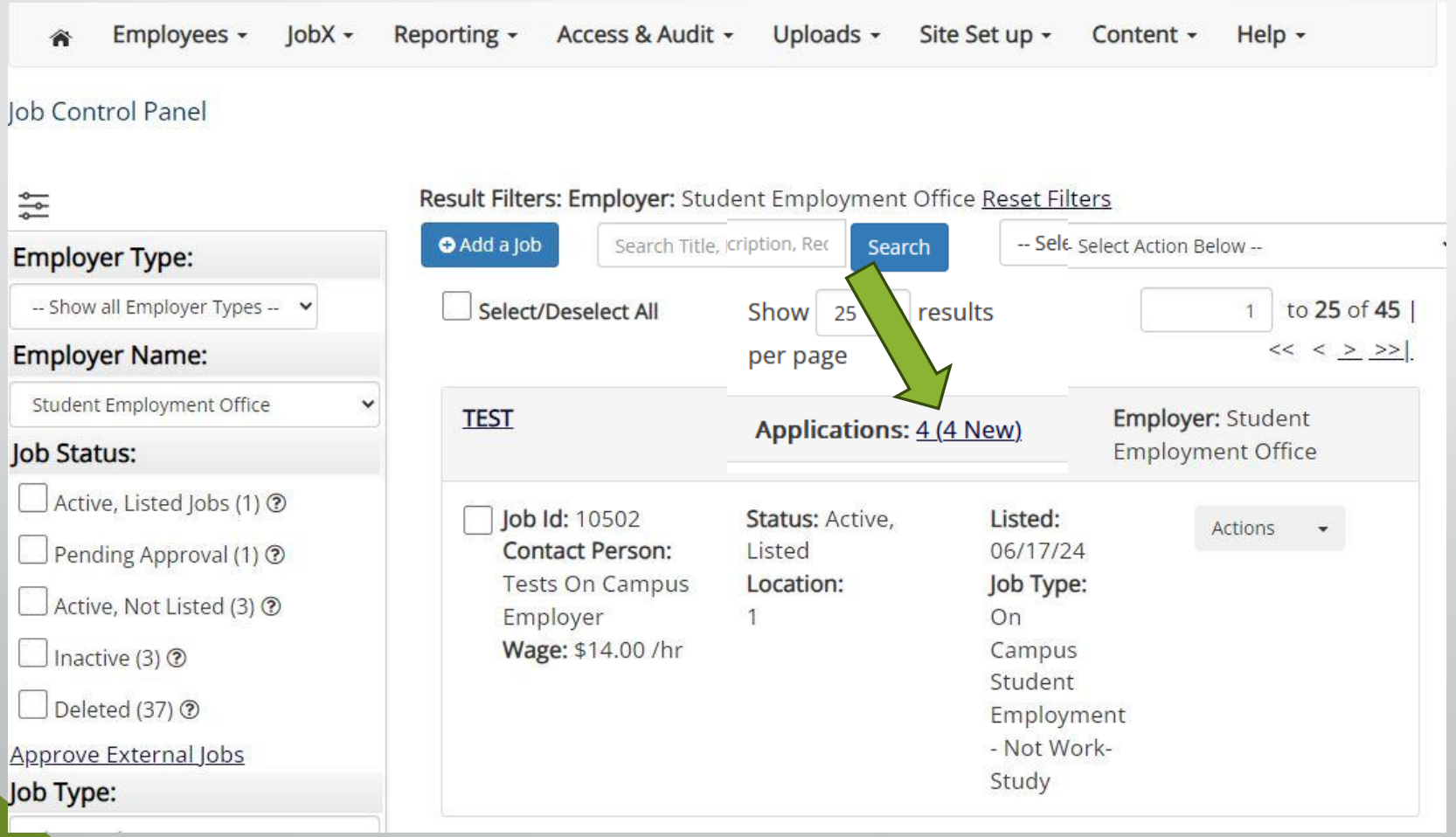
Inactive – the job is not listed publicly, students cannot view/apply online, and you cannot hire into the position. This is best after hiring is completed, and you want to 'hibernate' the job until you are ready to use it again.

When your job is reviewed, you will get an email from the Student Employment Office. This will let you know if it has been approved, or if it is rejected and needs editing.

What's Next? Reviewing and responding to your online applicants and hiring!

Manage Applicants

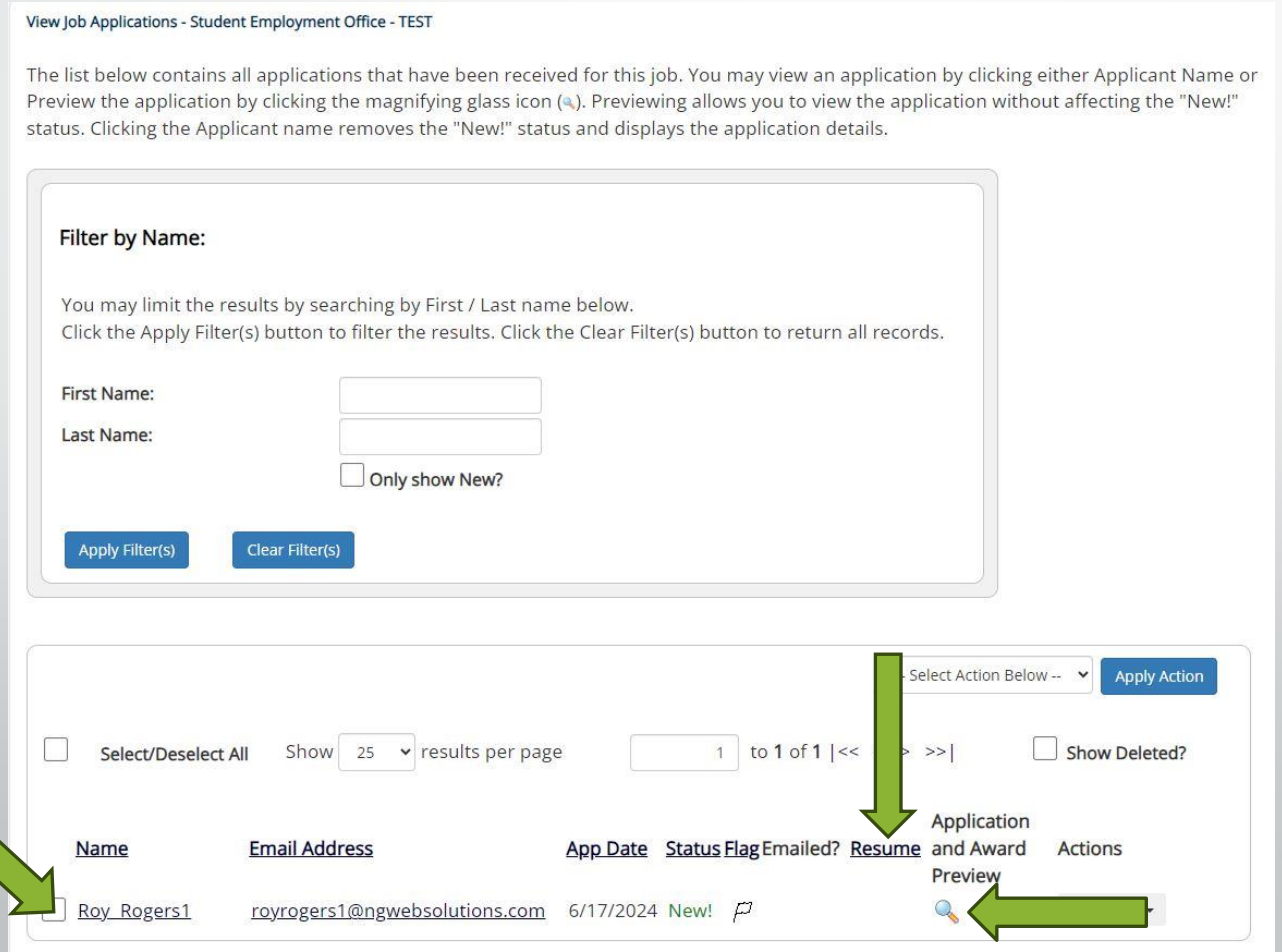
You can view the applicant information by clicking on the ‘Applications’ number in an individual job.



View Your Applications

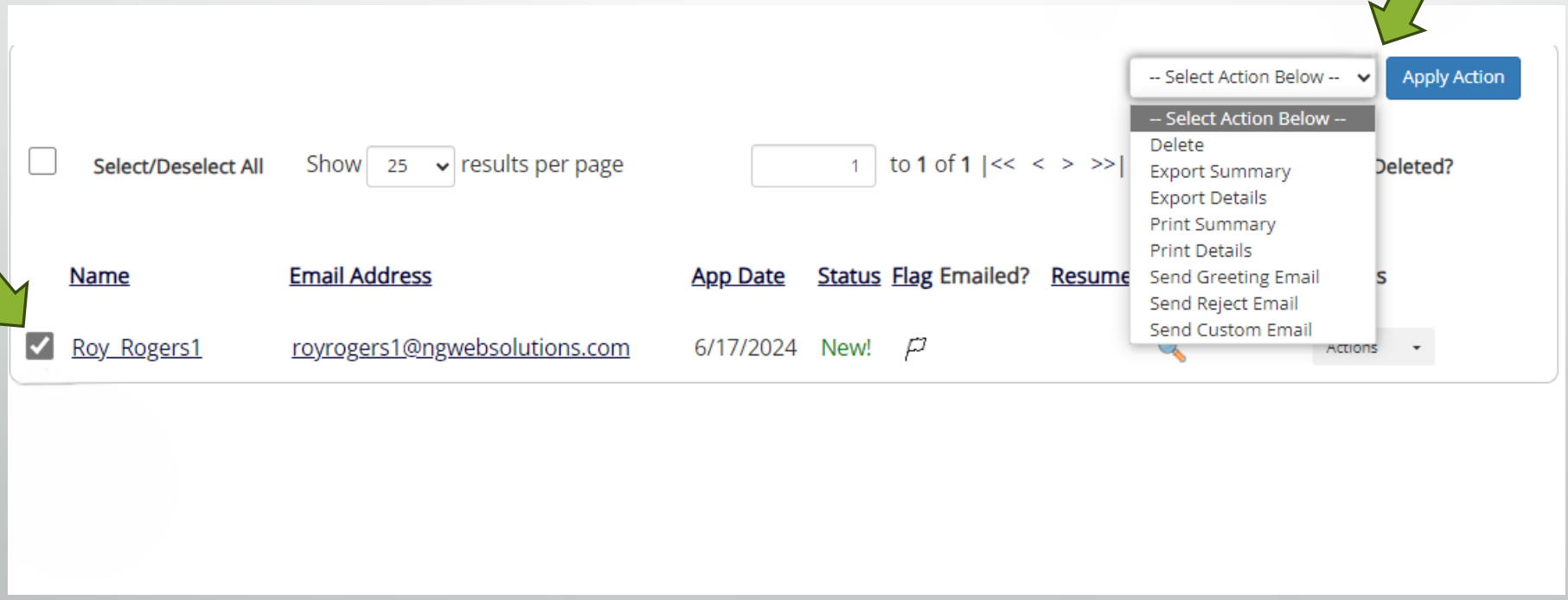
From your list of applicants, you have several options;

- You can click the Applicants Name to view the application in a full screen view.
- You can click the magnifying glass next to the student's name to get a quick view of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

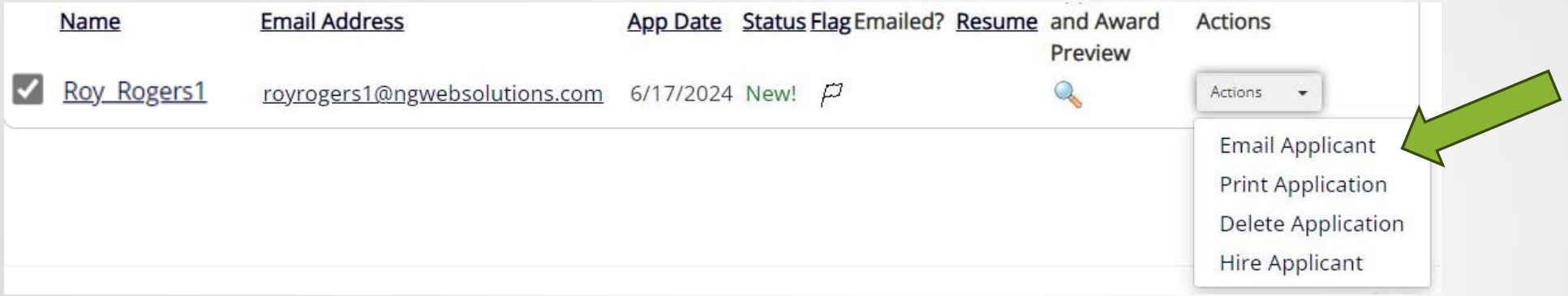


Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview? Or how do you let applicants know if they have not been selected for the position?

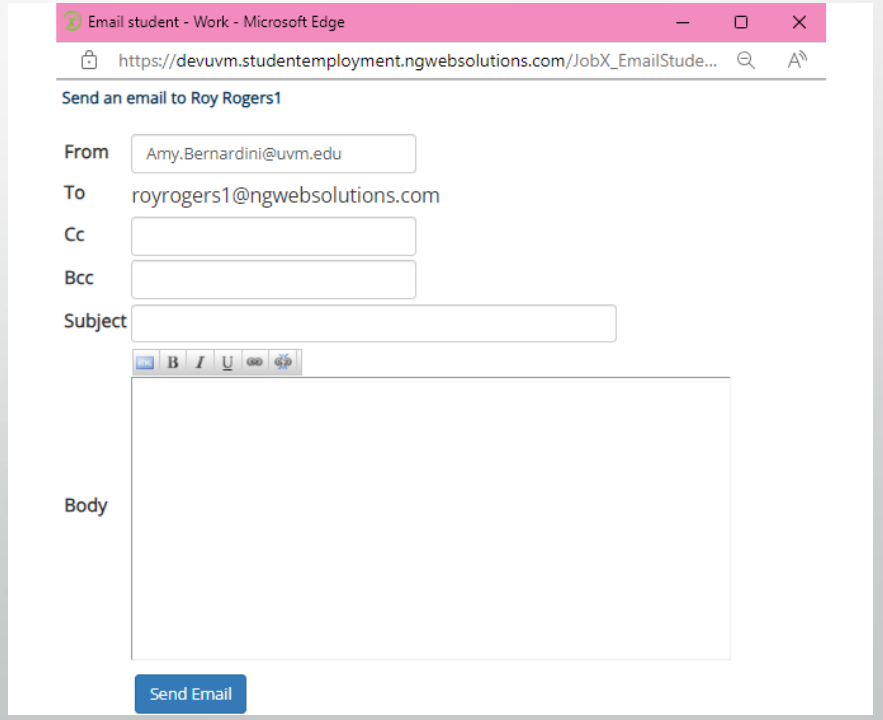
From your applicant list, select the student(s) that you would like to contact, and use the 'Select Action' menu; you can send one of the standard greetings or create a custom email greeting. You can also export and/or print application details for selected students. If you select more than one student, individual e-mails will be sent to each student selected.



You can also use the 'Actions' drop down on the right-hand side of the application for a single student on your applicant list.

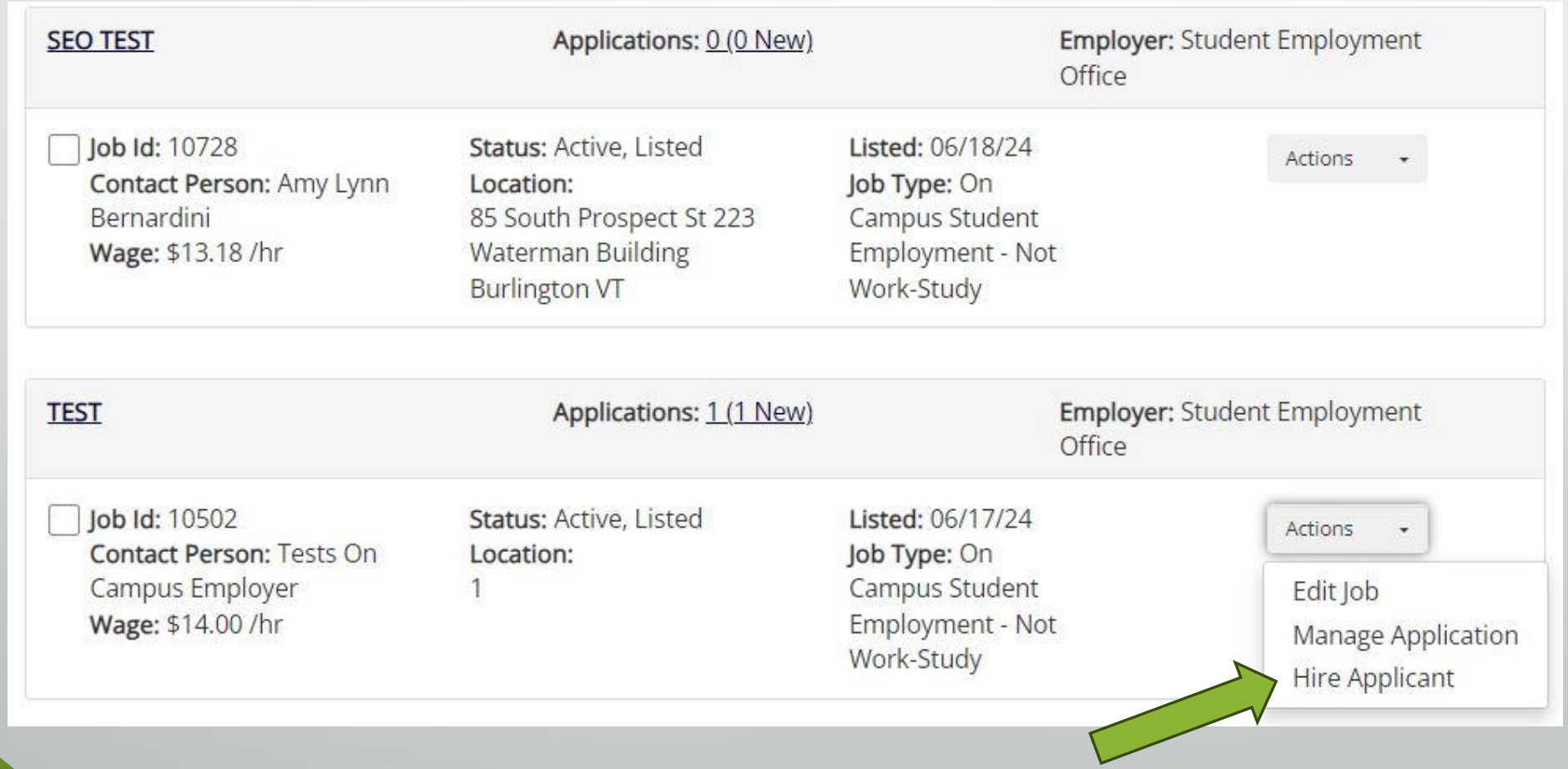


If you select an individual student and choose 'Email Applicant' you will get a pop-up window to send them a custom email.

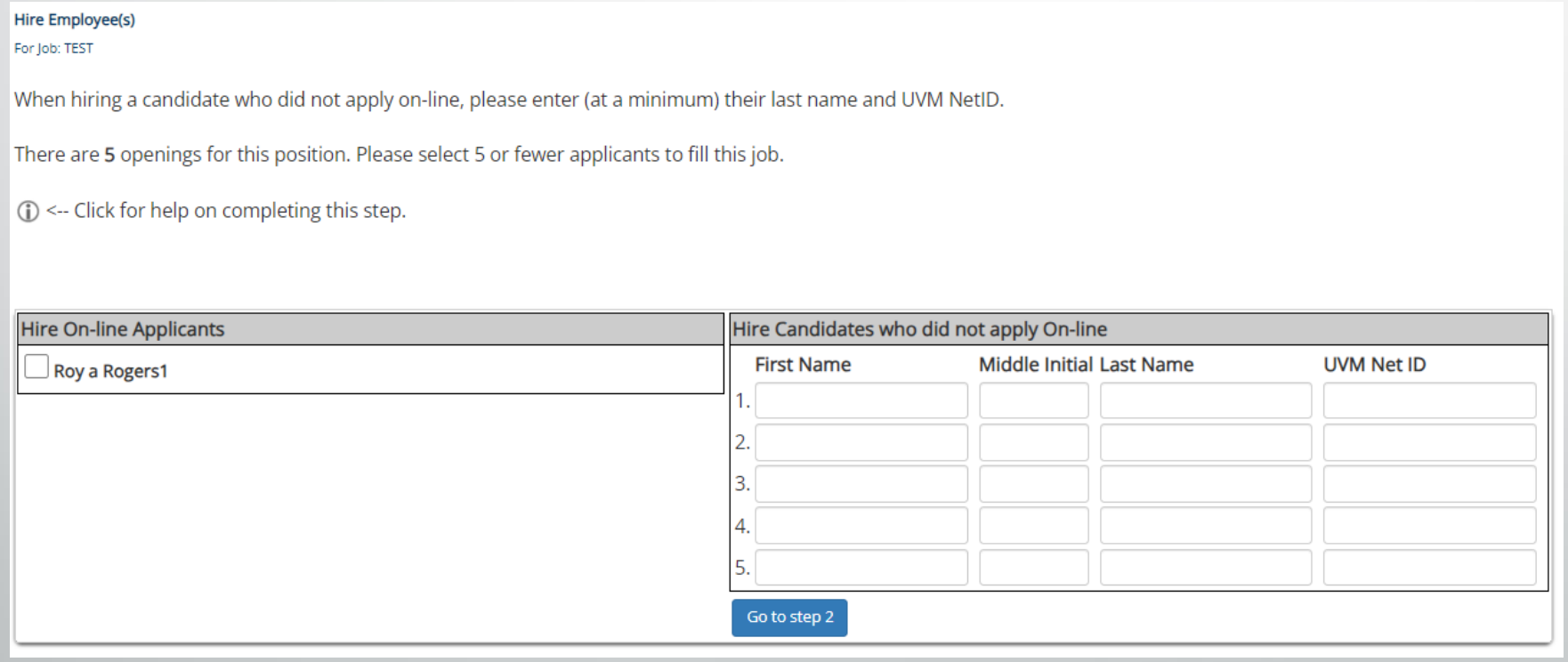


Ready to Hire?

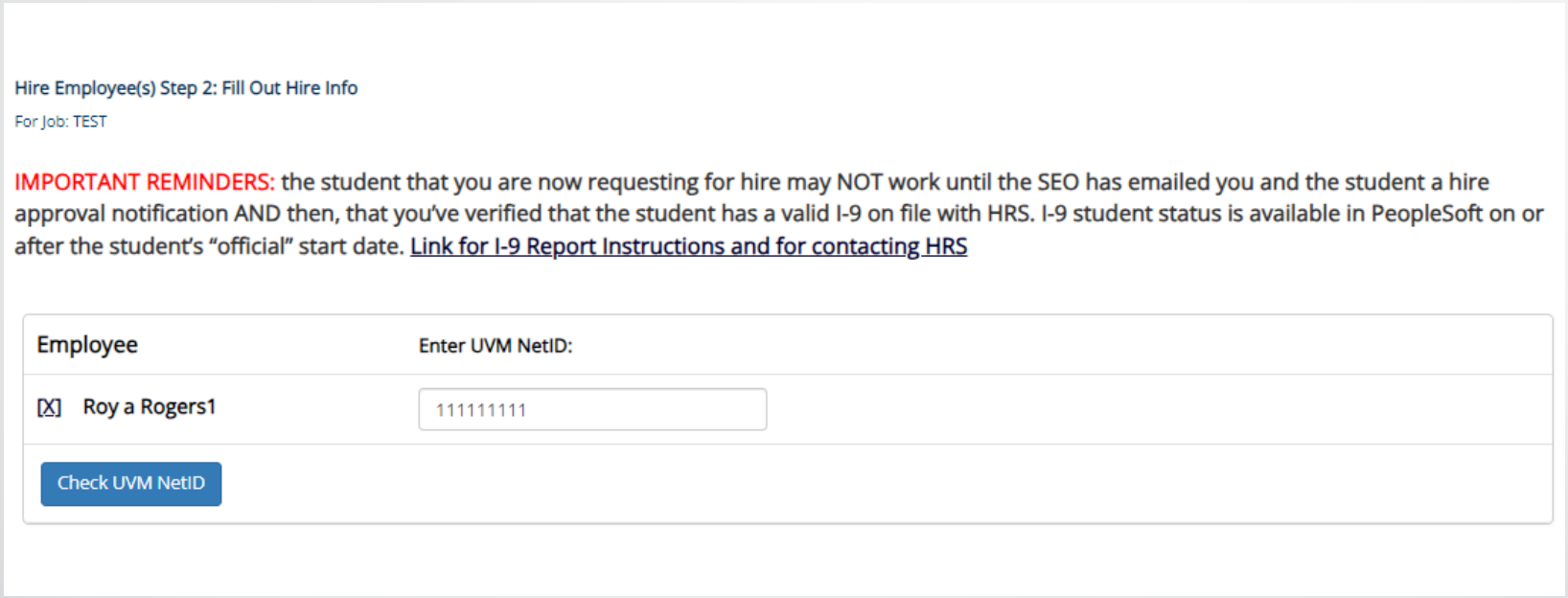
From your list of jobs, locate the job you are ready to hire for and use the 'Hire Applicant' option



You'll see a list of any students that applied online on the left, and a spot where you can input the name(s) of the student on the right (if they did not apply online). You can check the box next to their name and/or manually add names here, and then move to Step 2, the validation.

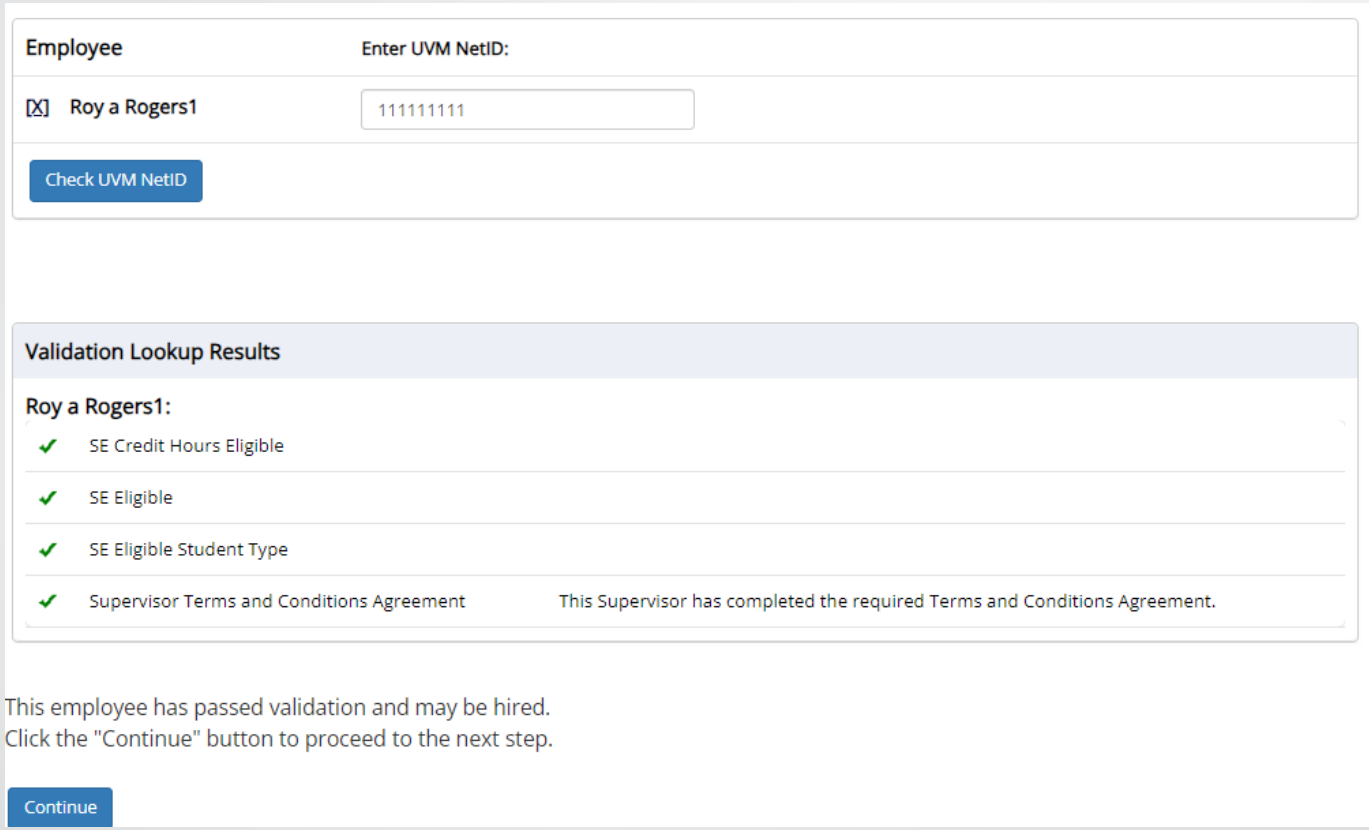


Validation of eligibility



Hiring needs to be done with the legal name (vs. lived name) for payroll purposes. You will use the student's name and Net ID to validate their hiring eligibility

Validation of Eligibility



The system will validate the student's eligibility, depending on whether it is for a Federal Work Study or a Non-Work Study position. Remember, Graduate students are only hired in JobX for Federal Work Study jobs (when eligible); hiring outside of that will be done as a temporary employee.

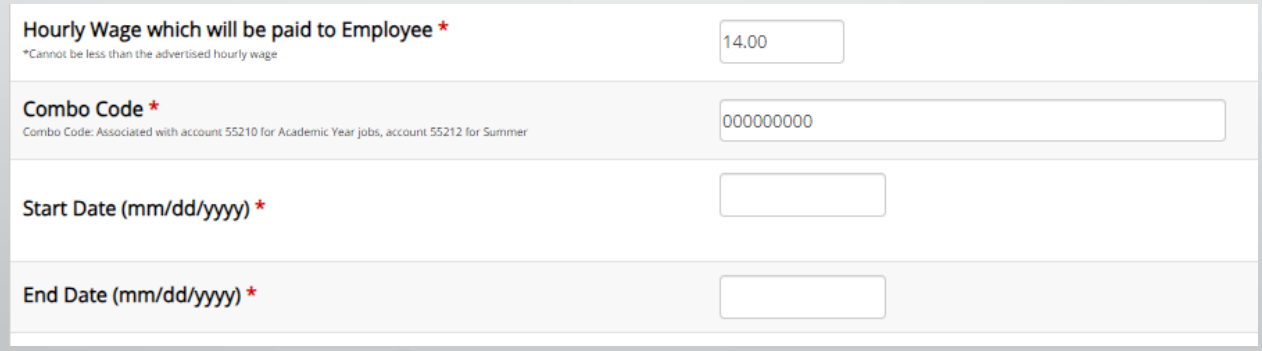
If the employee is NOT eligible to be hired, the system will present a red X next to each eligibility requirement the employee did not meet, and you will not be able to proceed with the hire.

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.

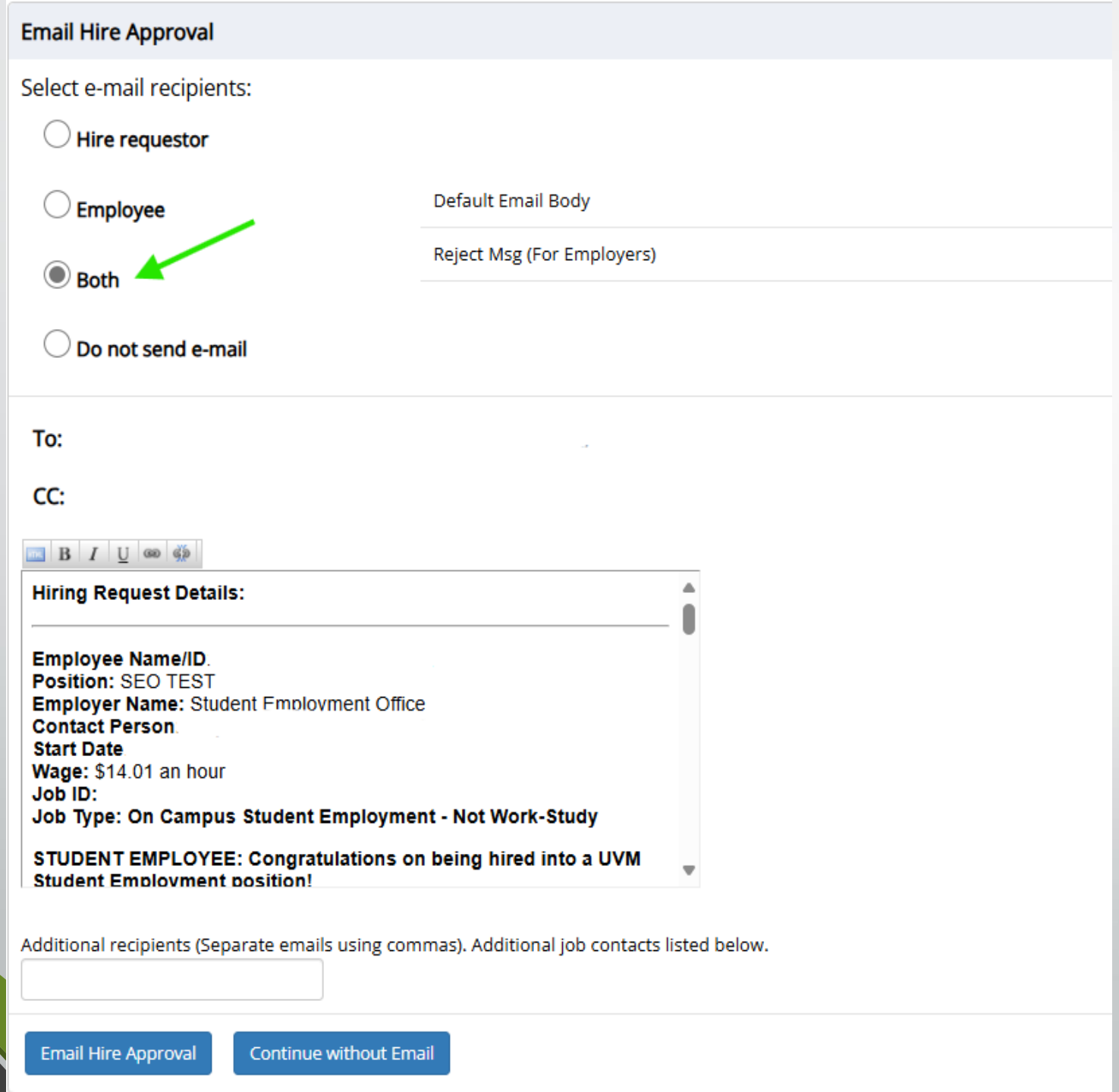
Completing the Hire Request

Much of the information from the original listing will be pre-filled in the Hire Request Form to reduce your data entry efforts (ie the validated student information)

You'll input the wage and actual start/end dates. You also have the option to enter a combo code; if you enter a combo code here, it will be sent to payroll/PeopleSoft *in place of* the combo code on the job (*not in addition to*).



Click on the "Submit Request" button.

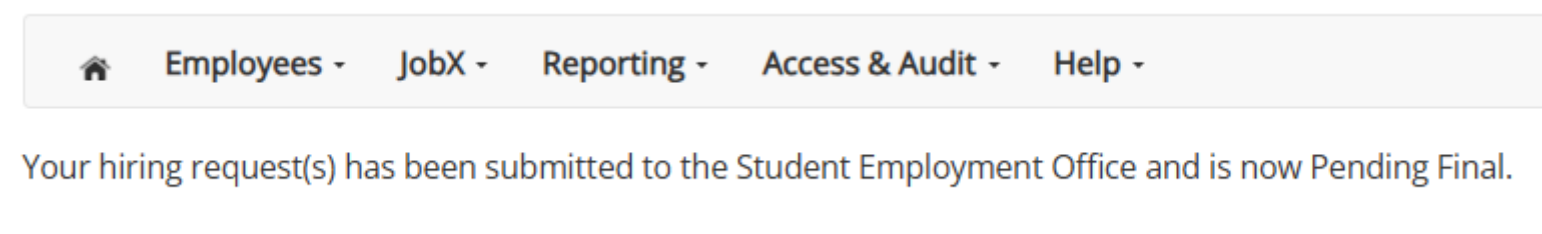


Some Hires can be automatically approved. If you submit the request and see a screen like this that shows 'Email Hire Approval', you will be completing the process and sending the confirmation email. You MUST leave the email recipients checked as 'Both' in the top section so that you and the student will both receive confirmation of the hire.

You will see the appropriate emails listed, as well as the details specific to your hire in the box at the bottom.

Click 'Email Hire Approval' to complete the process!

For hires that cannot be approved automatically, you will see a message indicating that your hire has been submitted to the SEO.



Once reviewed/approved, you and the student will both receive a hire confirmation email directly from the Student Employment Office

Remember, all UVM employees **must have a valid I-9 Form** on file within the first three days of starting work! You can confirm whether your hired student(s) need to complete this Federal requirement by running the PeopleSoft Supervisor I-9 Report: Access to student I-9 information is available within two days of a student's hire through JobX.

It is the hiring supervisor's responsibility to ensure that hired students are compliant.

Students needing to complete an I-9 form must do so within three days of starting work. If an I-9 form needs to be completed, have your student employee go to HRS (228 Waterman, 8am-4:30pm), or your department's HR Representative, to complete the I-9 form. They must bring acceptable form(s) of identification (all identification must be original- no photocopies or screenshots). Employees who do not complete the I-9 form within the legally required timeframe are not eligible to work or be present in the workplace.

Questions?

Please reach out to us at
student.employment@uvm.edu
or call us at 802-656-5705