



University  
of Vermont



# 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

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

### Job Control Panel

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

**Add a Job**

**Select/Deselect All** Show  results per  to **16 of 16** page |<< < > >>|

<u><a href="#">Student Employment Specialist</a></u>	Applications: <u><a href="#">0</a></u> ( <u><a href="#">0</a></u> New)	Employer: Student Employment Office
<input type="checkbox"/> <b>Job Id:</b> 10000 <b>Contact Person:</b>	<b>Status:</b> Inactive <b>Location:</b>	<b>Listed:</b> <b>Job Type:</b> <input type="button" value="Actions"/>

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.

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up -

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

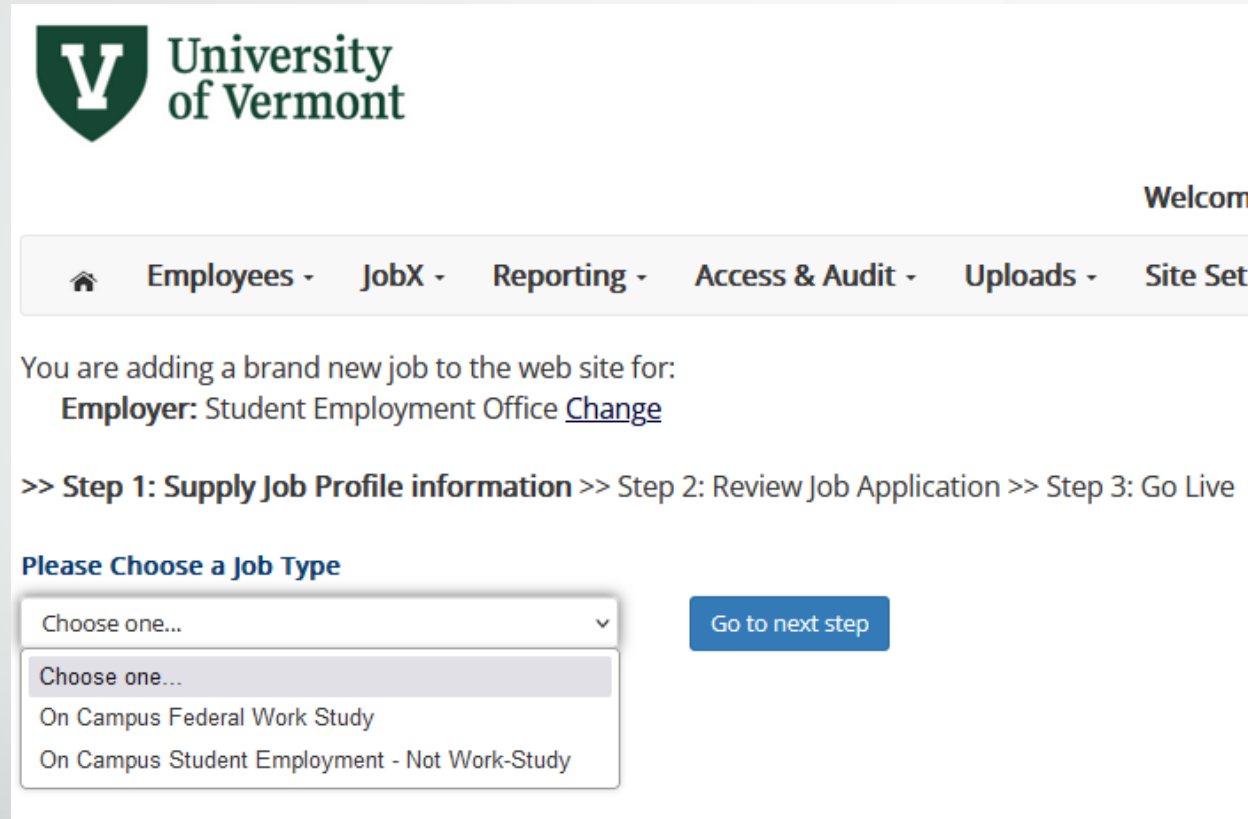
**Please Choose an Employer/Department**

Choose Employer [Go to next step](#)

Student Employment Office

**Student Financial Services**

# Selecting the Job Type



The screenshot shows the University of Vermont's job creation interface. At the top left is the University of Vermont logo. To the right, a 'Welcome' message is partially visible. Below the logo is a navigation menu with items: Home, Employees, JobX, Reporting, Access & Audit, Uploads, and Site Set. The main content area states: 'You are adding a brand new job to the web site for: Employer: Student Employment Office [Change](#)'. Below this, a progress indicator shows: '>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live'. The current step is 'Please Choose a Job Type', which includes a dropdown menu with the following options: 'Choose one...', 'On Campus Federal Work Study', and 'On Campus Student Employment - Not Work-Study'. A blue button labeled 'Go to next step' is positioned to the right of the dropdown.

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.


Current Job Application - Student Employment Office - TEST Timer 44:07


To make changes to it:


General


The University of Vermont is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law.


First name 


Middle name 

Last name 

UVM Email 

UVM Net ID 


Mobile Phone:  


Student Classification:  



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.

Resume (optional unless noted as required):  No file selected. 

Cover Letter (optional unless noted as required):  No file selected. 

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

▸ Do you have Work Study?

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 1<sup>st</sup> 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.

Pick from Existing Questions Create a New Question

Question Details

Question Type

Please select

Question Name

Question Label

**B I U**

Application Behavior

Application Section

Select an existing section Create a new section

-- Please select --

Other flags

Application input is required

Prefill this question from previous answer?

Where To Add This Question?

End of Application

Add Question

# Get ready to Go Live!

1. When do you want to list the job on the web site?

2. Do you want JobMail to be sent when the job is listed?

3. 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!](#)

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.

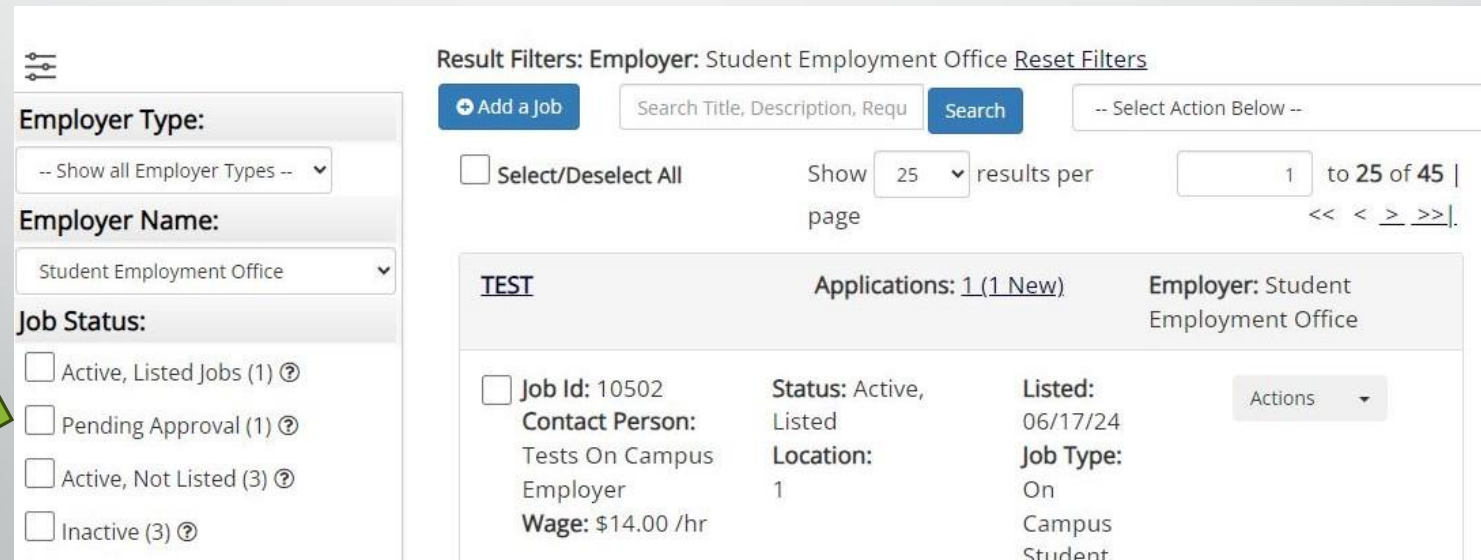
## Student Employment Office - SEO TEST

**Congratulations!** Your job has been approved and will be listed on the jobs board for student viewing and application submission.

### What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

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



The screenshot displays a job management interface. On the left, there are filter sections for 'Employer Type', 'Employer Name', and 'Job Status'. A green arrow points to the 'Pending Approval (1)' option under 'Job Status'. The main area shows 'Result Filters: Employer: Student Employment Office' with a search bar and a table of results. The table has a header for 'TEST' and 'Applications: 1 (1 New)'. The job details include Job Id: 10502, Status: Active, Listed: 06/17/24, Contact Person: Tests On Campus Employer, Location: 1, Job Type: On Campus Student, and Wage: \$14.00 /hr. There is an 'Actions' dropdown menu next to the job details.

TEST		Applications: 1 (1 New)	Employer: Student Employment Office
<input type="checkbox"/>	<b>Job Id:</b> 10502 <b>Contact Person:</b> Tests On Campus Employer <b>Wage:</b> \$14.00 /hr	<b>Status:</b> Active, Listed <b>Location:</b> 1	<b>Listed:</b> 06/17/24 <b>Job Type:</b> On Campus Student Actions

# 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.

The screenshot shows a web interface for job listings. On the left, there are filter sections for 'Employer Type' (set to 'Show all Employer Types'), 'Employer Name' (set to 'Student Employment Office'), and 'Job Status' (with checkboxes for 'Active, Listed Jobs (1)', 'Pending Approval (1)', 'Active, Not Listed (3)', and 'Inactive (3)'). The main area displays 'Result Filters: Employer: Student Employment Office' and a search bar. Below the search bar, there are controls for 'Add a Job', 'Search Title, Description, Requ', and 'Search'. A 'Select/Deselect All' checkbox is present. The results show 'Show 25 results per page' and '1 to 25 of 45' items. A table lists job details for a job titled 'TEST', which is highlighted by a green arrow. The job details include: Job Id: 10502, Status: Active, Listed, Location: 1, Wage: \$14.00 /hr, Listed date: 06/17/24, Job Type: On Campus Student, and an 'Actions' dropdown menu.

Result Filters: Employer: Student Employment Office [Reset Filters](#)

[+ Add a Job](#) Search Title, Description, Requ [Search](#) -- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 25 of 45 | << < > >> |

<a href="#">TEST</a>	Applications: <a href="#">1 (1 New)</a>	Employer: Student Employment Office
<input type="checkbox"/> Job Id: 10502 Contact Person: Tests On Campus Employer Wage: \$14.00 /hr	Status: Active, Listed Location: 1	Listed: 06/17/24 Job Type: On Campus Student Actions

# 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.

Job Title	Employer	Status	Job Type
SEO TEST	Student Employment Office	Active, Listed	On Campus Student Employment - Not Work-Study

**Additional details about this job's status:**

- » This job is currently Active, Listed on the site.
- » It will not de-list until it is manually taken down.

### Update Status

**Active, Listed** » **Current Status** -- Click to update remaining days listed on site

**Active, Not Listed** » Click to change to

**Inactive** » Click to 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

**Hire an applicant**

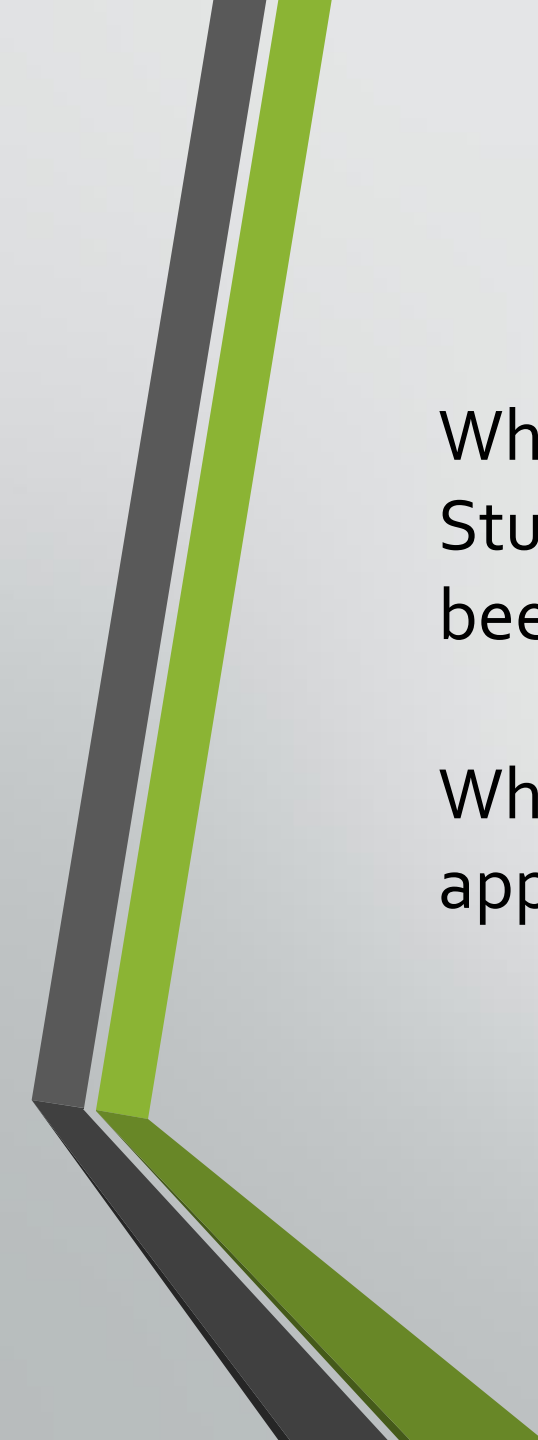
**Edit this Job**

# 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.

Home Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Job Control Panel

Result Filters: Employer: Student Employment Office [Reset Filters](#)

[Add a job](#) Search Title, Description, Rec  -- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 25 of 45 | << < > >>

<u>TEST</u>	Applications: <a href="#">4 (4 New)</a>	Employer: Student Employment Office
<input type="checkbox"/> Job Id: 10502 Contact Person: Tests On Campus Employer Wage: \$14.00 /hr	Status: Active, Listed Location: 1	Listed: 06/17/24 Job Type: On Campus Student Employment - Not Work-Study

# 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.

View Job Applications - Student Employment Office - TEST

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 limit 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:


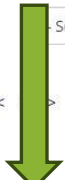

Only show New?

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

Select Action Below -- [Apply Action](#)

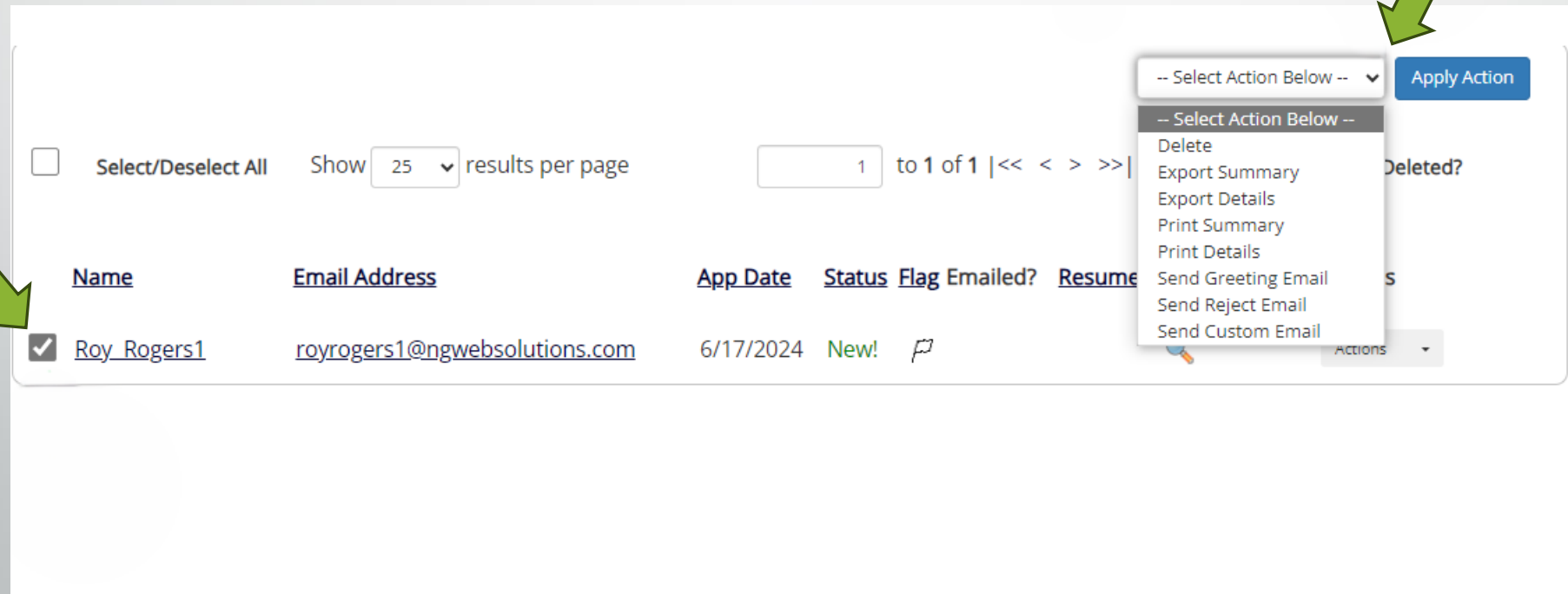
Select/Deselect All Show 25 results per page 1 to 1 of 1 |<< >>|  Show Deleted?

Name	Email Address	App Date	Status Flag	Emailed?	Resume	Application and Award Preview	Actions
<input type="checkbox"/> Roy_Rogers1	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	6/17/2024	New!	<input type="checkbox"/>			



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.



The screenshot shows a web interface for managing applicants. At the top left, there is a checkbox labeled "Select/Deselect All". To its right, it says "Show 25 results per page". Further right, there is a pagination control showing "1 to 1 of 1" with navigation arrows. Below this is a table with the following columns: Name, Email Address, App Date, Status, Flag, Emailed?, and Resume. The first row contains the data: Roy\_Rogers1, royrogers1@ngwebsolutions.com, 6/17/2024, New!, and a flag icon. A dropdown menu is open over the table, listing actions: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, Send Reject Email, and Send Custom Email. A blue "Apply Action" button is located to the right of the dropdown. A green arrow points to the "Send Custom Email" option in the dropdown, and another green arrow points to the "Apply Action" button. A third green arrow points to the "Select/Deselect All" checkbox.

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>
<input checked="" type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/17/2024	New!			

- Select Action Below --
- Delete
- Export Summary
- Export Details
- Print Summary
- Print Details
- Send Greeting Email
- Send Reject Email
- Send Custom Email

Apply Action

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

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status Flag</u>	<u>Emailed?</u>	<u>Resume</u> and <u>Award Preview</u>	<u>Actions</u>
<input checked="" type="checkbox"/>	<a href="#">Roy Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	6/17/2024	New!			Actions Email Applicant Print Application Delete Application Hire Applicant

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

Email student - Work - Microsoft Edge  
https://devuvm.studentemployment.ngwebsolutions.com/JobX\_EmailStude...  
Send an email to Roy Rogers1

From:

To:

Cc:

Bcc:

Subject:

Body:

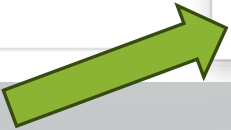
# Ready to Hire?

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

<u>SEO TEST</u>	Applications: <u>0</u> (0 New)	Employer: Student Employment Office	
<input type="checkbox"/> Job Id: 10728 Contact Person: Amy Lynn Bernardini Wage: \$13.18 /hr	Status: Active, Listed Location: 85 South Prospect St 223 Waterman Building Burlington VT	Listed: 06/18/24 Job Type: On Campus Student Employment - Not Work-Study	Actions ▾

<u>TEST</u>	Applications: <u>1</u> (1 New)	Employer: Student Employment Office	
<input type="checkbox"/> Job Id: 10502 Contact Person: Tests On Campus Employer Wage: \$14.00 /hr	Status: Active, Listed Location: 1	Listed: 06/17/24 Job Type: On Campus Student Employment - Not Work-Study	Actions ▾ Edit Job Manage Application Hire Applicant




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.

**Hire Employee(s)**  
For Job: TEST

When hiring a candidate who did not apply on-line, please enter (at a minimum) their last name and UVM NetID.

There are 5 openings for this position. Please select 5 or fewer applicants to fill this job.

 <-- Click for help on completing this step.

Hire On-line Applicants	Hire Candidates who did not apply On-line			
<input type="checkbox"/> Roy a Rogers1	First Name	Middle Initial	Last Name	UVM Net ID
	1.			
	2.			
	3.			
	4.			
	5.			

[Go to step 2](#)

# Validation of eligibility

Hire Employee(s) Step 2: Fill Out Hire Info  
For Job: TEST

**IMPORTANT REMINDERS:** the student that you are now requesting for hire may NOT work until the SEO has emailed you and the student a hire approval notification AND then, that you've verified that the student has a valid I-9 on file with HRS. I-9 student status is available in PeopleSoft on or after the student's "official" start date. [Link for I-9 Report Instructions and for contacting HRS](#)

Employee	Enter UVM NetID:
<input checked="" type="checkbox"/> Roy a Rogers1	<input type="text" value="111111111"/>
<input type="button" value="Check UVM NetID"/>	

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

Employee Enter UVM NetID:

Roy a Rogers1

[Check UVM NetID](#)

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**Validation Lookup Results**

**Roy a Rogers1:**

- ✓ SE Credit Hours Eligible
- ✓ SE Eligible
- ✓ SE Eligible Student Type
- ✓ Supervisor Terms and Conditions Agreement This Supervisor has completed the required Terms and Conditions Agreement.

This employee has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.

[Continue](#)

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)

Employee First Name	<input type="text" value="Roy"/>
Employee Middle Name	<input type="text" value="a"/>
Employee Last Name	<input type="text" value="Rogers1"/>
NetID	<input type="text" value="111111111"/>
Email Address of Employee Hired *	<input type="text" value="royrogers1@ngwebsolutions.com"/>

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).

Hourly Wage which will be paid to Employee *	<input type="text" value="14.00"/>
<small>*Cannot be less than the advertised hourly wage</small>	
Combo Code *	<input type="text" value="00000000"/>
<small>Combo Code: Associated with account 55210 for Academic Year jobs, account 55212 for Summer</small>	
Start Date (mm/dd/yyyy) *	<input type="text"/>
End Date (mm/dd/yyyy) *	<input type="text"/>

Click on the "Submit Request" button.

## Email Hire Approval

Select e-mail recipients:

Hire requestor

Employee

Both

Do not send e-mail

Default Email Body

Reject Msg (For Employers)

To:

CC:



### Hiring Request Details:

**Employee Name/ID.**

**Position:** SEO TEST

**Employer Name:** Student Employment Office

**Contact Person.**

**Start Date**

**Wage:** \$14.01 an hour

**Job ID:**

**Job Type:** On Campus Student Employment - Not Work-Study

**STUDENT EMPLOYEE: Congratulations on being hired into a UVM Student Employment position!**

Additional recipients (Separate emails using commas). Additional job contacts listed below.

Email Hire Approval

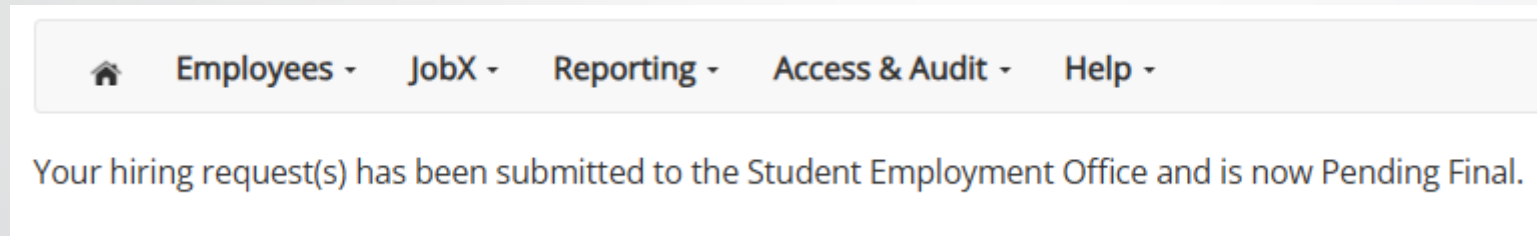
Continue without Email

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.

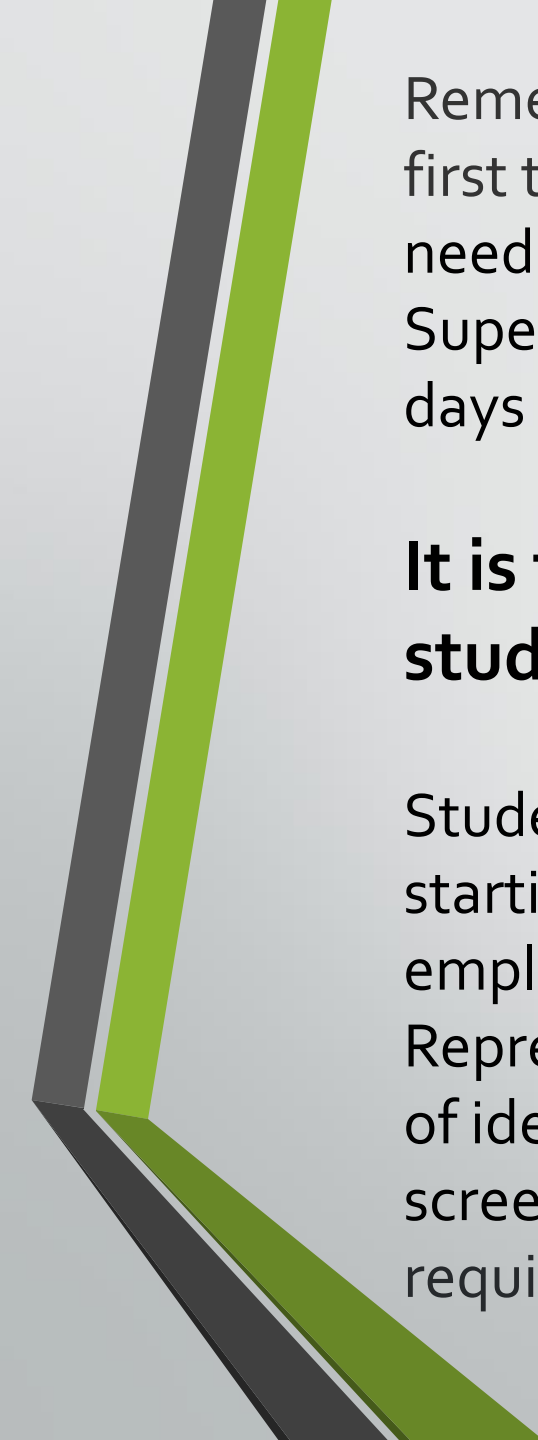
You will see the appropriate emails listed, as well as the details specific to your hire in the box at the bottom.

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](mailto:student.employment@uvm.edu)  
or call us at 802-656-5705