Student Employee Training

JobX = Total Solution

JobX helps schools automate the job posting, application, hiring, and reporting process for student employees, employers, and administrators.

Benefits for Employees

- ➢ Apply for multiple jobs with one online application
- ➢ JobMail enables employees to be notified immediately about jobs that match their job preferences
- ➢ Job search skills development
- ➢ Accelerated online hiring process
- ➢ Eliminated paper forms
- ➢ Automated notices throughout the JobX lifecycle
- ➢ Web accessibility
- ➢ 24-hour service

School Specific Customization

➢ Your site has YOUR school's look and feel

➢ Your site has YOUR school departments

➢ Your site has YOUR school customer fields

➢ Your site has been configured to support YOUR specific University of Vermont processes.
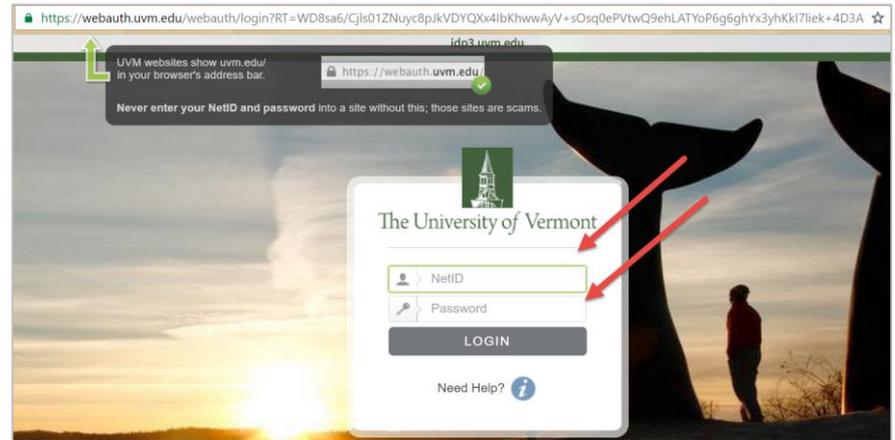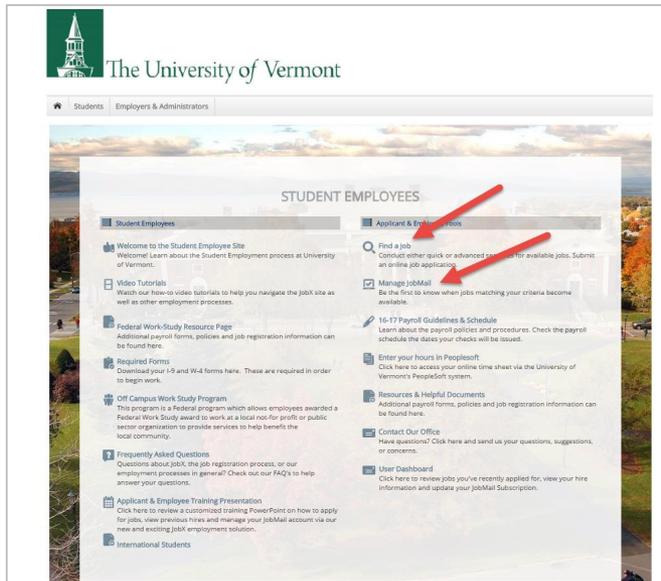
Training Agenda

- ➢ How to login to JobX

- ➢ How to complete a JobMail subscription

- ➢ How to find a job

- ➢ How to apply for a job

- ➢ What is the JobX 'My Dashboard' feature?

- ➢ Employer hires student (implied)

First time visiting UVM's JobX site?
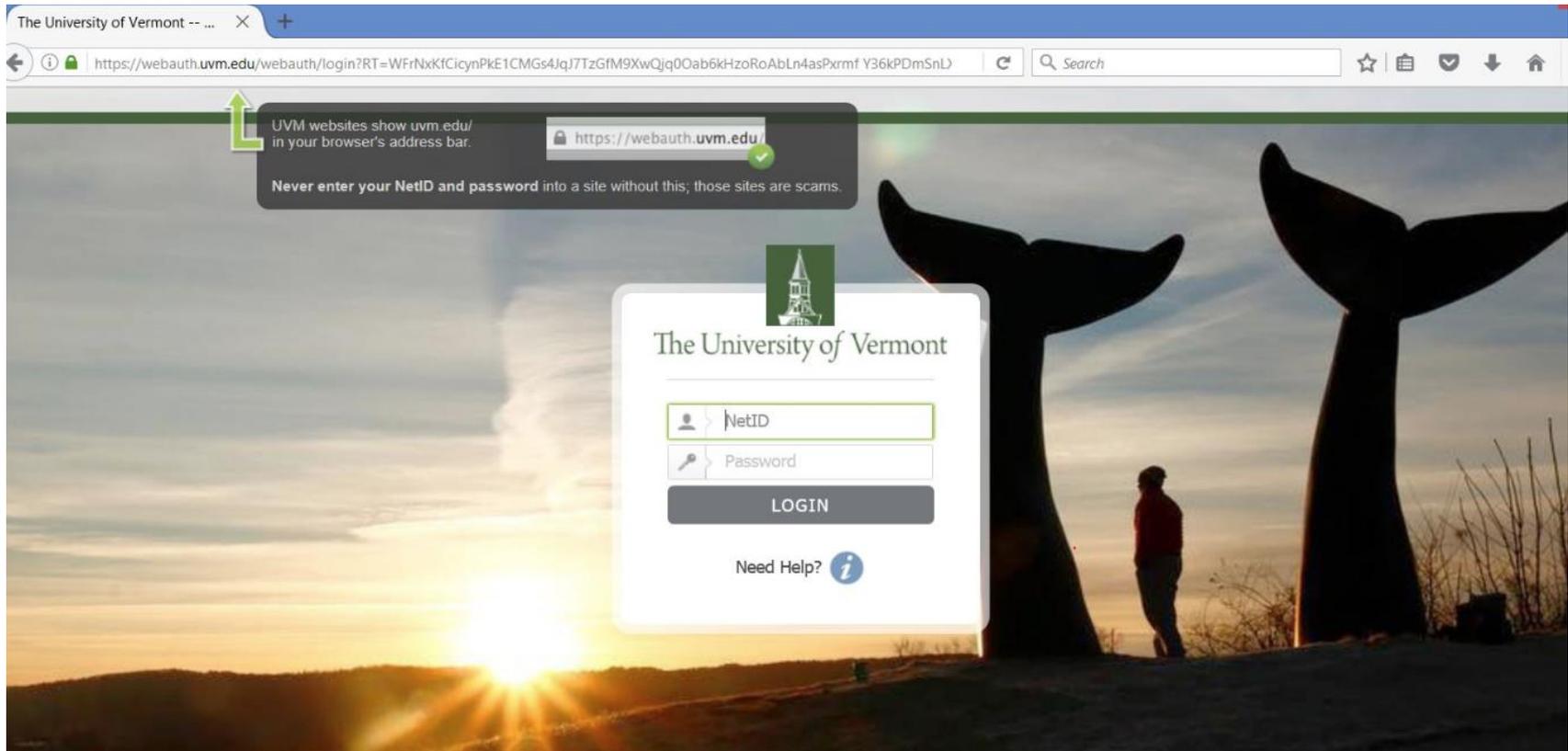
Please navigate to the UVM Web Site and log-in to MyUVM

How to Login to JobX

➢ Step 1: Click 'Find a Job' or 'Manage JobMail link on the JobX Student Employees Home Page.

➢ Step 2: You will be directed to the UVM Portal.

➢ Step 3: Login utilizing your UVM NetID and Password.

How to Login to JobX

> Step 1: Click on Student Financial Services on the top tool bar.

How to Login to JobX

➢ Step 2: Click on FIND A JOB

How to Login to JobX

> ➢ This will bring you to the Jobs Board home page.

> ➢ Click on Student Employees

How to Login to JobX

Click 'Find a Job' or 'Manage JobMail link on the JobX Student Employees Home Page.

How to Complete your JobMail Subscription
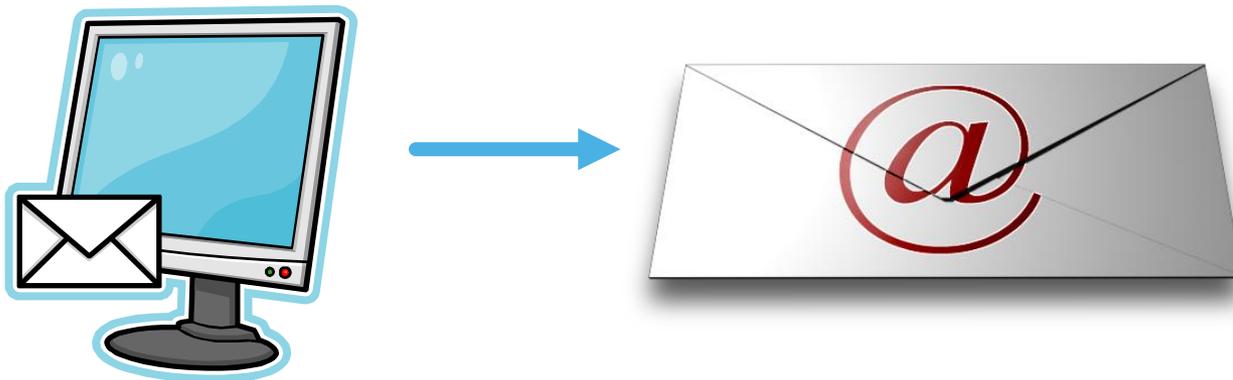
What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.

Configure your JobMail Subscription

➤ Click 'View/Modify' to add preferences for each Job Type criterion.

➤ You may set criteria for Employers, Job Categories, and Timeframe.

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Configure your JobMail Subscription

Click 'add' next to each item you wish to add to your JobMail subscription

Configure your JobMail Subscription

Your selection(s) will appear in the top under 'Selected Items'.

Configure your JobMail Subscription

➢ When you're finished adding search criteria, click 'Done.

➢ Repeat this step for each Job Type and Criterion (Employer, Category, and Time Frame).

Configure your JobMail Subscription

Click one of the 'Save Subscription(s)' buttons to save your subscription.
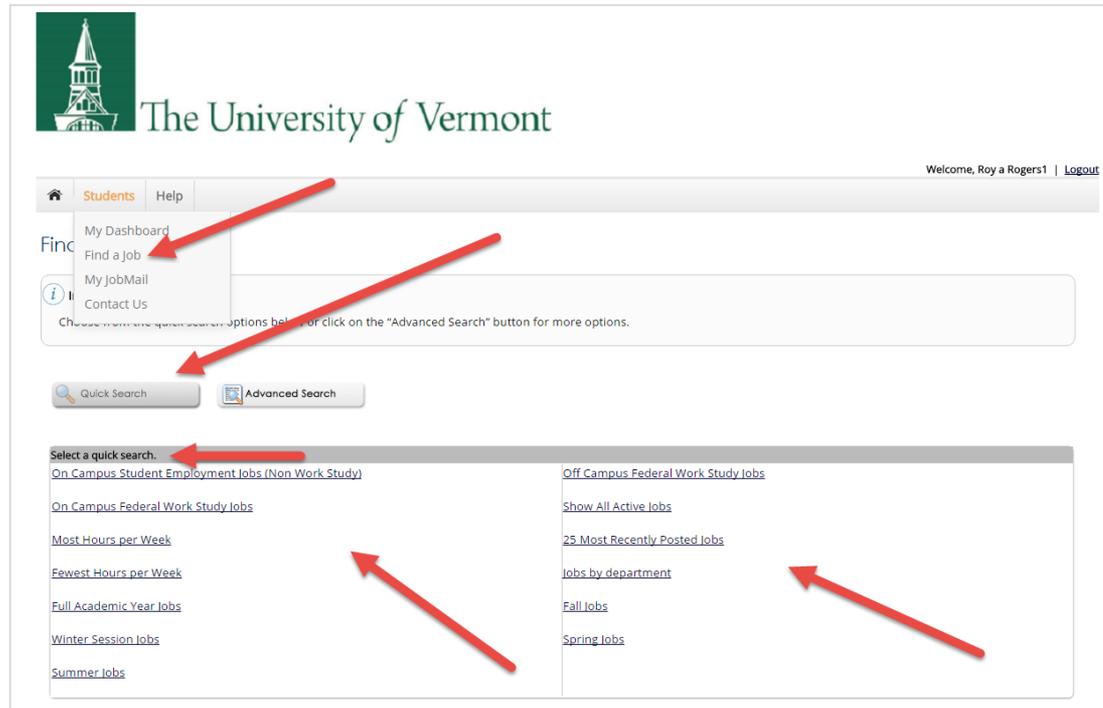
The University of Vermont
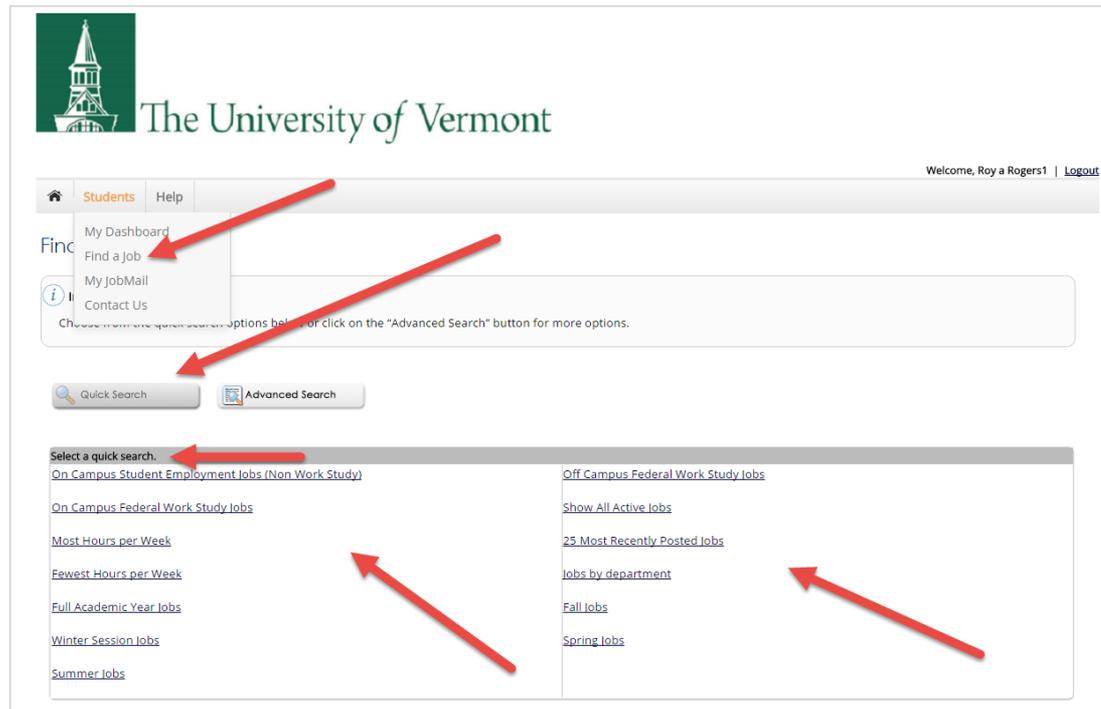
How to search for a job

Quick Search: A search containing pre-defined criteria

➢ Click the 'Find a Job' function from the Student menu.

➢ Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.

➢ Otherwise, click 'Advanced Search' to define your own criteria.

Advanced Search: Define your own job criteria

➤ Click the 'Advanced Search' button to define your own job criteria you wish to search.

➤ Advanced Search enables you to search for jobs by the following:

  ▶ Keyword(s)

  ▶ Job Type Population (On-Campus FWS, Off Campus FWS, On Campus Student Employment)

  ▶ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

UVM Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more UVM Disclaimer statements.

- A UVM Disclaimer statement will be presented for each Job Type (On Campus FWS, Off Campus FWS, On Campus Student Employment) you selected.

- After you've successfully reviewed the applicable UVM Disclaimer Statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

Apply for one or more jobs with one single application!

➢ Please fill out the questions on the application. Any fields with a red asterisk are required to be completed before your application can be successfully completed.

➢ Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.

➢ You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open',

➢ Lastly, to submit your application, please click the "Submit" button.

What is the JobX 'My Dashboard' Feature?

➢ The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.

➢ 'My Dashboard' data includes:

    ➢ Current / Upcoming / Old / Hires and Awards

    ➢ Applications (Status, View, Print, Withdraw)

    ➢ JobMail Subscriptions

What is the 'My Dashboard' Feature?

> ➢ To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Student menu.

> ➢ To access the current/upcoming/old hire & awards, applications, and your JobMail subscription, simply click the respective tab you wish to view.

What is the 'My Dashboard' Feature?

➤ Current/Upcoming/Old hire information can be accessed to ensure accuracy of employment history when creating resumes.

➤ No more waiting in lines to find out your Award Amount or Award Balance – 'My Dashboard' ensures this information is at your fingertips.

Applications

➢ No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your 'best fit' jobs. My dashboard provides real-time self-service access to this information.

➢ Applicants can customize their application view and print applications.

➢ Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Applicant's have two options when withdrawing their application.

  ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR

  ▶ Withdraw an application without emailing the supervisor.

Congratulations, You're Finished!

What are the next steps?

Next Steps….

➤ Once you receive your "You've been hired" email you will need to bring that email to Human Resources in Waterman 223 and fill out an I9 Form if you don't have one on file.

YOU MAY NOT BEGIN WORK UNTIL THIS HAS BEEN COMPLETED

and your supervisor authorizes you to begin work.

Questions?

Please email the Student Employment Office at:
student.employment @uvm.edu
or call us at:
802-656-5705