



The University of Vermont



## Supervisor Training



# = A Total Solution

- **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.

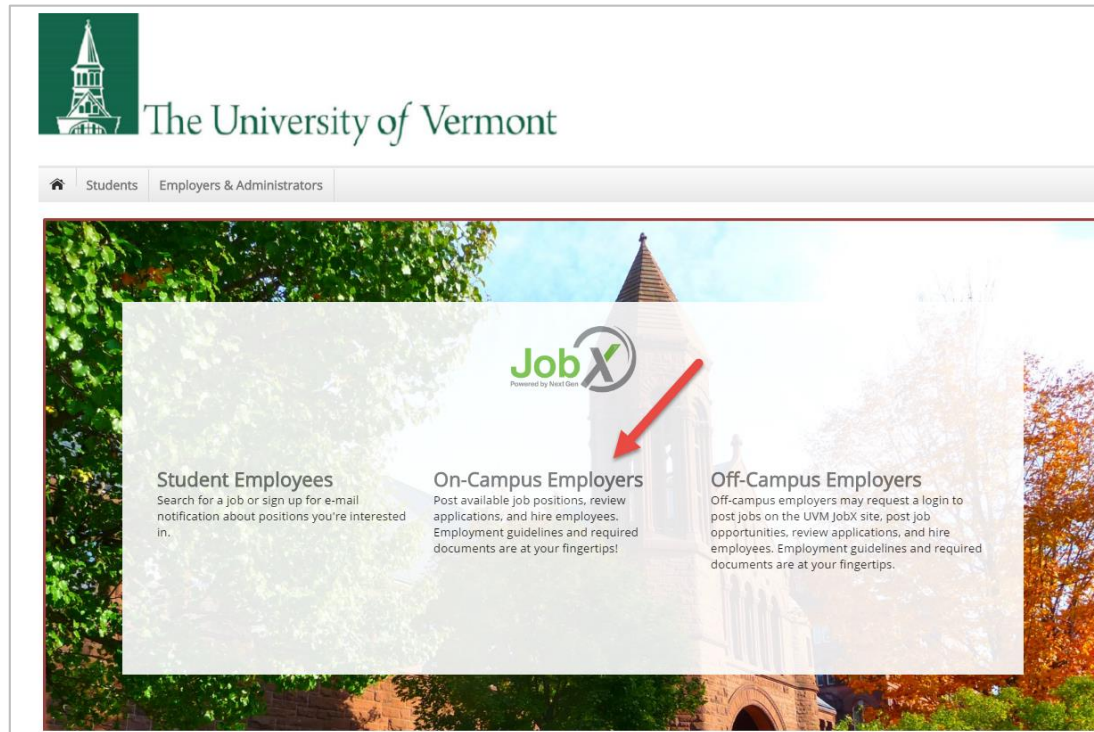
# School Specific Customization

- 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?cpld=6](https://uvm.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=6)
- Click the On-Campus Employers link.

# On-Campus Employer Login to JobX

The image shows a screenshot of the University of Vermont website. The top navigation bar includes 'Students' and 'Employers & Administrators'. The main content area is titled 'On-Campus Employer Home Page' and is divided into two columns: 'Student Employment Information' and 'Employer Tools'. The 'Employer Tools' column contains a 'Jobs Board Login' link, which is highlighted with a red arrow. Below this, there are links for 'Request a Login for a new Jobs board account', 'Student Employment and Federal Work Study', 'Supervisor Terms and Conditions', and 'I9 Verification Process'. A second screenshot shows the login portal with a 'NetID' field and a 'Password' field, both highlighted with red arrows. A security warning is visible at the top of the login page.

- 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





# Add a Job

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: All Available  
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl  
**Show Jobs From All My Employers**  
Student Employment Office  
Student Financial Services  
Test Off Campus FWS

Review Mode (0)  
Storage Mode (0)

Job Type: +  
[Application Search](#)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Select All Show 25 results per page 1 to 6 of 6 | << > >>|

POSTED – Jobs Currently Listed with Applicant Data (if applicable)

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	4318 <a href="#">drnker</a>	Taige Test Employer	On Campus Federal Work Study	<a href="#">0 (0 New)</a>	11/18/16	
<input type="checkbox"/>	4312 <a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">0 (0 New)</a>	11/18/16	
<input type="checkbox"/>	4313 <a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">3 (3 New)</a>	11/17/16	

Student Financial Services

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	4314 <a href="#">Test On Campus Student Employm...</a>	Julie Henry	On Campus Student Employment	<a href="#">0 (0 New)</a>	11/18/16	

Test Off Campus FWS

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	4316 <a href="#">dog walker</a>	NextGen TimAdmin	Off Campus Federal Work Study	<a href="#">1 (1 New)</a>	11/18/16	

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

The screenshot displays the JobX web application interface. At the top, a navigation bar includes a home icon, 'Students', 'JobX', 'Reporting', 'Access & Audit', 'Site Set up', and 'Help'. The user is logged in as 'Welcome, Taige Test Employer' with a 'Logout' link. Below the navigation bar, the main content area is titled 'Add a new job for Student Employment Office'. A red arrow points to the 'Add a new job for' button. To the right of this button is a search box labeled 'Search Title, Description, Contact or Job' with a 'Search' button. On the left side, there are several filter sections: 'Your Selections' with a 'Reset' link, 'Job Filters Applied' showing 'Employer: Student Employment Office' and 'Job Status: Show All', 'Job Filters' with 'My Jobs: +', 'Employer Name: -' (set to 'Student Employment Office'), 'Job Status: -' (with checkboxes for 'Listed Jobs (2)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (0)'), and 'Job Type: +' with an 'Application Search' link. The main area contains 'Job Actions' with icons for 'Delete', 'Export', 'Print', and 'Email Supervisors', a dropdown menu for selecting actions, and an 'Apply Action' button. Below this is a table of listed jobs for 'Student Employment Office'.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4312	<a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">0 (0 New)</a>	11/18/16	
4313	<a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">3 (3 New)</a>	11/17/16	

Click the 'Add a new job for {Your Department Name will be Prefilled here}' button.

# Add a Job

The University of Vermont

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

You are adding a brand new job to the web site. ⓘ

>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one... ▼

Choose one...

On Campus Federal Work Study

On Campus Student Employment

Go to next step

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.*

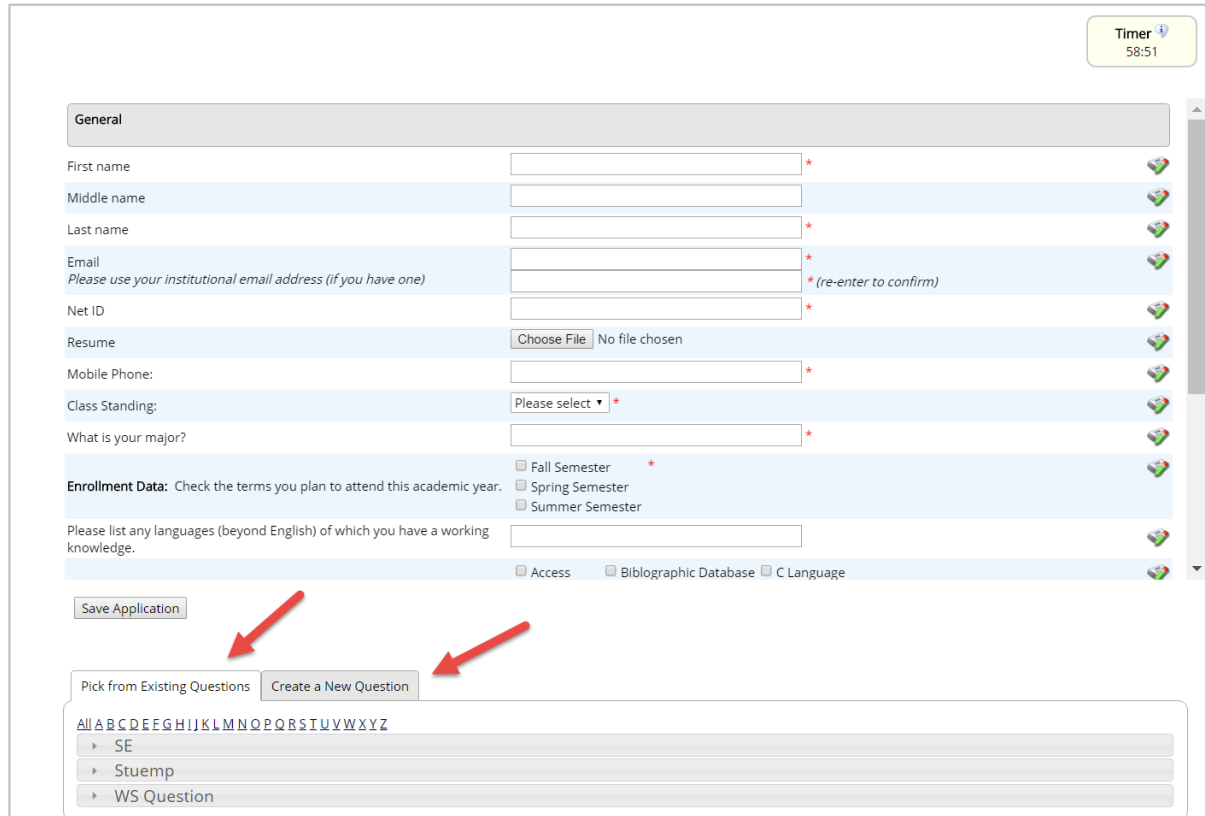
If you wish to designate a secondary contact, click one or more individuals' names from the list and click the 'Add >>>' button.

Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

The screenshot shows a web application interface for adding a job profile. The form is titled "Step 1: Supply Job Profile" and includes the following sections:

- Job Category** and **Job Field**: Both are dropdown menus with "Choose one..." options.
- Job Title**: A text input field with an example "Frank Desk Requisition".
- Job Description**: A large text area with a rich text editor toolbar (Bold, Italic, Underline, etc.) and a note: "Please be as detailed as possible. Failure to create a thorough job description may result in your job not being approved."
- Job Requirements**: Another large text area with a similar note: "Please be as detailed as possible. Failure to include thorough job requirements may result in your job not being approved."
- Professional Track**: A dropdown menu with "Choose one..." option.
- Number of Available Openings**: A text input field.
- Hours per Week**: A text input field with a "Total" and "Go Summary" button.
- Work Schedules**: A series of text input fields for "Monday Work Schedule", "Tuesday Work Schedule", "Wednesday Work Schedule", "Thursday Work Schedule", "Friday Work Schedule", "Saturday Work Schedule", and "Sunday Work Schedule".
- Specific Job Location**: A text input field.
- Aid Year?**: A dropdown menu with "Choose one..." option.
- Start Date** and **End Date**: Text input fields with a note: "Please enter an exact date in the form mm/dd/yyyy".
- Time Frame**: A dropdown menu with "Choose one..." option.
- Base pay rate:**: A dropdown menu with "Choose one..." option.
- Primary Contact Person**: A dropdown menu with "Choose one..." option. A note below states: "The data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting."
- Secondary Contact People**: A list of names in an "Available" column (Emily Fredricks, Gary Taylor, Mary McClernents, NextGen\_MarkAdrian, NextGen\_TimAdrian) and a "Selected" column. Buttons for "Add >>>", "Remove", and "Remove" are present.
- Office Address**: A text area for entering the address.
- Submit**: A button at the bottom left.

# Add a Job – Step 2 – Review Job Application



The screenshot shows a web form for reviewing a job application. At the top right, there is a 'Timer' box showing '58:51'. The form is divided into sections: 'General' and 'Enrollment Data'. The 'General' section includes fields for First name, Middle name, Last name, Email (with a note to use institutional email), Net ID, Resume (with a 'Choose File' button), Mobile Phone, Class Standing (a dropdown menu), and What is your major?. The 'Enrollment Data' section includes checkboxes for Fall Semester, Spring Semester, and Summer Semester, and a text area for languages beyond English. Below these sections is a 'Save Application' button. At the bottom, there are two buttons: 'Pick from Existing Questions' and 'Create a New Question'. Below these buttons is a list of questions with a search bar and a list of letters (A-Z) for filtering. The list shows 'SE', 'Stuemp', and 'WS Question'. Two red arrows point to the 'Pick from Existing Questions' and 'Create a New Question' buttons.

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 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.
- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows a web form for adding a new question. At the top, there are two buttons: "Pick from Existing Questions" and "Create a New Question". Below this is the "Question Details" section, which includes a "Question Type" dropdown menu with options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". A red arrow points to the "Question Type" dropdown. Below the "Question Details" section is the "Application Behavior" section, which includes an "Application Section" dropdown menu with options "Select an existing section" and "Create a new section", and a "Where To Add This Question?" dropdown menu with the option "End of Application". A red arrow points to the "Application Section" dropdown, and another red arrow points to the "Where To Add This Question?" dropdown. At the bottom of the form is an "Add Question" button, with a red arrow pointing to it.

# Add a Job – Step 3 – Go Live

Welcome, Taige Test Employer | [Logout](#)

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Help](#)

You are adding a brand new job to the web site. 

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

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**Student Employment Office - test**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

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

Welcome, Taige Test Employer | [Logout](#)

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Help](#)

You are adding a brand new job to the web site. 

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

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**Student Employment Office - test**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

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

4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

- 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!

The screenshot displays the JobX user interface. At the top right, it says "Welcome, Taige Test Employer | Logout". A navigation bar includes "Students", "JobX", "Reporting", "Access & Audit", "Site Set up", and "Help".

The main content area is titled "Student Employment Office - test" and contains a congratulatory message: "Congratulations! Your job is pending approval, then it will be listed." Below this, it asks "What would you like to do now?" and provides two links: "View the job details (for printing, etc.)" and "Return to your control panel." A red arrow points from the "Return to your control panel" link to the "Pending Approval (2)" category in the "Job Status" filter on the left.

The right-hand side of the interface shows a "Job Actions" section with icons for Delete, Export, Print, and Email Supervisors. Below this is a table of jobs. A search bar at the top right of the table area says "Search Title, Description, Contact or Job".

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<b>LISTED – Jobs Currently Listed with Applicant Data (if applicable)</b>						
<b>Student Employment Office</b>						
4312	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	0 (0 New)	11/18/16	🗑️ 🖨️ 📧
4313	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	3 (3 New)	11/17/16	🗑️ 🖨️ 📧
<b>Student Financial Services</b>						
4314	Test On Campus Student Employ...	Julie Henry	On Campus Student Employment	0 (0 New)	11/18/16	🗑️ 🖨️ 📧
<b>Test Off Campus FWS</b>						
4316	dog walker	NextGen TimAdmin	Off Campus Federal Work Study	1 (1 New)	11/18/16	🗑️ 🖨️ 📧

- 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

The screenshot displays the 'Job Actions' interface. On the left, a table lists jobs under 'PENDING APPROVAL - Jobs Currently Pending Administrator Approval (\* - Application updated)'. The table has columns for Ref #, Title, Contact, Job Type, App #, and Listed. Two jobs are listed: Ref # 4319 with Title 'test' and Ref # 4315 with Title 'gfgf'. Red arrows point from the 'test' and 'gfgf' titles in the table to the 'test' job details on the right.

The right panel shows the details for the job 'test'. At the top, it lists Job Title, Employer, Status, and Job Type. Below this, there are several sections with red arrows pointing to specific links:

- Update Status:** Includes links for 'List', 'Cancel/Approve', and 'View Applications'.
- Manage Application:** Includes a link for 'Edit or view the online application'.
- Hire Applicant:** Includes a link for 'Hire Applicant'.
- Edit this Job:** A link located below the 'View Applications' section.

Below the 'Edit this Job' link, there is a section titled 'Below is a view of approximately how this job appears to applicants:' followed by a detailed list of job attributes such as Job ID, Job Type, Employer, Job Category, Job Field, Job Description, Job Requirements, Professional Track, Available Openings, Hours, and various work schedules.

- 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)!!!

# Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: All Available  
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl ▾

Job Status: -

Listed Jobs (4)  
 Pending Approval (2)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 6 of 6 | << >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4312	<a href="#">Test on Campus FWS job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Stud	<a href="#">0 (0 New)</a>	11/18/16	
<input type="checkbox"/> 4313	<a href="#">Test on Campus FWS job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">3 (3 New)</a>	11/17/16	

You may hire an online applicant by clicking the 'View Applicants' link next to the applicable job.

# Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

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 filter 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:

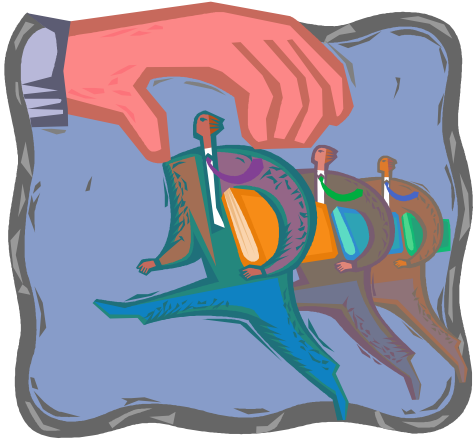
Last Name:

Only show New?

Select/Deselect All Show 25 results per page  to 4 of 4 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Forward		Delete	Hire
<input type="checkbox"/> <a href="#">Taige Test Employer</a>	taige.haines@ngwebsolutions.com	11/11/2016	New!		Custom	<a href="#">Resume</a>				
<input type="checkbox"/> <a href="#">Roy Rogers1</a>	royrogers1@ngwebsolutions.com	6/23/2016			Greeted	<a href="#">Resume</a>	2800.00			

- 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)

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

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 filter 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?

Select/Deselect All Show 25 results per page 1 to 4 of 4 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/> <a href="#">Taige Test Employer</a>	taige.haines@ngwebsolutions.com	11/1/2016	New!	🚩	Custom			<input type="button" value="🔍"/> <input type="button" value="📄"/> <input type="button" value="🖨️"/> <input type="button" value="Delete"/> <input type="button" value="Hire"/>	
<input type="checkbox"/> <a href="#">Roy Rogers1</a>	royrogers1@ngwebsolutions.com	6/23/2016		🚩	Greeted	<a href="#">Resume</a>	2800.00	<input type="button" value="🔍"/> <input type="button" value="📄"/> <input type="button" value="🖨️"/> <input type="button" value="Delete"/> <input type="button" value="Hire"/>	

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)

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

### View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

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?

**Toolbar:** Delete, Export Summary, Export Details, Print Summary, Print Details, **Send Greeting**, Reject Applicants, Email Applicants

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >>

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/> Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩				<input type="button" value="Delete"/>	<input type="button" value="Hire"/>
<input type="checkbox"/> Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩				<input type="button" value="Delete"/>	<input type="button" value="Hire"/>
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00	<input type="button" value="Delete"/>	<input type="button" value="Hire"/>

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.*



A red rectangular stamp with a distressed, ink-like texture. The word "Rejected" is written in a bold, sans-serif font, tilted slightly upwards to the right. The stamp is set against a light blue circular shadow.

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

Welcome, Taige Test Employer | Logout

Students JobX Reporting Access & Audit Site Set up Help

View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

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)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/>	Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩				🔍 📧 🖨️	Delete Hire
<input type="checkbox"/>	Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩				🔍 📧 🖨️	Delete Hire
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00	🔍 📧 🖨️	Delete Hire

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

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ADMISSIONS - AB Tech - 061516

[Click here to return to reviewing applications.](#)

Suggested use: To inform applicants that they did not get this job.

Do NOT use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input checked="" type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Rejected
New!	<input checked="" type="checkbox"/>	Test Employer, Taige	[taige.haines@ngwebsolutions.com]	

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.  
Example: Joe@yahoo.com, Mary@hotmail.com

From: taige.haines@ngwebsolutions.com

Subject: Job: AB Tech - 061516 - Not Available

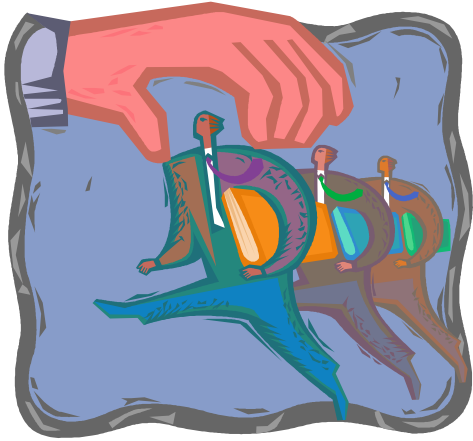
Body

You recently submitted an on-line application for the AB Tech - 061516 job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

- 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?



# Hire an Employee

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Students JobX Reporting Access & Audit Site Set up Help

**View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16**

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?

Select/Deselect All Show  results per page  to 3 of 3 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input checked="" type="checkbox"/> <a href="#">Malachi_Rogers5</a>	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩				<input type="button" value="🔍"/> <input type="button" value="📧"/> <input type="button" value="🖨️"/> <input type="button" value="Delete"/>	<input type="button" value="Hired"/>
<input type="checkbox"/> <a href="#">Ted_Rogers2</a>	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩				<input type="button" value="🔍"/> <input type="button" value="📧"/> <input type="button" value="🖨️"/> <input type="button" value="Delete"/>	<input type="button" value="Hire"/>
<input checked="" type="checkbox"/> <a href="#">Roy_Rogers1</a>	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00	<input type="button" value="🔍"/> <input type="button" value="📧"/> <input type="button" value="🖨️"/> <input type="button" value="Delete"/>	<input type="button" value="Hired"/>

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.

# Hire an Employee

 The University of Vermont


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**Hire Employee(s)**  
For Job: Test on Campus FWS Job-11/17/16

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

There are 3 openings for this position. Please select 3 or fewer applicants to fill this job.

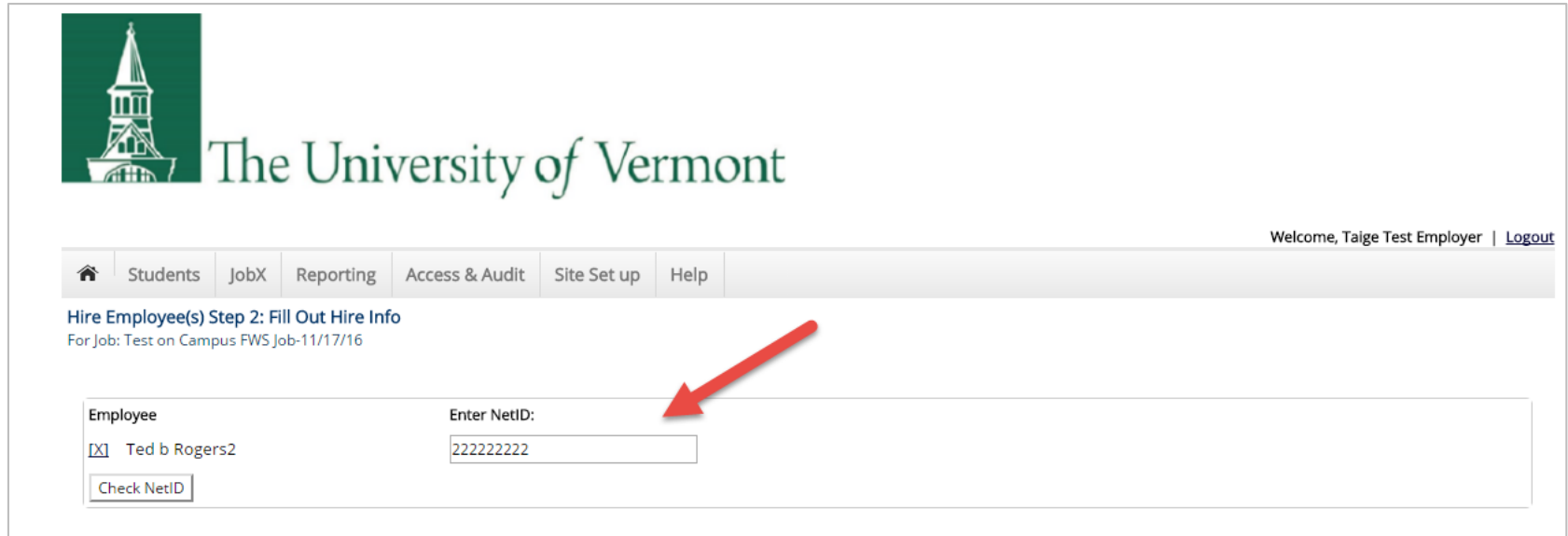
 Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:  
Roy a Rogers1, Malachi e Rogers5

Hire On-line Applicants	Hire Candidates who did not apply On-line																
<input checked="" type="checkbox"/> Ted b Rogers2	<table border="1"><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Net ID</th></tr></thead><tbody><tr><td>1. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Middle Initial	Last Name	Net ID	1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name	Net ID														
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>														

- The student's name will be automatically selected for you.
- Next, click 'Go to Step 2' to launch the hire validation engine.

# Hire an Employee



The University of Vermont

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Home Students JobX Reporting Access & Audit Site Set up Help

**Hire Employee(s) Step 2: Fill Out Hire Info**  
For Job: Test on Campus FWS Job-11/17/16

Employee	Enter NetID:
<input checked="" type="checkbox"/> Ted b Rogers2	<input type="text" value="22222222"/>
<input type="button" value="Check NetID"/>	

- The student's NetID provided by the student in their job application will be defaulted into the Student NetID field. If the applicant mis-keyed their student NetID, you can correct their NetID by typing over the pre-filled NetID. *Please note: If their NetID has been mistyped, they will likely fail the hire process as the system validates against the student NetID provided to JobX by your institution.*
- Next, click 'Check NetID' to verify the correct student is selected.

# Hire an Employee

The University of Vermont

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**Hire Employee(s) Step 2: Fill Out Hire Info**  
For Job: Test on Campus FWS Job-11/17/16

Employee:  Enter NetID:

**Validation Lookup Results**

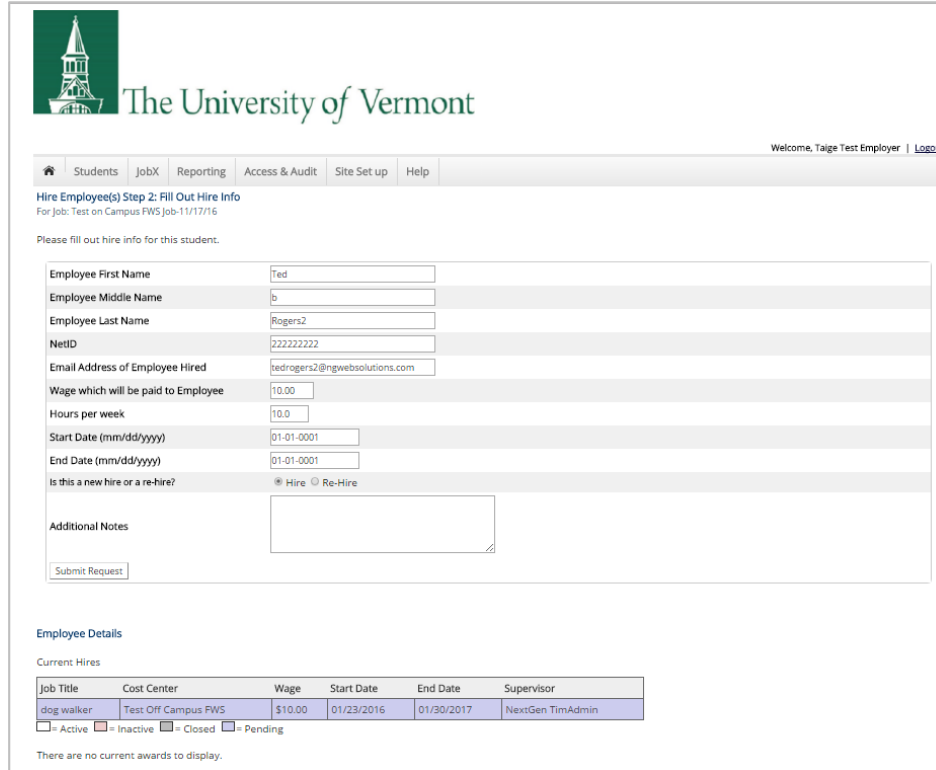
<b>Ted b Rogers2:</b>	
✓ FWS Award Amount Eligible	The employee is on this list.
✓ FWS Eligible	The employee is on this list.
✓ FWS Eligible Student Type	The employee is on this list.
✓ Supervisor Terms and Conditions Agreement	This Supervisor has completed the required Terms and Conditions Agreement.

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

- 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.



# Hire an Employee



The screenshot shows the 'Hire Employee(s) Step 2: Fill Out Hire Info' form. The form includes fields for Employee First Name (Ted), Employee Middle Name (b), Employee Last Name (Rogers2), NetID (22222222), Email Address of Employee Hired (tedrogers2@ngwebsolutions.com), Wage which will be paid to Employee (10.00), Hours per week (10.0), Start Date (01-01-0001), End Date (01-01-0001), and a radio button selection for 'Hire' (selected) or 'Re-Hire'. There is also an 'Additional Notes' text area and a 'Submit Request' button.

**Employee Details**

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
dog walker	Test Off Campus FWS	\$10.00	01/23/2016	01/30/2017	NextGen TimAdmin

Active  Inactive  Closed  Pending

There are no current awards to display.

- 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.

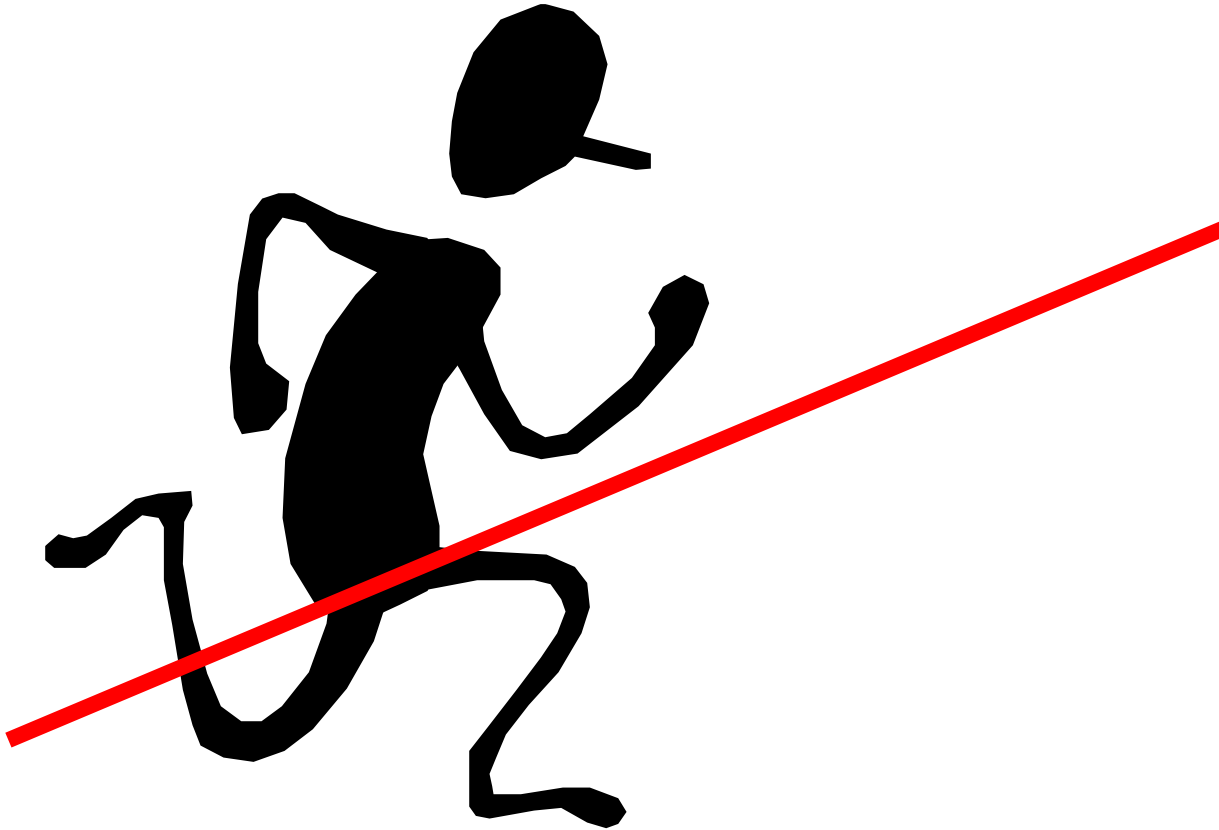


Your hire will be reviewed by a UVM Site Administrator for approval!

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](mailto:student.employment@uvm.edu)