



Off-Campus Supervisor

JOBX TRAINING





=Total Solution

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



Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management. JobX solution in this training, assist institutions to automate the job posting, application review, and reporting process for employees, employers, and site administrators. The JobX solution also assists in compliance validations based on various regulations and institutional policies.



JobX Benefits

Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant.

Customize job specific questions on the application to find the "most qualified" candidates in your job(s).

Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators).



Systematic applicant compliance checks ensures all employment eligibility requirements are met.



Broadcast e-mail tools for improved communications with your employees.



School Specific Customization

School Specific Customization



Your JobX site has YOUR Institution look and feel



Your JobX site has YOUR Institution On-Campus Employers



Your JobX site has been configured to support YOUR Institution business processes



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DO NOT SHARE WITHOUT PERMISSION

Training Agenda

Access JobX

Job Posting

Review and Hire Applicants

Approved for Hire

Questions





Access JobX

Access JobX

Navigate to your school's customized JobX Site

Then click on the 'Off-Campus Employers' link.





https://umassd.studentemployment.ngwebsolutions.com



Off-Campus Request a Login



Click the 'Request a Login' link.



Off-Campus Employer Request Login

Complete Request Login Form.

Then click 'Submit' button to submit your request for an approved login.

Request Permission To Use This Site		
You must be a registered user to post jobs on the possible.	mployment website. Please fill out the following information, and we will	evaluate your request as quickly as
First Name *		
Middle Name		
Last Name *		
Full Email Address *		
TNumber *		
Street 1		
Street 2		
City		
State		
Zip Code		
Phone		
Fax Number		
Website		
Choose a Password *	Enter Password: Re-Enter Password:	
Please choose the employer for which you work fro	m the list below.	
Employer	Choose one	
lob Title	On-Campus Supervisor	
Notes: The second second second second second second second second second second second second second		
This must be verified prior to submitting the form		



Off-Campus Employer JobX Login

After access approval, click the 'JobX Login' link to login to the system.





Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?



Add a Job

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		Dartmo	uth	v	/elcome, Test On Campu	s Supervisor]
Students JobX Rep	orting Acc	ess & Audit				
	To add a presente	job, please select an employer fro d in the filters to the left.	om the employer dr	opdown list Search Tit	le, Description, Contac	t or Job Sear
Your Selections: Reset	Job Action	s:				
Job Filters Applied: Employer: All Available	Delete E	xport Print Supervisors		(i) Select Actio	n Below 🔻	Apply Action
My lobs: +	Select/D	eselect All Show 25 Tresults per l	page		1 to 25	of 27 << < > ;
Employer Name:						
Show lobs From All My Emp	C STORA	GE – Jobs NOT Currently Listed with NO A	pplicant Data			
lob Status:	Academic Ref 4	¥ Title	Contact	Job Type	App # List	ed Actions
Listed Jobs (0)	5173	Front Desk Receptionist	Sharon Allen	On-Campus Federal Work Study	0 (0 New)	🧇 😡
Pending Approval (0)	E 5174	Tutoring Position	Sharon Allen	On-Campus Federal Work Study	0 (0 New)	🧇 😥
Review Mode (0) Storage Mode (27)	D 51	Front Desk Receptionist / Offi	Sharon Allen	On-Campus Non-FWS	0 (0 New)	🧇 📝
lob Type: +	5176	Math Tutor	Sharon Allen	On-Campus Non-FWS	0 (0 New)	🧇 📝
	5177	Tutoring Position	Sharon Allen	On-Campus Non-FWS	0 (0 New)	🧇 😥
	5322	Office Aide	John Fernandes	On-Campus Federal Work Study	0 (0 New)	🧇 😡
	5499	Receptionist	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🧇 📝
	5500	Writing and Reading Center Tut	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🧇 😡
	5501	Writing and Reading Center Tut	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🧇 😥
	5502	Writing and Reading Center Tut	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🧇 📝
	5503	Writing and Reading Center Tut	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🧼 🤣
	5504	Writing and Reading Center Tut	Amy Parelman	On-Campus Non-FWS	0 (0 New)	🧇 😥
	5505	Writing and Reading Center Tut	Amy Parelman	On-Campus Non-FWS	0 (0 New)	🧇 📝
	5506	Writing and Reading Center Tut	Amy Parelman	On-Campus Non-FWS	0 (0 New)	🧇 D
	5507	Writing and Reading Center Tut	Amy Parelman	On-Campus Non-FWS	0 (0 New)	🧇 📝
	5696	Peer Mentor	Sharon Allen	On-Campus Non-FWS	0 (0 New)	🧇 😥
	5745	Office Assistant	Corinne Cortes	On-Campus Federal Work Study	0 (0 New)	🧇 😡
	5746	Office Assistant	Corinne Cortes	On-Campus Federal Work Study	0 (0 New)	🧇 📴
	5747	Office Assistant	Corinne Cortes	On-Campus Federal Work Study	0 (0 New)	🧇 😥
	5750	Science & Engineering Center	John Fernandes	On-Campus Non-EWS	0 (0 New)	3 10

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, please proceed to the next slide.



Add a Job

UN	las	S Dartmou	uth	We	lcome, Test On Campus S	upervisor <u>Logout</u>			
Students JobX Reporting Access & Audit									
Add a new job for Academic Resources Center Search Title, Description, Contact or Job Search									
Job Filters Applied: Employer: Academic Resources Center	Your Selections: Reset Job Actions: Job Filters Applied: Employer: Academic Resources Image: Center Image: C								
Job Filters	Select/De	eselect All Show 25 🔻 results per pa	ige		1 to 22 of 2	22 << < > >>			
Employer Name:	STORAG Academic Residence	E – Jobs NOT Currently Listed with NO Ap	plicant Data						
Academic Resources Center V	Ref #	Title	Contact	Job Type	App # Listed	Actions			
Job Status: -	5173	Front Desk Receptionist	Sharon Allen	On-Campus Federal Work Study	<u>0 (0 New)</u>	🤣 😼			
Listed Jobs (0) Pending Approval (0)	5174	Tutoring Position	Sharon Allen	On-Campus Federal Work Study	<u>0 (0 New)</u>	🧇 😼			
🚽 🗆 Review Mode (0)	5175	Front Desk Receptionist / Offi	Sharon Allen	On-Campus Non-FWS	<u>0 (0 New)</u>	🤣 🔯			
Storage Mode (22)	5176	Math Tutor	Sharon Allen	On-Campus Non-FWS	<u>0 (0 New)</u>	🧇 🔯			
Job Type: +	5177	Tutoring Position	Sharon Allen	On-Campus Non-FWS	0 (0 New)	🧇 📝			
	5322	Office Aide	John Fernandes	On-Campus Federal Work Study	0 (0 New)	🧇 📝			
	5499	Receptionist	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🤣 📝			
	5500	Writing and Reading Center Tut	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	🧇 🔯			

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



Add a Job

U	6	U	Ma	ss [Dartmouth Welcome, Test On Campus Supervisor Logout			
ŵ	Students	JobX	Reporting	Access & Audit				
You ar >> Ste	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							
On-Ca Choo On-Ca On-Ca On-Ca	ampus Feder se one ampus Feder ampus Stipe ampus Non-	al Work S al Work S Nd FWS	itudy ▼ Study	Go to next step				

Please choose a Job Type for the job listing you wish to post and click the "Go to next step" button.



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Add a Job – Step 1 – Supply Job Profile (On-Campus FWS Job)

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

Enter the Job Title.

Enter Job Description*

Enter Job Requirements*

Enter the Number of Available Openings *

Enter the Min and Max Hours per Week for the job

Enter Start Date and End Date for the job

Select the Time Frame for the job *

Select Base pay rate for the job

Select the Supervisor^{*} 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 be 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.

Select a Secondary Contact Please Note: The Secondary Contact must be different than the Primary Contact.

To select a Secondary Contact, place your cursor in the field and click to view all users approved to be a JobX Supervisor for the applicable department you are creating the job.

Next, click an individual's name you wish to be the Secondary contact.

If you wish to have more than one Secondary Contact, press CTRL and select all applicable Secondary Contact names you wish to add to the job.

Select Desired Majors

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

	Choose one.	
Job Title		
Example: Front Desk Receptionist		
	(e) him (e) him (e) (e) (e) (e) (e) (e) (e) (e) (e) (e) (e)	
Job Description		
Please be as detailed as possible.		
	*	
lob Requirements		
Please be as detailed as possible.		
Number of Available Openings		
Hours per Week	10.0 T to Same T	
Start Date		
Phase enter an exact date in the form mervidd/yy. End Date		
Please enter an exact date in the form mm/dd/yy .		
Time Frame <u>«?»</u>	Choose one 🔻 4	
levels of employment		
Levels of employment		
Level 1 - Entry level, no experience needed. Re	quires direct supervision.	
Level 2 - Previous experience or knowledge ne	eded. Can work with moderate supervision.	
Level 3 - Profiency, specialized knowledge, or e	xperience needed. Can work independently with little supervision.	
Level 3 - Profilency, specialized knowledge, or e	xperience needed. Can work independently with little supervision.	
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Level 3 - Protoncy, specialized knowledge, or of Level 4 - Domands highly specialized knowledge, or of Level 5 Tech/Spec - Entry level, no experience or Level 6 Tech/Spec - Protoincy, specialized knowledge Level 8 Tech/Spec - Protoincy, specialized knowledge Level 8 Tech/Spec - Domands highly specialized Recommended pays scale Bate pay rate: Denry bornact Person Steel a constant and the Data below will profile for Phone Number Enval Location Additional Contact People <u>-h</u>	perimere needed. Can work independently with little supervisor. or incovering. Can work independently with little supervisor. weeder. Requires direct or minimal supervisor. weeder needed. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil andror incovering. Can work independently with little supervisor. statil and can make the pendent supervisor. statil and can work independently with little supervisor. statil and can work independently with little supervisor. statil and can work independent supervisor. statil and can work indep	



Add a Job – Step 1 – Supply Job Profile (On-Campus Stipend)

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 Enter the Job Title. Enter Job Description* Enter Job Requirements* Enter the Number of Available Openings * Enter the Min and Max Hours per Week for the job Enter Start Date and End Date for the job Select the Time Frame for the job * Select Stipend Type Select Hourly Pay Range or other compensation for the job Select the Supervisor* 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 be 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.

Select a Secondary Contact Please Note: The Secondary Contact must be different than the Primary Contact.

To select a Secondary Contact, place your cursor in the field and click to view all users approved to be a JobX Supervisor for the applicable department you are creating the job.

Next, click an individual's name you wish to be the Secondary contact.

If you wish to have more than one Secondary Contact, press CTRL and select all applicable Secondary Contact names you wish to add to the job.

Select Desired Majors

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

Job Category <u>«?»</u>	Choose one 🔻 🖡
Job Title Example: Front Desk Receptionist	•
Job Description Planet for an detailed as pareable.	
Job Requirements Prener be an distailed an ponoble.	ehen 😿 B / U 🗄 🗄 🖉 🦷
Number of Available Openings	
Hours per Week	10.0 🔻 to Same 🔻
Start Date Please enter an exact date in the form mm/dd/yy .	
End Date Please enter an exact date in the form mm/dd/w.	
Time Frame <u>«?»</u>	Choose one T
Stipend Type	Chaose one
Check here if this job will pay an hourly rate. Pay Range: From [S11.00/hour] To [S11.00/ho there is no flexibility in the wage for this job, sim Compensation Description, if applicable. Examples: "Depends on Experience" "50.50 raises every year" -255 character.	by put the same value in the "From" and "To" boxes.
OR Check here if an hourly rate does not descripted by the compensation Here: Examples: Stop Stypend Stop explore call etc.	be this job's compensation.
Every job must have one primary contact person (t	ne next question). It may also have any number of secondary contact people.
Primary contact Person Select a contact and the Data below will prefill from	[Choose one T] ^k The Primary contact's user profile. You must clear the field if you do not want it displayed with the posting
Phone Number	
Fax Number	
Email	
Location	
Additional Contact People <u>«?»</u>	Cirl + click to select multiple Select Some Options
Desired Majors	Ctrl + click to select multiple Select Some Options
Submit	



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Add a Job – Step 2 – Review Job Application

UMass	Dartmouth	
		Welcome, Test On Campus Supervisor Logou
Students JobX Reporting Access & Audit		
The job data was successfully saved. However, the and delete any questions you do not want. Also, yo	job is not yet posted on the web site. There are two more steps. First, p ou may re-arrange the order of the questions. Any changes you make wi	lease review the job application below ll be approved by an administrator.
Pending Job Application - Academic Resources Center - Test (On Campus FWS Job - 1/10/18	Timer (*) 59:36
General		
Student ID		?
First name		A
Middle name		*
Last name		A
Email Address Please use your institutional email address		*
Phone		II.
Do you have a Federal Work Study award?	Please select 🔻 *	*
Major	Please select 🔻	III III III III III III III III III II
Upload Resume	Choose File No file chosen	V
Upload Cover Letter	Choose File No file chosen	?
Save Application		

To ensure you get a "best fit" candidate for your job, you may add job specific questions to the institutional default application questions. Please Note: Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you can choose from an existing list of questions previously created by you by clicking the 'Pick from Existing Questions' tab or create a new question using a sophisticated application designer by clicking the 'Create a new Question' tab that will take you to the next screen.



Add a Job Specific Application Question

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1st new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section' drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

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



Pick from Existing Questions Create a New Question
Question Details
Question Type (*) Please select Single Line Text Multiple Line Text Single Choice Multiple Choice Date File Upload Instructional Text
Application Behavior
Application Section Select an existing 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

Add a Job – Step 3 – Go Live

U	6	U	Ma	ss [Dartmou	uth				
ŵ	Students	lobX	Reporting	Access & Audit				Welcome, Test C	n Campus Superv	risor <u>Logout</u>
You a	re adding a b	rand new	job to the wel	b site. 🛈						
>> <u>Ste</u>	p 1: Supply Jo	b Profile	>> <u>Step 2: Rev</u>	iew Job Application	>> Step 3: Go Live					
Acade Your j	emic Resourc	es Center proved by	- Test On Cam / an administra	ipus FWS Job - 1/10. ator before it can be	/18 e posted. Please choose an opti	ion.				
1.	When do yo	u want th	e job to be rev	iewed for approval	As soon as possible	¥				
2.	. Do you wan	t the job li	isted immedia	tely after it is appro	oved? Yes, immediately	¥				
3.	. Do you wan	t JobMail 1	to be sent whe	en the job is listed?	Yes, send JobMail					
4.	For how ma	ny days d	o you want the	e job to be listed on	the site? Until I close the job	¥				
When	all the above	e informat	tion looks corr	ect Click here to	o finish!					

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 (Continued)

UMass Dartmouth
Welcome, Test On Campus Supervisor Logout Welcome, Test On Campus Supervisor Logout
You are adding a brand new job to the web site.
>> <u>Step 1: Supply lob Profile</u> >> <u>Step 2: Review lob Application</u> >> Step 3: Go Live
Academic Resources Center - Test On Campus FWS Job - 1/10/18 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? As soon as possible
2. Do you want the job listed immediately after it is approved? Yes, immediately
3. Do you want JobMail to be sent when the job is listed? Yes, send JobMail
4. For how many days do you want the job to be listed on the site? Until I close the job 🔻
When all the above information looks correct Click here to finish!

For the question, 'For how many days do you want the job to be listed on the site?'

- If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
- If you want the job to be posted until your close the job, select 'Until I close the job.'
- Click the "Click here to Finish!" button.
- Your job will be submitted to the Student Employment Office for review/approval.



Add a Job – Completed!



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

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



Edit a Job Posting

WHAT STEPS DO I TAKE IF MY JOB POSTING NEEDS UPDATING?



Edit a Job

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			Dartmout	th	
	ass Derthe enth	Students Joby Benasting Access 9	Audit		Welcome, Test On Campus Supervisor Logout
	Dartmouth	Manage lab	Addit		
		Manage Job			
		Job Title	Employer	Status	Job Type
Students JobX Repo	orting Access & Audit	Test On Campus FWS Job - 1/10/18 Additional details about this job's status:	Academic Resources Center	Pending Approval	On-Campus Federal Work Study
	Add a new job for Academic Resources Center	 > This is a new job that has not yet been approved. > It is set to go live upon approval. > JobMail has been requested to be sent when the job 	is approved and listed.		
Your Selections: Reset	lob Actions:	-			
Job Filters Applied: Employer: Academic Resources Center Job Status: Pending Approval	Delete Export Print Supervisors Select/Deselect All Show 25 results per page	Update Status Listed * Click to update listing opp Review Mode * Click to update listing opp Review Mode * Click to cancel approval a Storage * Click to cancel approval a View Applicants No and Exception to be a point submitted for this lab	ions nd change to nd change to	Manage Application This job is configured to collect c <u>> Edit or view the online applicat</u> Hire Applicant	nline applications.
Job Filters		Ho applications have been adomited for ans job		rou connoctine employees while	and job is in and stores.
My Jobs: +	PENDING APPROVAL – Jobs Currently Pending Administration Approval (* - Application up PENDING APPROVAL – Jobs Currently Pending Administration	de			
Employer Name: -	Academic Resources Center	[Edit this Job]			
Academic Resources Center 🔻	Ref # Title Contact Job T	YP TEOLOGISTOOT			
Job Status: -	6607 Test On Campus FWS Job - 1/10/ Test On Campus Supervisor On-O	ar Below is a view of approximately how this job appears	to applicants:		
Listed Jobs (0)	6608 Test On Campus Stipend Job - 1 * Test On Campus Supervisor On-C	ar Test On Campus FWS Job - 1/10/18			
Pending Approval (2)		Job ID	6607		
I Review Mode (0)		Job Type	On-Campus Federal Work Study		
🙂 🗆 Storage Mode (22)		Employer	Academic Resources Center		
Job Type: +		Job Category	Administrative/Support Services		
		Job Description	Test		
		Job Requirements	Test		
		Available Openings	5		
		Hours	10.0 to 20.0 hours per week		

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'.





Review & Hire Applicant(s)

Job Posting Approved - Next Steps





Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?



Manage Applicants

∕∕	lass Dartmo	outh	Wel	come. Test On Campus Super	rvisor Logout
Students JobX Repor	ting Access & Audit			, , , ,	
	To add a job, please select an employer presented in the filters to the left.	from the employer dropdo	own list Search Title,	Description, Contact or Jol	b Search
Your Selections: <u>Reset</u>	Job Actions:				
Job Filters Applied: Employer: All Available Job Filters	Delete Export Print Supervisors		(i) Select Action B	Below	y Action
My Jobs: +	□ Select/Deselect All Show 25 ▼ results p	er page		1 to 25 of 29 <-	< < <u>> >> </u>
Employer Name: - Show Jobs From All My Emp	LISTED – Jobs Currently Listed with Applicant Academic Resources Center	Data (if applicable)			
Job Status: -	Ref # Title	Contact	Job Type	App # Listed A	ctions
 Listed Jobs (2) Pending Approval (0) Review Mode (0) Storage Mode (27) 	6608 Test On Campus Stipend Job - 1 6607 Test On Campus FWS Job - 1/10/	Test On Campus Supervisor Test On Campus Supervisor	On-Campus Stipend On-Campus Federal Work Study	<u>1(1 New)</u> 01/10/18 <u>1(1 New)</u> 01/10/18	222

You may hire an online applicant by clicking the link under the 'App#' column link next to the applicable job.

Manage Applicants

긴 ບ	Mass Dai	rtmouth
Students JobX	Reporting Access & Audit	weicome, rest Un campus supervisor Logout
View Job Applications - Acad The list below contains all app glass icon (%). Previewing allo	lemic Resources Center - Test On Can lications that have been received for this j vs you to view the application without aff	npus Stipend Job - 1/10/18 Job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying "ecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.
You may filter the results Click the Apply Filter(s) bu First Name: Last Name:	by searching by First / Last name below. tton to filter the results. Click the Clear Fil	lter(s) button to return all records.
Apply Filter(s) Clea	r Filter(s)	
Delete Export Summary	Export Details Details Show 25 results per page	Send Greeting Reject Applicants Imail Applicants
Name Roy Rogers1	Email Address	App Date Status Flag Emailed? Resume Award Preview Actions

- > 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.



Interview and Selection

HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?



Schedule an Interview with Applicant(s)

Ú	UN	lass	Dartm	nouth			Welcome Test	
Students	JobX Repo	orting Access & Auc	it				weicome, res	t on campus supervisor Logout
View Job Applicati The list below conta glass icon (٩). Prev	ons - Academic ains all applicatio lewing allows yo	c Resources Center - ons that have been rece u to view the applicatio	Fest On Campus Stipe ived for this job. You many n without affecting the '	nd Job - 1/10/18 ay view an applicati 'New!'' status. Clicki	on by clicking eithe ng the Applicant na	· Applicant Name or Pre me removes the "New!"	view the applicati status and displa	on by clicking the magnifying ys the application details.
Filter by Nam You may filter Click the Apply First Name: Last Name:	e: the results by se Filter(s) button t	arching by First / Last r to filter the results. Clic Only show New?	ame below. k the Clear Filter(s) butto	on to return all reco	rds.			
Apply Filter(s)	Clear Filte	er(S)		_				
Delete E	Export Exp immary Det	oort Print ails Summary Show 25 T resu	Print Send Greeting	Reject Applicants A	Complicants	1 of 1 << < > >>		
Name Roy Roge	rs1	Email Address	A solutions.com	op Date Statu 1/10/2018 Net	s Flag Emailer w! 🏳	d? Resume Award Resume	Preview	Actions -

Click the box next to one or more applicants you wish to send a greeting email to schedule an interview. Next, click the 'Send Greeting'



Notify applicant(s) you wish to interview

🥢 UMass	Dartmouth
Students lobX Reporting Access 8	Audit
Ioh Application - Academic Resources Center - Test Or	n Campus Stinend Job - 1/10/18
Click here to return to reviewing applications.	
Suggested use: To set up interview schedules.	
Do NOT use for informing applicants when the job ha	s been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.
Email Applicants - Greeting	
	Default: Applicants selected if not greeted/interviewed or rejected.
	New! 🏳 🗷 Rogers1, Roy [royrogers1@ngwebsolutions.com]
То	Comma-separated list of other recipients' email addresses (i.e., walk in candidates). if any. Example: Joe®yahoo.com, Mary@hotmail.com
From	teston@ngwebsolutions.com
Subject	Job: Test On Campus Stipend Job - 1/10/18 *
	🔤 B I U 🚥 🏟
Body	I am interested in meeting with you to discuss your interest in the Test On Campus Stipend Job - 1/10/18 job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.
Send Cancel	

- This feature is utilized to reach out to one or more students. If you select more than one student to interview, individual e-mails will be sent to each student selected. 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 other email recipients in the 'To' box, then click on the "Send" button.

nextgen?

Job

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?



Notify applicant(s) they did NOT get the Job

// UN	/lass _{Da}	artmouth
Students JobX Re	porting Access & Audit	Welcome, Test On Campus Supervisor Logout
View Job Applications - Acader The list below contains all applica glass icon (%). Previewing allows Filter by Name: You may filter the results by Click the Apply Filter(s) butto First Name: Last Name: Apply Filter(s) Clear F	nic Resources Center - Test On Ca tions that have been received for th you to view the application without a searching by First / Last name below n to filter the results. Click the Clear Only show New?	Campus Stipend Job - 1/10/18 this Job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying t affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details. ww. ar Filter(s) button to return all records.
Delete Export E Summary D	Export Print Print Idetails Summary Details	Send Reject Email Greeting Applicants Applicants
Select/Deselect All	Show 25 v results per page	1 to 1 of 1 << < > >>
Nar Roy Rogers1	Email Address royrogers1@ngwebsolutions.co	App Date Status Flag Emailed? Resume Award Preview Actions .com 1/10/2018 New! \not Resume Q Actions -

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

💋 UMass	Dartmouth
Chudente Jahy Departies Assess	Audia
In Students Jobs Reporting Accession	Audit
Job Application - Academic Resources Center - Test On	Campus Stipend Job - 1/10/18
Click here to return to reviewing applications,	see this lob
suggested use. To inform applicants and and you not	Per num Jane
Do NOT use for informing applications that the job ha	s been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.
Email Applicants - Rejection	
	Default: No applicants selected. You must select recipients.
	New! 🏳 🗹 Rogers1, Roy [royrogers1@ngwebsolutions.com]
То	Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hoomail.com
From	teston@ngwebsolutions.com
Subject	Job: Test On Campus Stipend Job - 1/10/18 - Not Available
Body	■ B I U = ↔ You recently submitted an on-line application for the Test On Campus Shpend Job - 1/10 18 job opening. I regret to inform you that the position has been filled. Tkank you very much for your interest in the position.
Send Cancel	•

- This feature is utilized to inform one or more 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.



Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?



VI N	lass Dartmouth	Students JobX Reporting Access & Audit		
Students JobX Report	rting Access & Audit	View Job Applications - Academic Resources Center - Test On Campus Stipend Job - 1/10/18		
	To add a job, please select an employer from the employer dropdown list presented in the filters to the left.	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 (4,). 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.		
Your Selections: Reset	Job Actions:	Values of films the set of the human ships her films for a same heles.		
Job Filters Applied: Employer: All Available Job Filters	Image: Supervisors Image: Supervisors Image: Supervisors Image: Supervisors (1) Select Action 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?		
My Jobs: +	Select/Deselect All Show 25 V results per page	Apple Electricity Classe Electricity		
Employer Name: - Show Jobs From All My Emp	LISTED – Jobs Currently Listed with Applicant Data (if applicable) Academic Resources Center			
Job Status: -	Ref # Title Contact Job Type 🔪 App #			
 Listed Jobs (2) Pending Approval (0) Review Mode (0) 	6608 Test On Campus Stipend Job - 1 Test On Campus Supervisor On-Campus Stipend 1(1 New) 6607 Test On Campus FWS Job - 1/10/ Test On Campus Supervisor On-Campus Federal Work Study 1(1 New)	Delete Export summary Prime beams Delete Delete Select/Deselect All Show 25 results per page 1 to 1 of 1 <<< >>>		
Storage Mode (27)		Name Email Address App Date Status Flag Emailed? Resume Award Preview Actions		
		Roy Rogers1 royrogers1@ngwebsolutions.com 1/10/2018 Newl P Resume Actions Emeil Application Delete Application Hire Applicant		

If you wish to hire the student, after clicking the "# Applicants" link next to the job on your control panel, please select 'Hire Applicant' from the Action dropdown list next to the applicant's name you wish to hire.

UMass Dartmout	th		Welcome, Test On Campus Supervisor <u>Logout</u>
Students JobX Reporting Access & Audit			
Hire Students For Job: Test On Campus Stipend Job - 1/10/18 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 ap	ply On-line	
Roy a Rogers1	First Name M 1.	iddle Last Name	Employee ID
	Go to step 2		

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



	26	U	Ma	SS	Dartm	outh		Welcome, Test O	n Campus Supervisor <u>Logout</u>
1	Students	JobX	Reporting	Access & Audit					
Hir For	r e Student(s) St Job: Test On Car	ep 2: Fill mpus Stij	Out Hire Info pend Job - 1/10))/18					
Val	idate Employees								
1	Employee			E	nter ID:				
1	[X] Roy a Roger	rs1		1	1111111	*			
	Check Employe	e ID							

- The Employee's ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student ID, you can correct their ID by typing over the pre-filled ID. Please note: If their ID has been mis-typed, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.
- > Next, click 'Check Employee ID' to launch the hire validation service for this employee.



Hire an Employee Flow – Fail Validation

			Send ar	email	
	Mass	Dartmouth	From To	teston@ngwebsolutior royrogers1@ngwebsolu	ns.com utions.com
Students JobX	Reporting Access & Au	Udit Welcome	CC		
Hire Student(s) Step 2: Fill C	out Hire Info		Bcc		
For Job: Test On Campus Stipe	nd Job - 1/10/18		Subject	Hire Validation Results	5
Validate Employees				BIUS y y2	
Employee		Enter ID:			
IXI Roy a Rogers1		111111111 *		Below are the results	s of an attempt to hire. If there are issues preventing a succesful hire please visit the
Check Employee ID				finiancial aid office t	to resolve.
				✓ Enrolled	The student is Enrolled
				X GradStudent	The student must be recognized as a Graduate Student in COIN
Validation Lookup Results				✓ I9 Present	I9 must be present
Roy a Rogers1:			Body	✓ W4 Present	W4 must be present
×	GradStudent	The student is Enrolled The student must be recognized as a Graduate Student in COIN			
4	19 Present	19 must be present			
Fmail Results	W4 Present	W4 must be present			
	_				
The employee did not every	ideation and some at he bird	and the first stress			
The employee did not pass validation and cannot be hired at this time. Click the "Cancel" button to cancel this hire.					
Cancel					
				Send Email	

- > 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 the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.



Hire an Employee Flow – Pass Validation

		Dartmouth	Welcome, Test On Campus Supervisor Log
Students Jo	bX Reporting Access &	& Audit	
re Student(s) Step 2 r Job: Test On Campu	: Fill Out Hire Info s Stipend Job - 1/10/18		
lidate Employees			
Employee		Enter ID:	
[X] Roy a Rogers1		*	
X Roy a Rogers1]	*	
X1 Roy a Rogers1 Check Employee ID Validation Lookup Re	sults	*	
IXI Roy a Rogers1 Check Employee ID Validation Lookup Re Roy a Rogers1:	sults	*	
IXI Roy a Rogers1 Check Employee ID Validation Lookup Re Roy a Rogers1: ✓	sults	111111111 *	
X Roy a Rogers1 Check Employee ID Validation Lookup Re Roy a Rogers1: ✓	sults Enrolled GradStudent	The student is Enrolled The student is recognized as a Graduate Student in COIN	
X Roy a Rogers1 Check Employee ID Validation Lookup Re Roy a Rogers1:	sults Enrolled GradStudent I9 Present	The student is Enrolled The student is recognized as a Graduate Student in COIN I9 must be present	
X Roy a Rogers1 Check Employee ID Validation Lookup Re Roy a Rogers1:	Enrolled GradStudent I9 Present W4 Present	111111111 * The student is Enrolled The student is recognized as a Graduate Student in COIN 19 must be present W4 must be present	
X Roy a Rogers1 Check Employee ID Validation Lookup Re Roy a Rogers1:	Enrolled GradStudent I9 Present W4 Present	* The student is Enrolled The student is recognized as a Graduate Student in COIN 19 must be present W4 must be present	

If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a "Continue" button will be presented to continue the hire 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.

🥢 UMass	Dartmouth	
		Welcome, Test On Campus Supervisor Logout
❀ Students JobX Reporting Access & A	Audit	
Hire Student(s) Step 2: Fill Out Hire Info For Job: Test On Campus Stipend Job - 1/10/18		
Employee First Name	Rov	
Employee Middle Name		
Employee I act Name	Paracel	
Employee ID number	111111111	
Employee to number		
Hours par week		
Estimated Employment Start Date (mm/dd/aaaa)	01-10-2018	
Estimated Employment End Date (mm/dd/ana/)	05-21-2018 *	
Stinged Commitment		
Pudget Combo Code 1		
Budget Combo Code 1 %		
Budget Combo Code 1		
Budget Combo Code 2		
Budget Combo Code 2 70		
Budget Combo Code 3		
Budget Combo Code 3 %		
Budget Combo Code 4		
Budget Combo Code 4 %	Conducto Descenth Assistantable	
Is this a hire or a re-hire?	Hire Re-Hire*	
Additional Notes		
Submit Request		





Approved for Hire

Next Step: Approved for Hire

Your hire will automatically be approved once you click the Email Hire Approval button! A confirmation message will be displayed stating the hire has been sent to the hire archive.



Questions?

Please contact the Student Employment at:

508-999-8643



