Student Employee

JOBX TRAINING

=Total Solution

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

Benefits for Students

Apply for multiple jobs with one application

JobMail notifications on potential jobs matches

Job searches based on skills

Accelerated online hiring process

Elimination of paper forms

Automated notices throughout the job search process

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 SUNY-Downstate Sciences University processes

Training Agenda

👉 Login to JobX

✓ Complete a JobMail Subscription

🔍 Find a Job
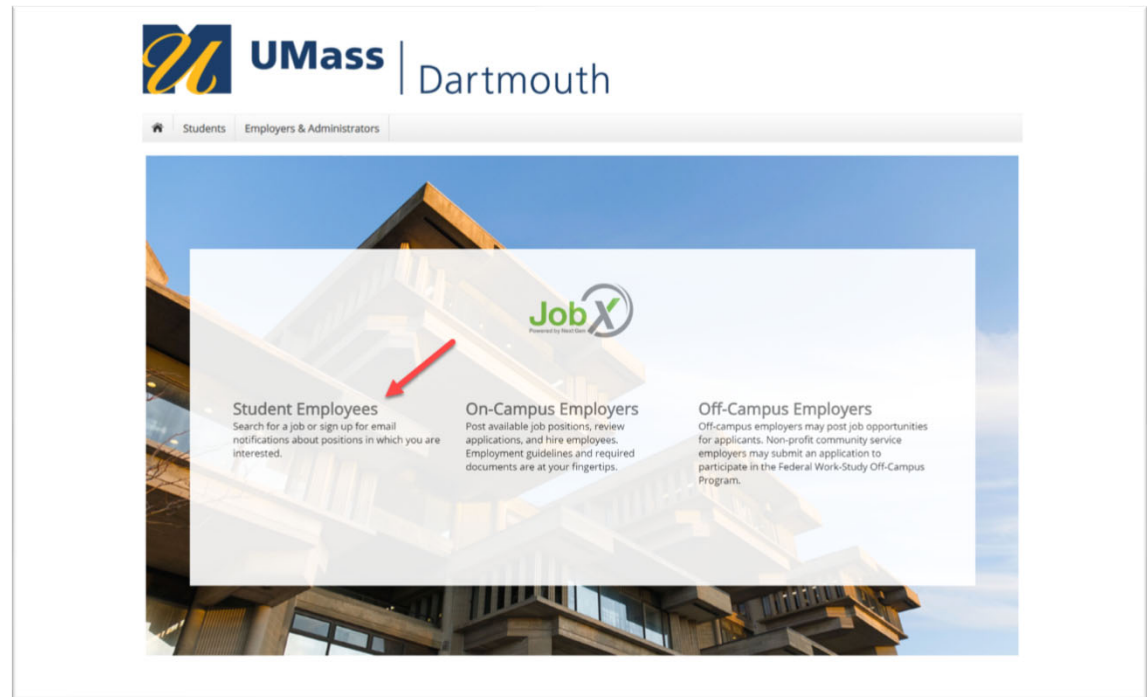
📋 Apply for a Job

Login to JobX 'My Dashboard' Feature

Login JobX

Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Student Employees' link.

University of Massachusetts - Dartmouth University's JobX Site:
https://umassd.studentemployment.ngwebsolutions.com/

My Dashboard

What is the JobX My Dashboard Feature?
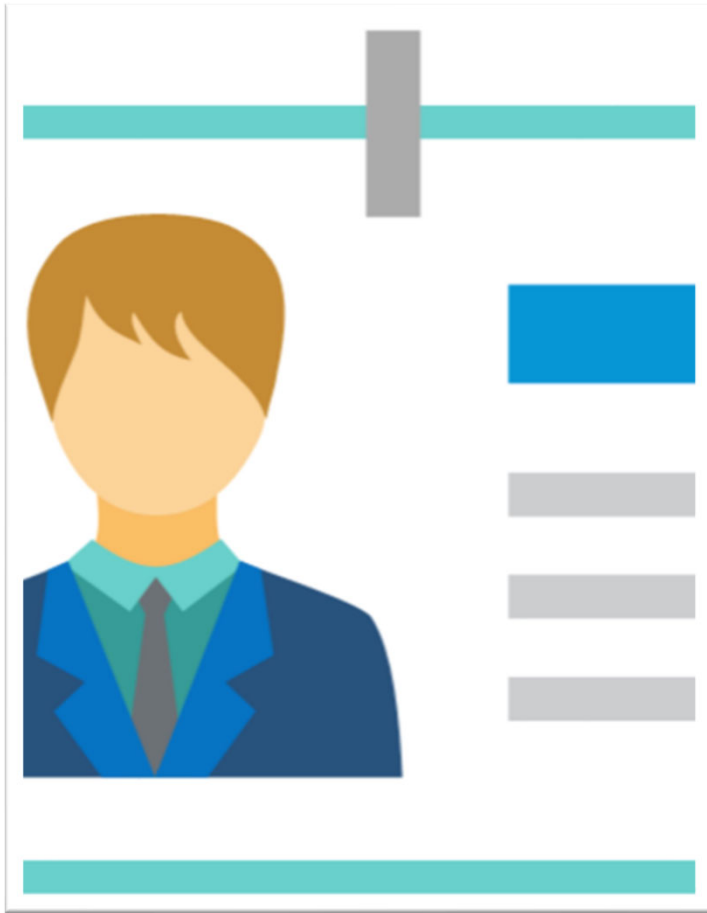
➢ The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.

➢ 'My Dashboard' Includes:
- ❖ **Applications**: Status, View, Print, Withdraw
- ❖ **Offers**: Accept/Decline Job Offers
- ❖ **Hires**: Past /Current / Future
- ❖ **JobMail Subscriptions**

What is the 'My Dashboard' Feature?

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

To access the current/future/old hires, applications, and/or JobMail subscription, simply click the respective tab you wish to view.

What is the 'My Dashboard' Feature?

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

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. Please note: The withdraw icon will not be visible for job applications with a status of "Hired" or "Pending". 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.

JobMail

What is JobMail?

JobMail notifies you about potential jobs matches based on your interest

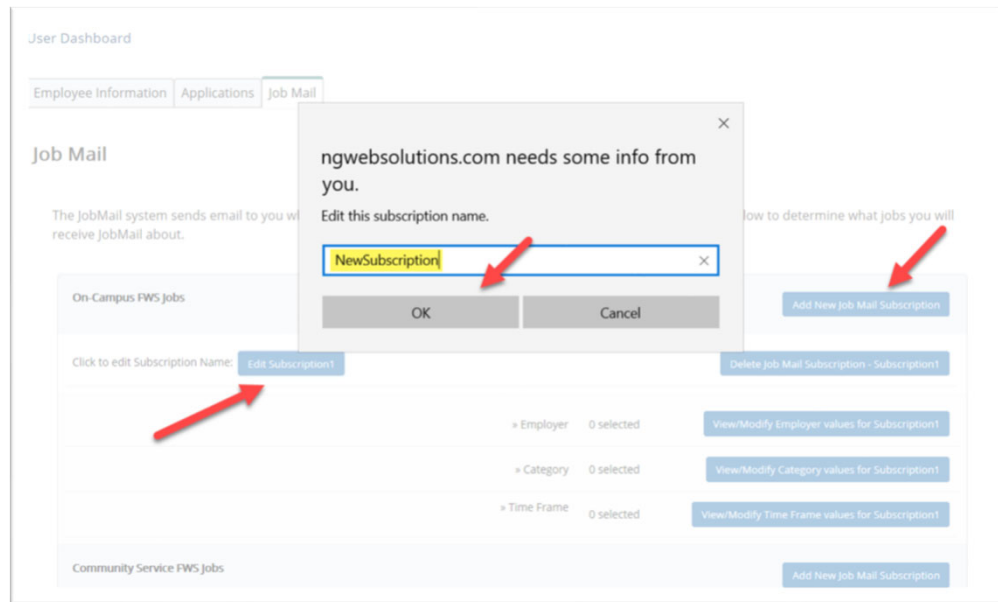Must complete a JobMail Subscription to receive notifications

After JobMail setup you will receive notification on new job listings that interest you

The email will provide all details about the job to assist you in identifying a great job opportunity

nextgen WEB SOLUTIONS   JobX Powered by NextGen

Configure your JobMail Subscription

➢You may create multiple subscriptions and name them as desired for each Job Type (Federal Work Study, Off-Campus, Institutional Employment, VUMC) supported by JobX

❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription

➢For each subscription, you may set criteria

❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)

❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)

❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

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 (Department/Employer, Category, and Time Frame).

Configure your JobMail Subscription

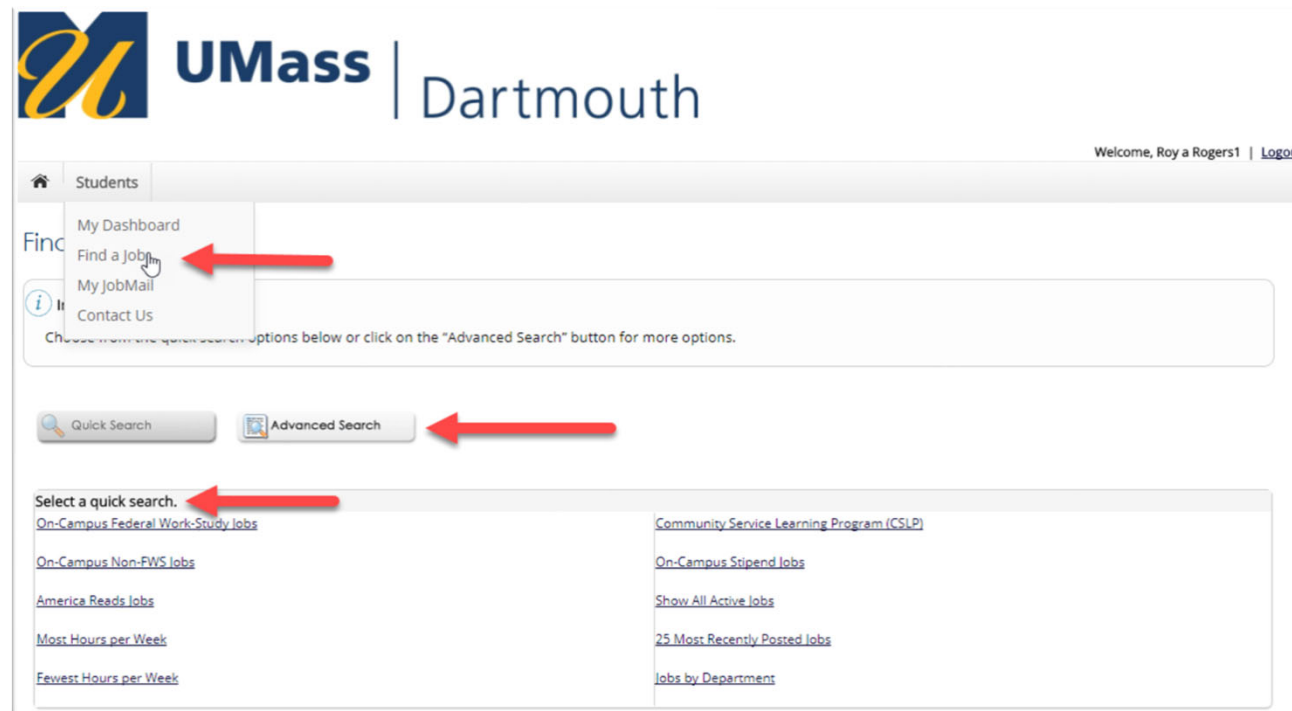> ➢ Click one of the 'Save Subscription(s)' buttons to save your subscription.

Find a Job

Quick Search: A search containing pre-defined criteria

Click the 'Find a Job' function from the Students Menu.

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

Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

➢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:

❖Search by Job Type Population (On-Campus, Off-Campus, etc…)

❖Keyword(s) Search

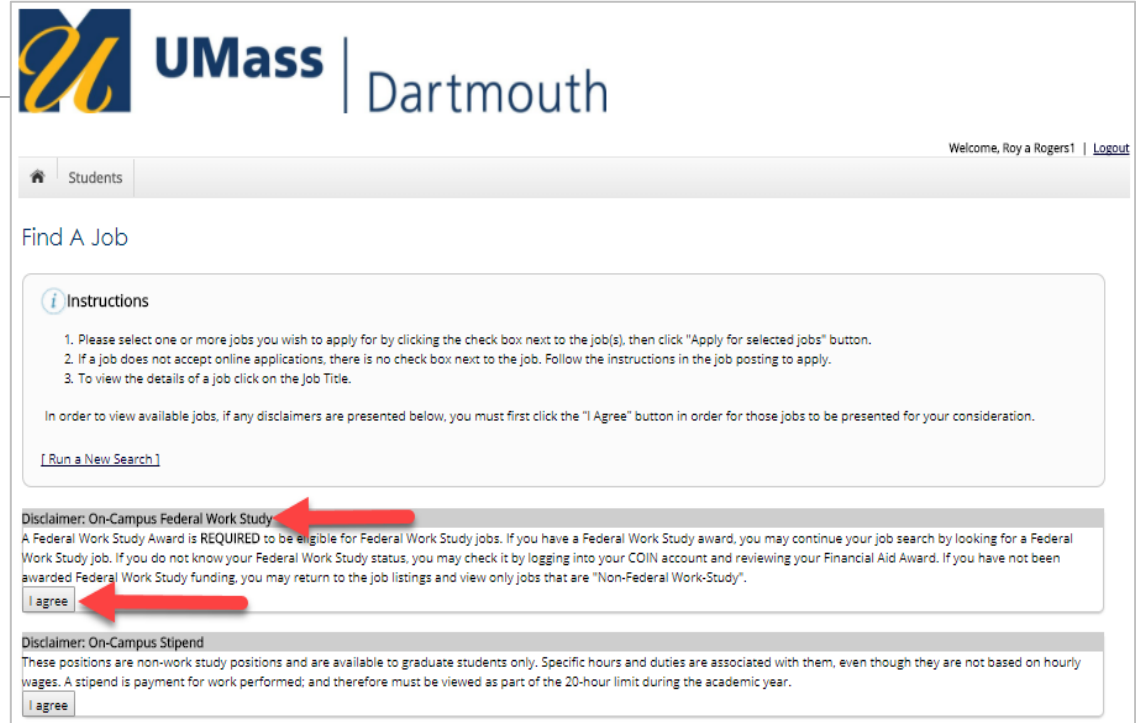❖Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

Apply for a Job

UMass Dartmouth Disclaimer Statements

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

A UMass Dartmouth Disclaimer statement will be presented for each Job Type (On-Campus Federal Work Study, On-Campus Stipend) you selected.

After you've successfully reviewed the applicable UMass Dartmouth 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!

Simply click the box next to one or more jobs you wish to submit an application.

Then, click the 'Apply for selected jobs' link.

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 to the hiring supervisors for all the jobs you selected, please click the "Submit" button at the end of the application.

Hired

Next Step: Approved for Hire

Once you receive your hire approval email you may contact your supervisor to arrange first day of work.

Questions?

Please contact the Student Employment at:

508-999-8643