



UMass | Dartmouth



Student Employee

JOBX TRAINING



=Total Solution

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



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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



JobX 'My Dashboard' Feature



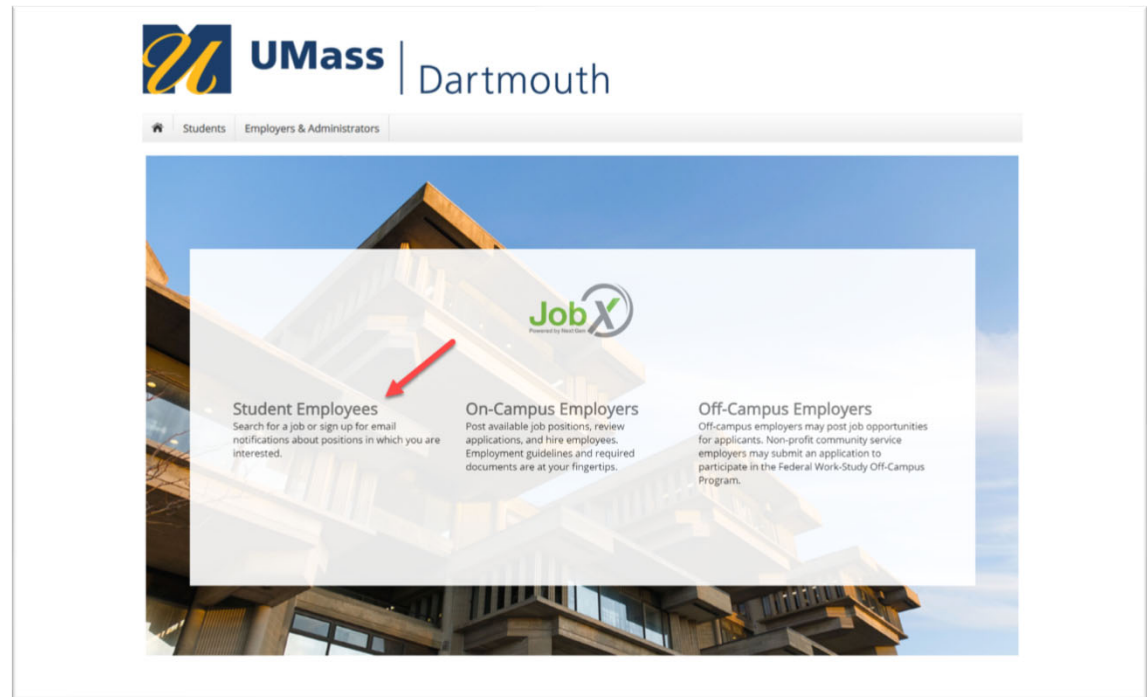
Login JobX

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Login to JobX

Navigate to your school's customized JobX Site

Then click on the 'Student Employees' link.



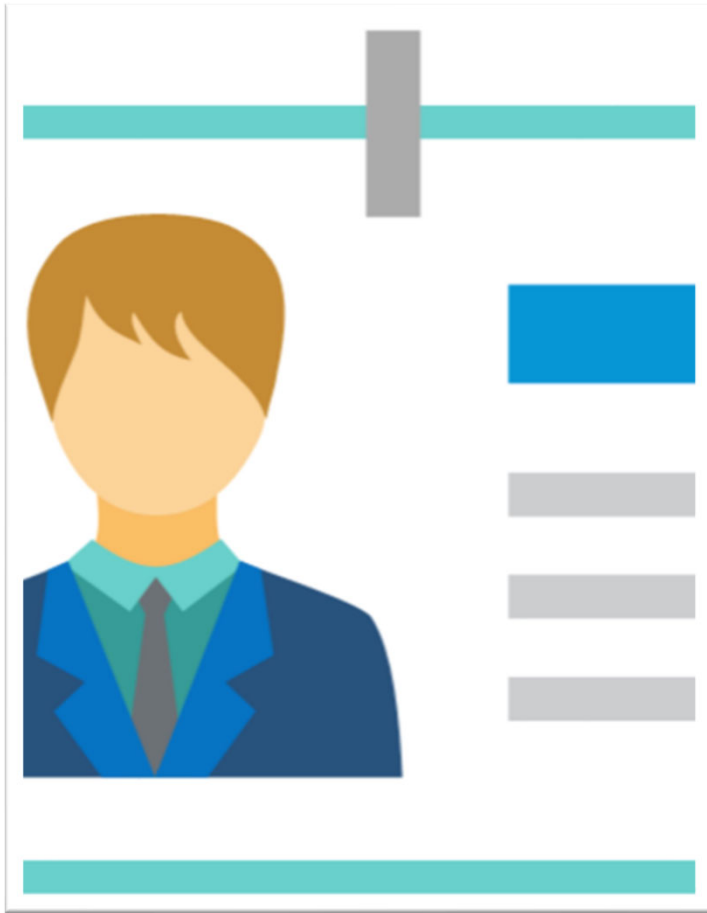
University of Massachusetts - Dartmouth University's JobX Site:
<https://umassd.studentemployment.ngwebsolutions.com/>



My Dashboard

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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?

The left screenshot shows the UMass Dartmouth HR system interface. A red arrow points to the 'My Dashboard' option in the 'Students' menu. The right screenshot shows the 'User Dashboard' with three tabs: 'Employee Information', 'Applications', and 'Job Mail'. Red arrows point to each of these tabs. The 'Employee Information' tab is selected, showing a table of hires and awards.

Hires

Job Title	Cost Center
Test On Campus Stipend Job - 1/10/18	Academic Resources Center

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Awards

Award Name	Amount
Federal Work Study	\$1,000.00

User Dashboard

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test On Campus Stipend Job - 1/10/18	Academic Resources Center	\$0.00	01/10/2018	05/31/2018	Test On Campus Supervisor

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Spring 2018 (01/21/2018 - 05/01/2018)

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?

The screenshot displays the UMass Dartmouth 'My Dashboard' interface. At the top, the UMass Dartmouth logo is visible. Below the logo, the text 'User Dashboard' is shown. A navigation bar includes 'Employee Information', 'Applications', and 'Job Mail'. A dropdown menu for 'Display' is set to 'Current/Future'. The 'Hires' section contains a table with columns: Job Title, Cost Center, Wage, Start Date, End Date, and Supervisor. Two rows are listed: 'Test On Campus FWS Job - 1/10/18' and 'Test On Campus Stipend Job - 1/10/18'. Two red arrows point to the 'Job Title' column header and the first row. Below the table, a legend indicates: ☐ = Active, ☐ = Inactive, ☐ = Closed, ☐ = Pending. The 'Awards' section contains a table with columns: Award Name, Amount, Balance, and Term. One row is listed: 'Federal Work Study'.

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Welcome, Roy a Rogers1 | Logout

Students

User Dashboard

Employee Information Applications Job Mail

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test On Campus FWS Job - 1/10/18	Academic Resources Center	\$11.00	01/10/2018	06/30/2018	Test On Campus Supervisor
Test On Campus Stipend Job - 1/10/18	Academic Resources Center	\$0.00	01/10/2018	05/31/2018	Test On Campus Supervisor

☐ = Active ☐ = Inactive ☐ = Closed ☐ = Pending

Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	FWS Spring 2018 (01/21/2018 - 05/01/2018)

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

Applications

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Welcome, Roy a Rogers1 | [Logout](#)

Students

User Dashboard

Employee Information Applications Job Mail

Display 1 Year Application Data

Applications

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
6607	Test On Campus FWS Job - 1/10/18	Academic Resources Center	Pending	1/10/2018	4			
6608	Test On Campus Stipend Job - 1/10/18	Academic Resources Center	Hired	1/10/2018	4			

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

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What is JobMail?



JobMail notifies you about potential jobs matches based on your interest



Must complete a JobMail Subscription to receive notifications



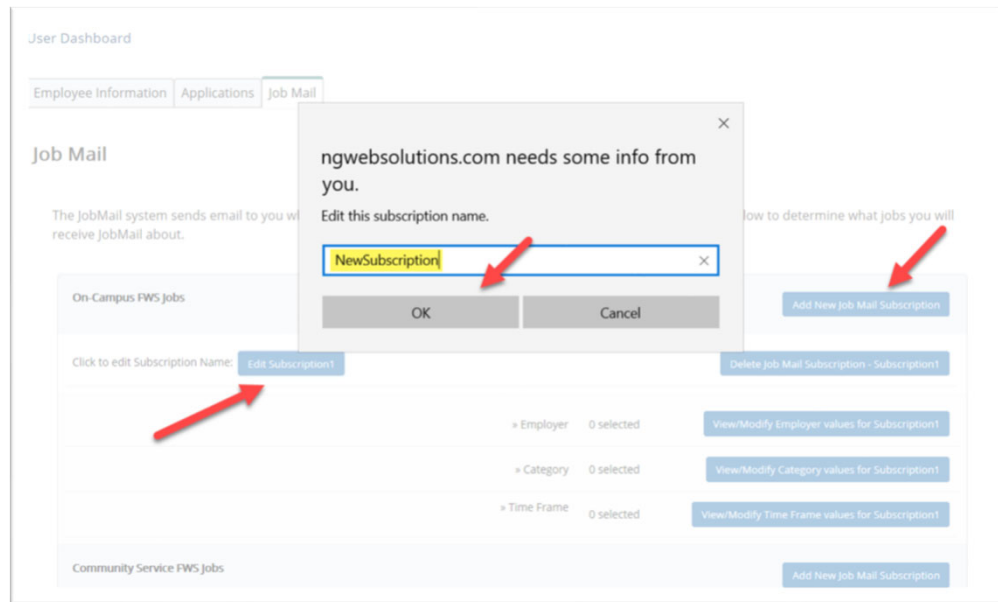
After JobMail setup you will receive notification on new job listings that interest you



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



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

Choose Employer(s) [Close]

Selected Items [Remove All Options]

Click [remove] to remove an item to the list
None selected

Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing
- Center
- Academic Computing Center - Warrington
- Academic Programs - Milton Campus
- Admissions - Milton
- Admissions - Warrington
- Admissions and Information Center
- Antimicrobial Health

Click Done when complete

[Done]

Note: A red arrow points to the [add] button next to 'Academic Computing'.

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. Save Subscription(s)

On-Campus FWS Jobs Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

» Employer	3 selected	modified	View/Modify Employer values for NewSubscription
» Category	1 selected	modified	View/Modify Category values for NewSubscription
» Time Frame	2 selected	modified	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscription(s)

Note: Red arrows point to the 'View/Modify' buttons for Employer, Category, and Time Frame in the On-Campus FWS Jobs section.

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

Configure your JobMail Subscription

Choose Employer(s) [Close] [Remove All Options]

Selected Items

Click [remove] to remove an item to the list

Academic Computing Center [remove]

Available Items [Add All Options]

Click [add] to add an item to the list

- Academic Computing Center - Warrington [add]
- Academic Programs - Milton Campus [add]
- Admissions - Milton [add]
- Admissions - Warrington [add]
- Admissions and Information Center [add]
- Admissions, Health Programs [add]
- Adult Basic Education [add]

Click Done when complete [Done]

Job Mail

system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will be notified about. [Save Subscription(s)]

FWS Jobs [Add New Job Mail Subscription]

Subscription Name: [Edit NewSubscription] [Delete Job Mail Subscription - NewSubscription]

- » Employer 3 selected modified [View/Modify Employer values for NewSubscription]
- » Category 1 selected modified [View/Modify Category values for NewSubscription]
- » Time Frame 2 selected modified [View/Modify Time Frame values for NewSubscription]

Community Service FWS Jobs [Add New Job Mail Subscription]

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription(s)]

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

Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscription to receive JobMail about.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

On-Campus FWS Jobs

Click to edit Subscription Name: [Edit NewSubscription](#)

» Employer 3 selected *modified*

» Category 1 selected *modified*

» Time Frame 2 selected *modified*

Community Service FWS Jobs

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscription\(s\)](#)

Choose Employer(s)

Selected Items [\[Remove All Options\]](#) [Close](#)

Click [remove] to remove an item to the list

Academic Computing Center - [\[remove\]](#)

Available Items [\[Add All Options\]](#)

Click [add] to add an item to the list

Academic Computing Center - Warrington [\[add\]](#) ^

Academic Programs - Milton Campus [\[add\]](#)

Admissions - Milton [\[add\]](#)

Admissions - Warrington [\[add\]](#)

Admissions and Information Center [\[add\]](#)

Admissions, Health Programs [\[add\]](#)

Adult Basic Education [\[add\]](#) v

Click Done when complete

[Done]

- 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

User Dashboard

Employee Information Applications **Job Mail**

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. **Save Subscription(s)**

On-Campus FWS Jobs

Add New Job Mail Subscription

Click to edit Subscription Name: **Edit NewSubscription** **Delete Job Mail Subscription - NewSubscription**

» Employer	3 selected	<i>modified</i>	View/Modify Employer values for NewSubscription
» Category	1 selected	<i>modified</i>	View/Modify Category values for NewSubscription
» Time Frame	2 selected	<i>modified</i>	View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs

Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. **Save Subscription(s)**

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



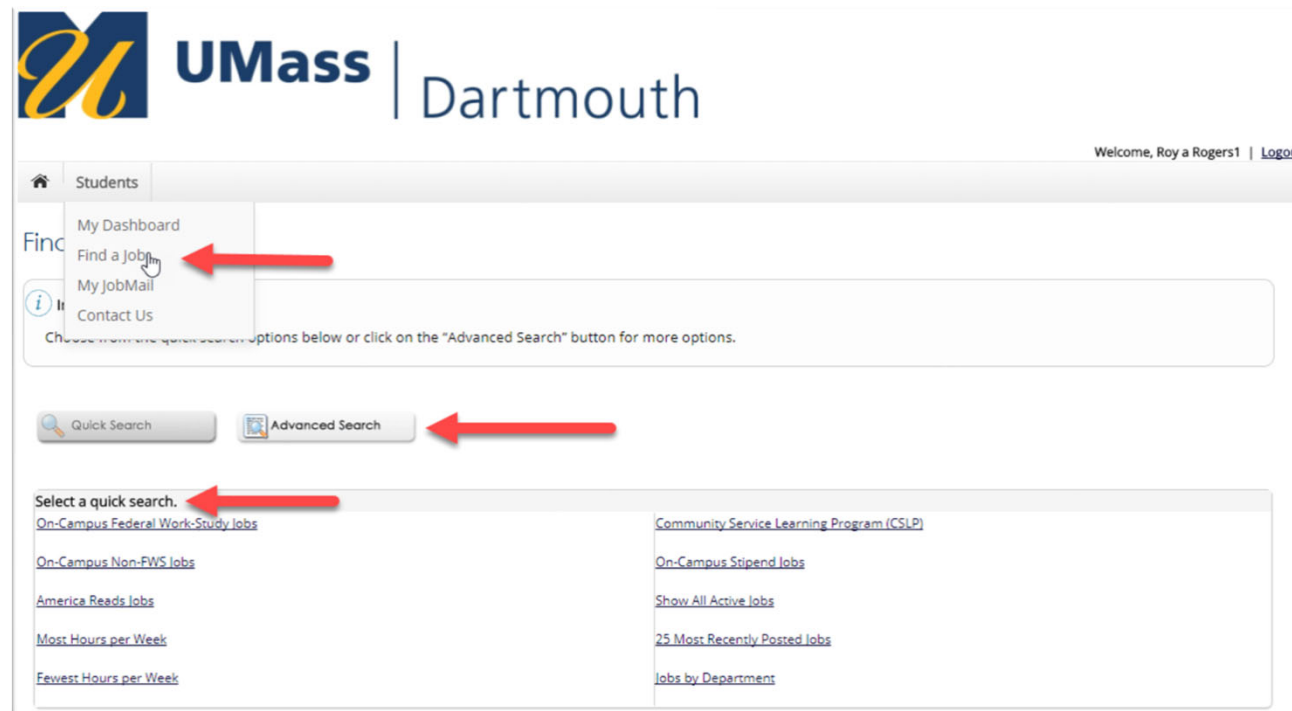
Find a Job

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

The screenshot shows the 'Find A Job' section of a web application. At the top, there are navigation links for 'Employees' and 'Help', and a user greeting 'Welcome, Roy a Rogers1 | Logout'. Below this is a 'Find A Job' heading and an 'Instructions' box with a link to '[Run a New Search]'. Two buttons, 'Quick Search' and 'Advanced Search', are present; the 'Advanced Search' button is circled in red. Below the buttons, the 'Job Type(s)' section has radio buttons for 'On-Campus FWS jobs' (selected) and 'Community Service FWS jobs', with a red arrow pointing to the latter. An 'Update job type' button is also visible. A section titled 'Narrow your search with the following options. Selecting none for any search criteria implies all.' contains a 'Keyword(s):' input field. A large red box highlights the main search criteria section, which includes: 'Categories' with three dropdowns for 'Select Job Category (Up to 3)'; 'Employers' with three dropdowns for 'Select Job Employer (Up to 3)'; 'Time Frames' with checkboxes for 'Academic Year' and 'Spring'; 'Wage' with a 'Greater than:' dropdown set to 'Doesn't Matter'; and 'Hours per Week' with a 'Between' dropdown set to 'Doesn't matter' and an 'and' dropdown set to 'Doesn't matter'. A red arrow points to the 'Search' button at the bottom of this section.



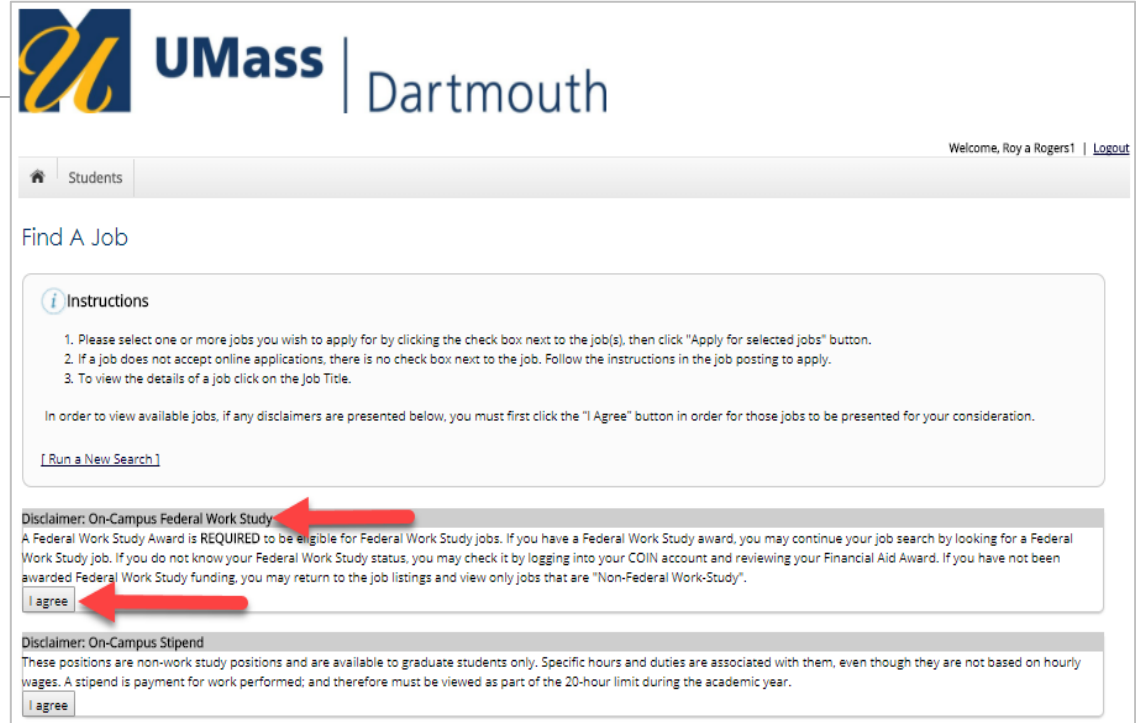
Apply for a Job

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.



The screenshot displays the UMass Dartmouth job application portal. At the top, the UMass Dartmouth logo is visible. Below the logo, a navigation bar includes a home icon and the text 'Students'. A welcome message 'Welcome, Roy a Rogers1 | Logout' is on the right. The main heading is 'Find A Job'. Below this, an 'Instructions' box contains three numbered steps: 1. Select jobs and click 'Apply for selected jobs'; 2. Follow instructions if no online applications; 3. Click on job title for details. A note states that disclaimers must be reviewed before viewing jobs. A link '[Run a New Search]' is provided. Two disclaimer sections follow: 'Disclaimer: On-Campus Federal Work Study' and 'Disclaimer: On-Campus Stipend'. Each section includes a brief explanation and an 'I agree' button. Red arrows point to these buttons.

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Welcome, Roy a Rogers1 | [Logout](#)

Students

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[Run a New Search \]](#)

Disclaimer: On-Campus Federal Work Study

A Federal Work Study Award is **REQUIRED** to be eligible for Federal Work Study jobs. If you have a Federal Work Study award, you may continue your job search by looking for a Federal Work Study job. If you do not know your Federal Work Study status, you may check it by logging into your COIN account and reviewing your Financial Aid Award. If you have not been awarded Federal Work Study funding, you may return to the job listings and view only jobs that are "Non-Federal Work-Study".

Disclaimer: On-Campus Stipend

These positions are non-work study positions and are available to graduate students only. Specific hours and duties are associated with them, even though they are not based on hourly wages. A stipend is payment for work performed; and therefore must be viewed as part of the 20-hour limit during the academic year.

Apply for one or more jobs with one single application!

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Welcome, Roy a Rogers1 | [Logout](#)

[Students](#)

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

[\[Run a New Search \]](#)

[Apply for selected jobs](#) [Show All Active Jobs](#)

Show All results per page 1 to 2 of Total Rows: 2 Prev Next

<input checked="" type="checkbox"/> Job Title: Test On Campus FWS Job - 1/10/18 Wage: \$11.00/hr to \$12.00/hr Openings: 5 Hours: 10 to 20 hours / week	Employer: Academic Resources Center Listed: 01/10/2018 Category: Administrative/Support Services Job Type: On-Campus Federal Work Study
<input checked="" type="checkbox"/> Job Title: Test On Campus Stipend Job - 1/10/18 Wage: \$11.00/hr Openings: 5 Hours: 10 to 20 hours / week	Employer: Academic Resources Center Listed: 01/10/2018 Category: Graduate Assistant Job Type: On-Campus Stipend

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.

The screenshot displays the UMass Dartmouth application portal. At the top, the UMass Dartmouth logo is visible. Below the logo, a navigation bar shows 'Students' and 'Apply To Job'. A welcome message 'Welcome, Roy a Rogers1 | Logout' is in the top right. A section titled 'Instructions' contains the text: 'Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered. Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.' Below this, a message states: 'By submitting the application below, you will be applying for the following jobs:'. Two job listings are shown: 'Test On Campus FWS Job - 1/10/18 - Academic Resources Center' and 'Test On Campus Stipend Job - 1/10/18 - Academic Resources Center'. The 'General' section contains a form with the following fields: 'Student ID' (111111111), 'First name' (Roy), 'Middle name' (a), 'Last name' (Rogers1), 'Email Address' (royrogers1@ngwebsolutions.com), 'Phone' (empty), 'Do you have a Federal Work Study award?' (Please select *), 'Major' (Please select), 'Upload Resume' (Choose File, No file chosen *), and 'Upload Cover Letter' (Choose File, No file chosen). A 'Submit' button is at the bottom.



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

