



UMass | Dartmouth



Supervisor

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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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

Training Agenda

Access JobX

Job Posting

Review and Hire Applicants

Approved for Hire

Questions



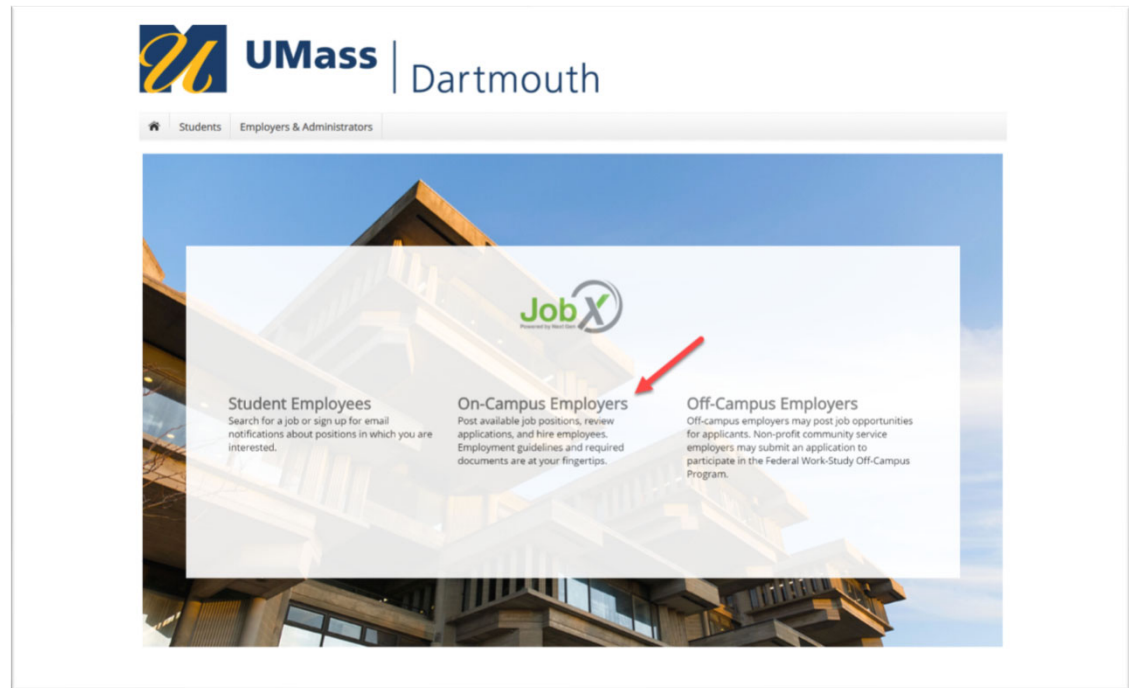
Access JobX

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Access JobX

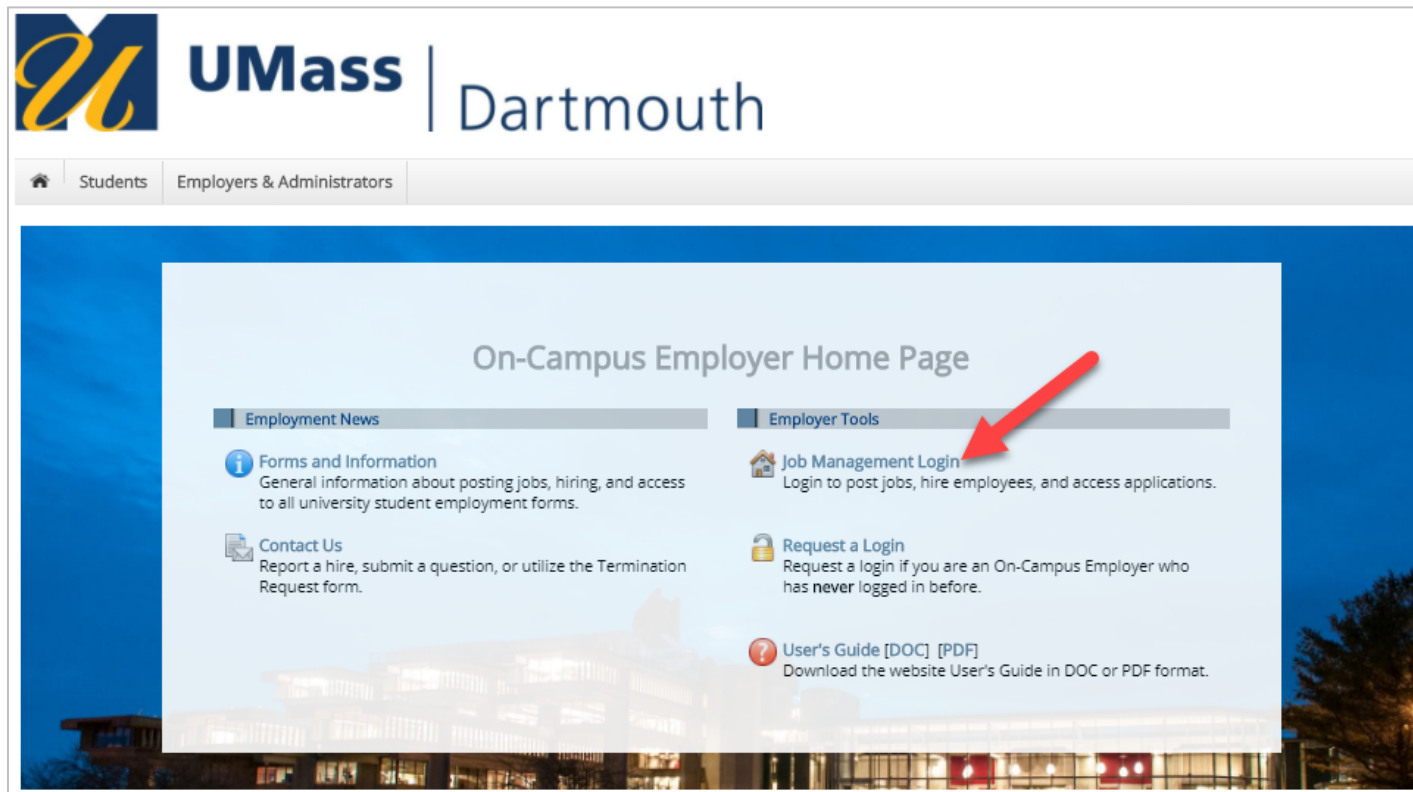
Navigate to your school's customized JobX Site

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

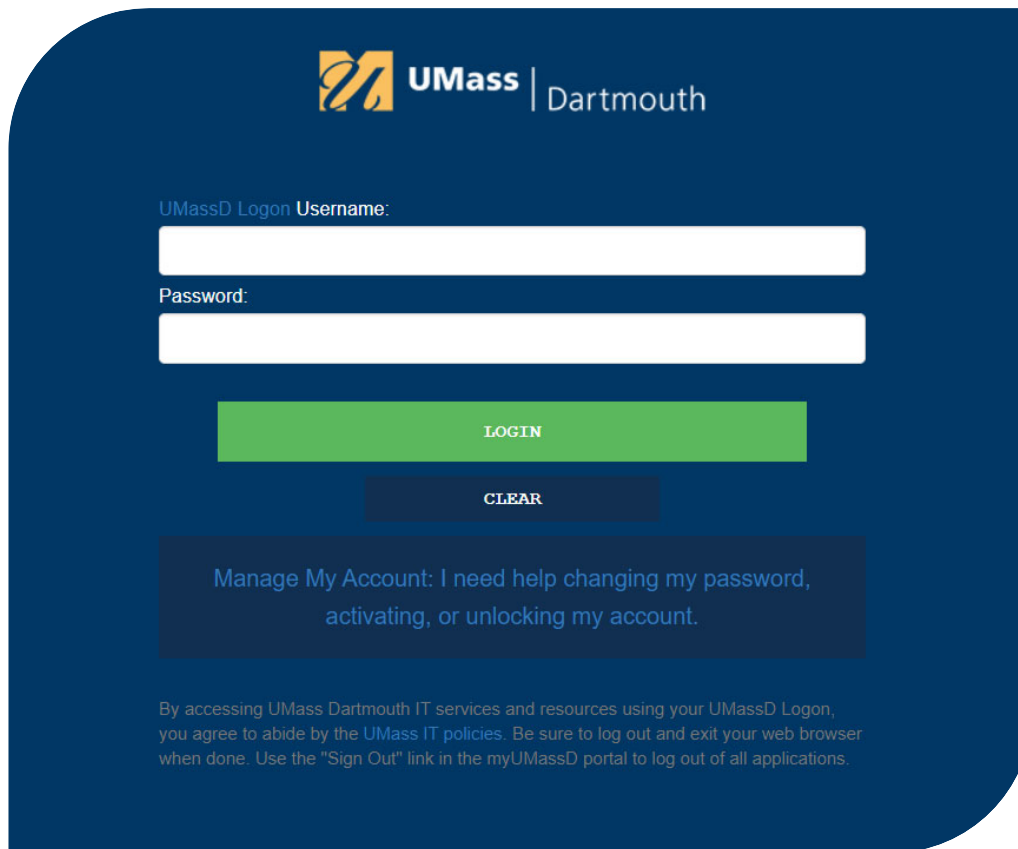


<https://umassd.studentemployment.ngwebsolutions.com>

On-Campus Employer Login



Click the 'Job Management Login' link.



The image shows a login interface for UMass Dartmouth. At the top, the UMass Dartmouth logo is displayed. Below it, the text "UMassD Logon Username:" is followed by a white input field. Underneath, the text "Password:" is followed by another white input field. A green button labeled "LOGIN" is positioned below the password field, and a dark blue button labeled "CLEAR" is below the login button. A dark blue box contains the text: "Manage My Account: I need help changing my password, activating, or unlocking my account." At the bottom, a small disclaimer states: "By accessing UMass Dartmouth IT services and resources using your UMassD Logon, you agree to abide by the UMass IT policies. Be sure to log out and exit your web browser when done. Use the 'Sign Out' link in the myUMassD portal to log out of all applications."

Login utilizing your UMass Dartmouth 'User Id' and 'Password'.



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On-Campus
Employer
Login to JobX



Job Postings

Create a Job Posting

HOW DO I POST A JOB IN JOBX?

Add a Job

UMass | Dartmouth

Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

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

Search Title, Description, Contact or Job | [Search](#)

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Emp. ▾

Job Status: -

- ☐ Listed Jobs (0)
- ☐ Pending Approval (0)
- ☐ Review Mode (0)
- ☐ Storage Mode (27)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

1 | Select Action Below -- | [Apply Action](#)

☐ Select/Deselect All Show | 25 | results per page

1 | to 25 of 27 | << < > >> |

STORAGE - Jobs NOT Currently Listed with NO Applicant Data

Ref #	Title	Contact	Job Type	App #	Listed	Actions
5173	Front Desk Receptionist	Sharon Allen	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5174	Tutoring Position	Sharon Allen	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5175	Front Desk Receptionist / Off...	Sharon Allen	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5176	Math Tutor	Sharon Allen	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5177	Tutoring Position	Sharon Allen	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5322	Office Aide	John Fernandes	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5499	Receptionist	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5500	Writing and Reading Center Tut...	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5501	Writing and Reading Center Tut...	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5502	Writing and Reading Center Tut...	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5503	Writing and Reading Center Tut...	Amy Parelman	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5504	Writing and Reading Center Tut...	Amy Parelman	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5505	Writing and Reading Center Tut...	Amy Parelman	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5506	Writing and Reading Center Tut...	Amy Parelman	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5507	Writing and Reading Center Tut...	Amy Parelman	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5696	Peer Mentor	Sharon Allen	On-Campus Non-FWS	0 (0 New)	☐	New Edit
5745	Office Assistant	Corinne Cortes	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5746	Office Assistant	Corinne Cortes	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5747	Office Assistant	Corinne Cortes	On-Campus Federal Work Study	0 (0 New)	☐	New Edit
5759	Science & Engineering Center...	John Fernandes	On-Campus Non-FWS	0 (0 New)	☐	New Edit

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

The screenshot shows the UMass Dartmouth JobX system interface. At the top, the UMass Dartmouth logo is displayed. Below the logo, a navigation bar contains links for Students, JobX, Reporting, and Access & Audit. A red arrow points to the 'Add a new job for' button, which is currently set to 'Academic Resources Center'. To the right of this button is a search bar with the placeholder text 'Search Title, Description, Contact or Job' and a 'Search' button. Below the navigation bar, the interface is divided into two main sections. On the left, the 'Your Selections:' section shows 'Job Filters Applied: Employer: Academic Resources Center' and a 'Reset' link. Below this, the 'Job Filters' section includes 'My Jobs:' with a plus sign, 'Employer Name:' with a dropdown menu set to 'Academic Resources Center', 'Job Status:' with a minus sign, and a list of filters: 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (22)'. The 'Job Type:' section has a plus sign. On the right, the 'Job Actions:' section contains icons for 'Delete', 'Export', 'Print', and 'Email Supervisors', a dropdown menu set to '-- Select Action Below --', and an 'Apply Action' button. Below these actions is a table of jobs. The table has columns for 'Ref #', 'Title', 'Contact', 'Job Type', 'App #', 'Listed', and 'Actions'. The table contains 8 rows of job data, all of which are currently listed as '0 (0 New)'. The jobs are: 5173 Front Desk Receptionist, 5174 Tutoring Position, 5175 Front Desk Receptionist / Offi..., 5176 Math Tutor, 5177 Tutoring Position, 5322 Office Aide, 5499 Receptionist, and 5500 Writing and Reading Center Tut....

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Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

Add a new job for Academic Resources Center

Search Title, Description, Contact or Job

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Academic Resources Center

Job Filters

My Jobs: +

Employer Name: -
Academic Resources Center

Job Status: -

☐ Listed Jobs (0)
☐ Pending Approval (0)
☐ Review Mode (0)
☐ Storage Mode (22)

Job Type: +

Job Actions:

-- Select Action Below --

☐ Select/Deselect All Show 25 results per page 1 to 22 of 22 | << < > >>

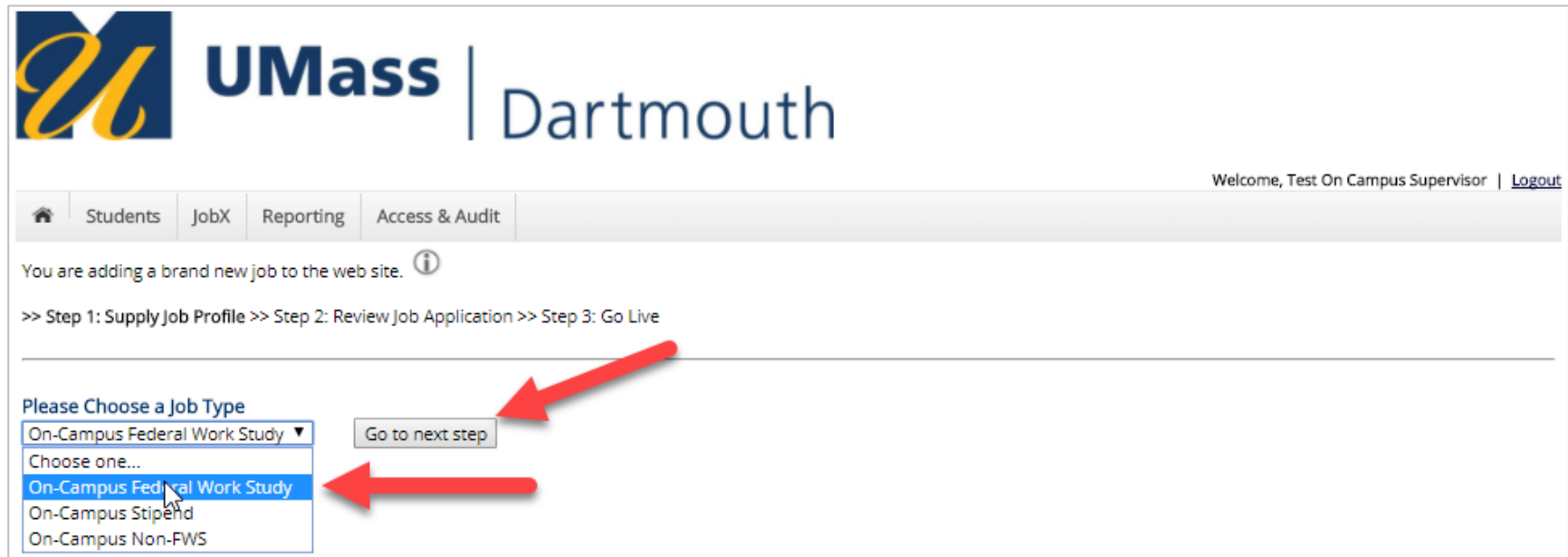
STORAGE - Jobs NOT Currently Listed with NO Applicant Data

Academic Resources Center

Ref #	Title	Contact	Job Type	App #	Listed	Actions
☐ 5173	Front Desk Receptionist	Sharon Allen	On-Campus Federal Work Study	0 (0 New)		i x
☐ 5174	Tutoring Position	Sharon Allen	On-Campus Federal Work Study	0 (0 New)		i x
☐ 5175	Front Desk Receptionist / Offi...	Sharon Allen	On-Campus Non-FWS	0 (0 New)		i x
☐ 5176	Math Tutor	Sharon Allen	On-Campus Non-FWS	0 (0 New)		i x
☐ 5177	Tutoring Position	Sharon Allen	On-Campus Non-FWS	0 (0 New)		i x
☐ 5322	Office Aide	John Fernandes	On-Campus Federal Work Study	0 (0 New)		i x
☐ 5499	Receptionist	Amy Parelman	On-Campus Federal Work Study	0 (0 New)		i x
☐ 5500	Writing and Reading Center Tut...	Amy Parelman	On-Campus Federal Work Study	0 (0 New)		i x

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

Add a Job



The screenshot shows the UMass Dartmouth JobX system interface. At the top is the UMass Dartmouth logo. Below it is a navigation bar with links: Home, Students, JobX, Reporting, and Access & Audit. A welcome message for 'Test On Campus Supervisor' with a 'Logout' link is on the right. The main content area shows a message: 'You are adding a brand new job to the web site.' followed by a progress indicator: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. Below this is a dropdown menu titled 'Please Choose a Job Type' with options: 'On-Campus Federal Work Study' (selected), 'Choose one...', 'On-Campus Federal Work Study', 'On-Campus Stipend', and 'On-Campus Non-FWS'. A 'Go to next step' button is to the right of the dropdown. Two red arrows point to the 'Go to next step' button and the 'On-Campus Federal Work Study' option in the dropdown.

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Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

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

On-Campus Federal Work Study ▼

Choose one...

On-Campus Federal Work Study

On-Campus Stipend

On-Campus Non-FWS

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.

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.

The screenshot displays a web form for adding a job profile. It includes sections for Job Category, Job Title, Job Description, Job Requirements, Number of Available Openings, Hours per Week, Start Date, End Date, Time Frame, Levels of employment, Recommended pay scale, Base pay rate, Primary Contact Person, Phone Number, Fax Number, Email, Location, Additional Contact People, and Desired Majors. Fields marked with a red asterisk are required.

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.

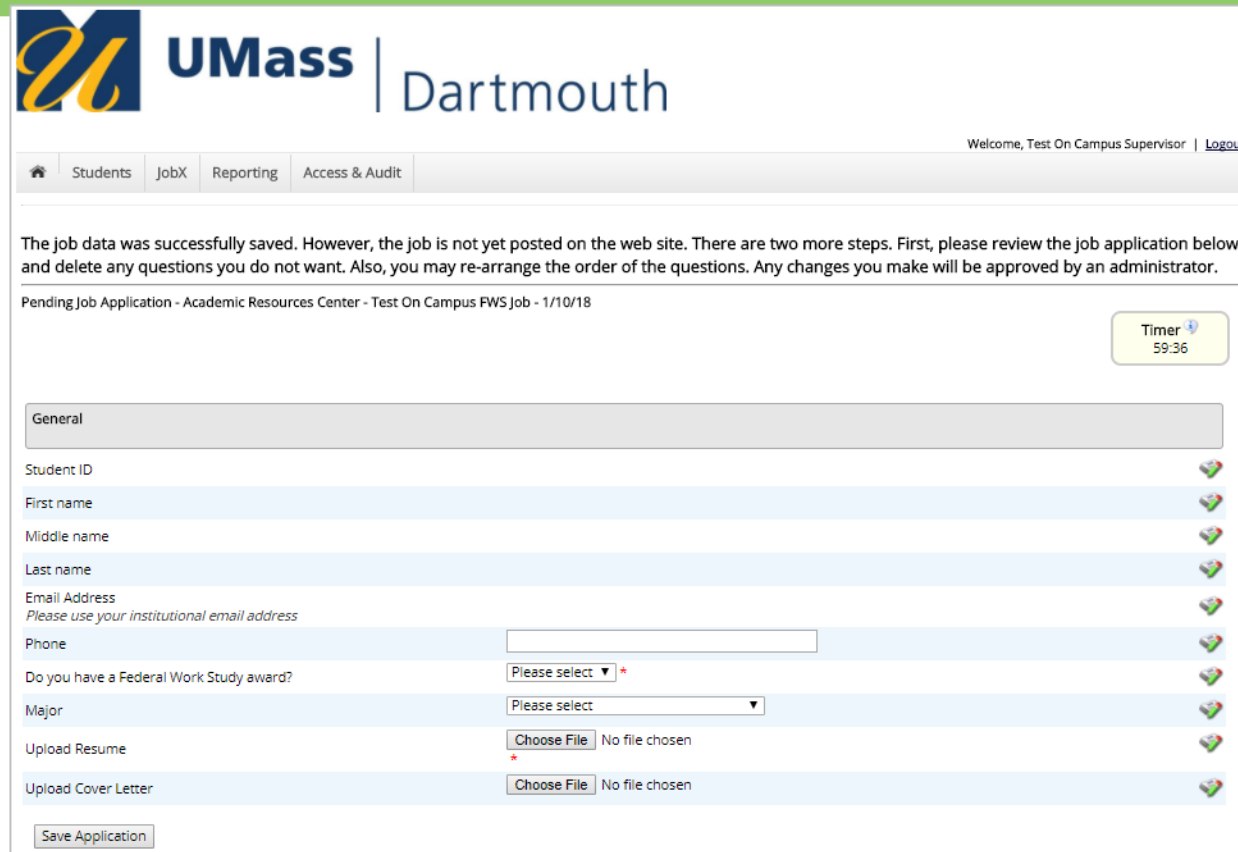
If you wish to have more than one Secondary Contact, press CTRL and select all applicable Secondary Contact names you wish to add to the job.

Select Desired Majors

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

The screenshot shows a web form for adding a job. It has several sections with text boxes and dropdown menus. The 'Job Category' and 'Job Title' fields are at the top. Below them are 'Job Description' and 'Job Requirements' with rich text editors. The 'Number of Available Openings' is a numeric field. 'Hours per Week' has a dropdown and a 'to' field. 'Start Date' and 'End Date' are date pickers. 'Time Frame' and 'Stipend Type' are dropdowns. There are checkboxes for 'Check here if this job will pay an hourly rate' and 'OR Check here if an hourly rate does not describe this job's compensation.' Below these are fields for 'Pay Range', 'Compensation Description', and 'Describe Compensation Here'. The bottom section is for contact information, including 'Primary Contact Person', 'Phone Number', 'Fax Number', 'Email', 'Location', 'Additional Contact People', and 'Desired Majors'. A 'Submit' button is at the very bottom.

Add a Job – Step 2 – Review Job Application



The screenshot shows the UMass Dartmouth Job Application Review interface. At the top, the UMass Dartmouth logo is displayed. Below the logo, a navigation bar contains links for Students, JobX, Reporting, and Access & Audit. A message states: "The job data was successfully saved. However, the job is not yet posted on the web site. There are two more steps. First, please review the job application below and delete any questions you do not want. Also, you may re-arrange the order of the questions. Any changes you make will be approved by an administrator." Below this message, the job title "Pending Job Application - Academic Resources Center - Test On Campus FWS Job - 1/10/18" is shown. A timer in the top right corner indicates 59:36. The main section is titled "General" and contains a list of application fields: Student ID, First name, Middle name, Last name, Email Address (with a note "Please use your institutional email address"), Phone, Do you have a Federal Work Study award? (with a "Please select" dropdown and a red asterisk), Major (with a "Please select" dropdown), Upload Resume (with a "Choose File" button and "No file chosen" text), and Upload Cover Letter (with a "Choose File" button and "No file chosen" text). Each field has a small icon to its right. At the bottom of the form is a "Save Application" button.

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.

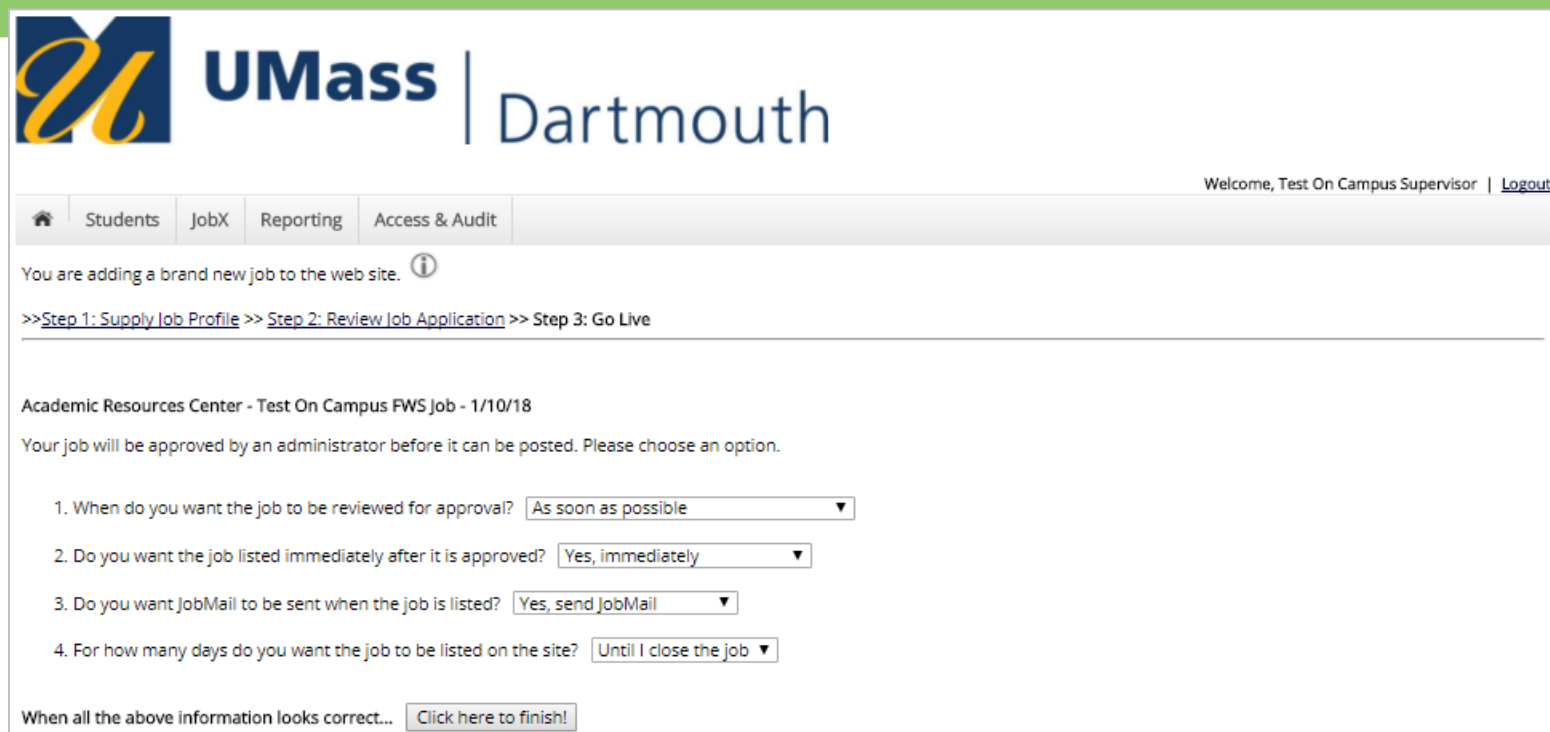
You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

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.

The screenshot shows a web form for adding a new question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". The "Create a New Question" tab is active. Below the tabs is the "Question Details" section, which contains a "Question Type" dropdown menu. A red arrow points to this dropdown, which is open, showing options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". Below the "Question Details" section is the "Application Behavior" section. It contains an "Application Section" dropdown menu with a red arrow pointing to it, showing options: "Select an existing section" and "Create a new section". Below this are "Other flags" with checkboxes for "Application input is required" and "Prefill this question from previous answer?". A red arrow points to the "Where To Add This Question?" dropdown menu, which shows "End of Application". 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



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Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

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

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?
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?

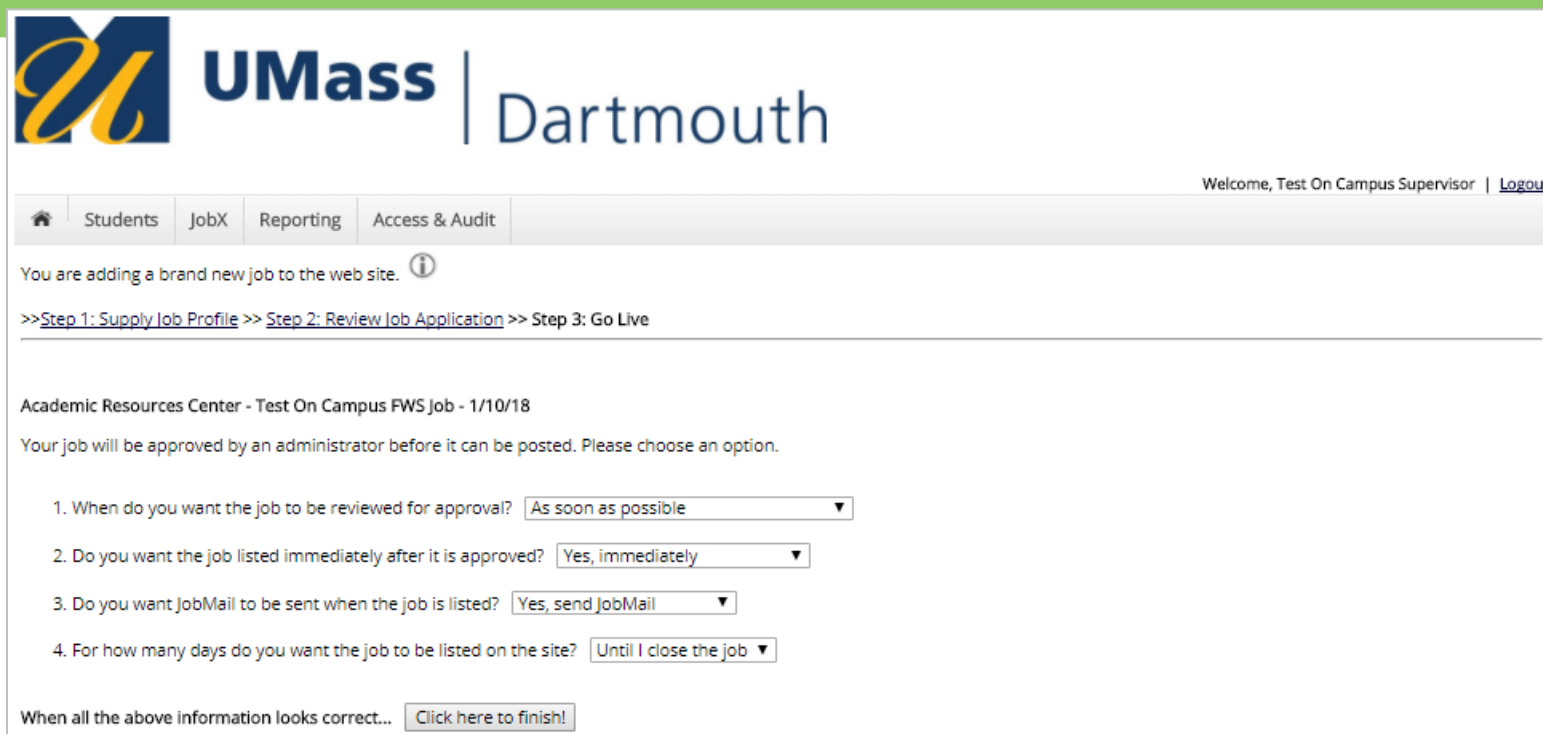
When all the above information looks correct... [Click here to finish!](#)

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)



The screenshot shows the UMass Dartmouth JobX system interface. At the top, the UMass Dartmouth logo is displayed. Below the logo, a navigation bar contains links for Students, JobX, Reporting, and Access & Audit. A welcome message for the Test On Campus Supervisor is visible in the top right corner. The main content area indicates that the user is adding a brand new job to the web site. It provides a progress bar with links for Step 1: Supply Job Profile, Step 2: Review Job Application, and Step 3: Go Live. The current job being added is 'Academic Resources Center - Test On Campus FWS Job - 1/10/18'. A message states that the job will be approved by an administrator before it can be posted. Four questions are presented with dropdown menus for selection: 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), and 4. For how many days do you want the job to be listed on the site? (Until I close the job). At the bottom, there is a button labeled 'Click here to finish!'.

UMass | Dartmouth

Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

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**

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?

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?

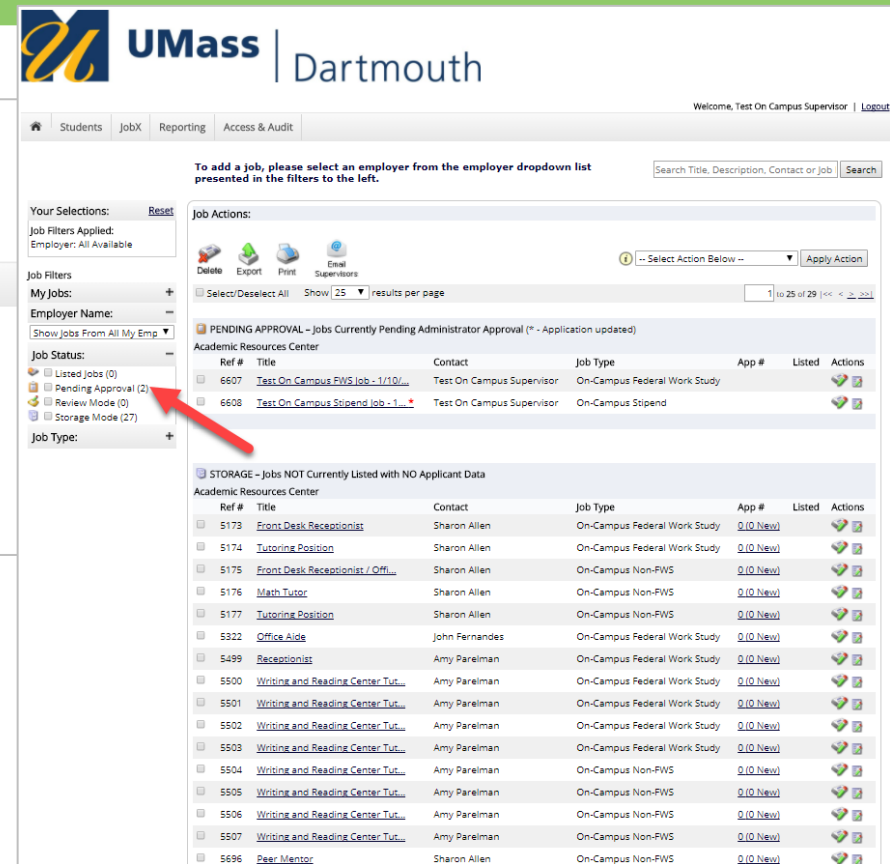
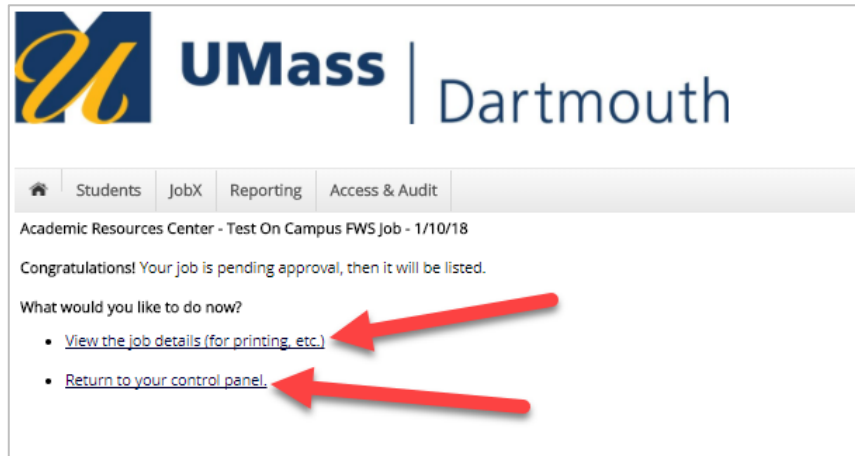
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [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 you 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

The image displays two screenshots of the UMass Dartmouth JobX system interface.

Left Screenshot: Manage Job Page

- Header:** UMass | Dartmouth
- Navigation:** Home, Students, JobX, Reporting, Access & Audit
- Job Actions:** Delete, Export, Print, Email Supervisors
- Job Filters:** My Jobs, Employer Name (Academic Resources Center), Job Status (Pending Approval), Job Type
- Job Table:**

Ref #	Title	Contact	Job Type
6607	Test On Campus FWS Job - 1/10/18	Test On Campus Supervisor	On-Campus Federal Work Study
6608	Test On Campus Stipend Job - 1...	Test On Campus Supervisor	On-Campus Federal Work Study

Right Screenshot: Edit this Job Page

- Header:** UMass | Dartmouth
- Navigation:** Home, Students, JobX, Reporting, Access & Audit
- Job Title:** Test On Campus FWS Job - 1/10/18
- Employer:** Academic Resources Center
- Status:** Pending Approval
- Job Type:** On-Campus Federal Work Study
- Additional details about this job's status:**
 - > 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.
- Update Status:**
 - [Listed](#): Click to update listing options
 - [Review Mode](#): Click to cancel approval and change to Review Mode
 - [Storage](#): Click to cancel approval and change to Storage
- Manage Application:** This job is configured to collect online applications. [Edit or view the online application](#)
- Hire Applicant:** You cannot hire employees while the job is in this status.

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)

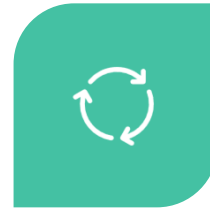
Job Posting Approved - Next Steps



MANAGE
APPLICATIONS



INTERVIEW
AND SELECTION



DECLINE
APPLICATION



HIRE
APPLICANT

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applicants

The screenshot displays the UMass Dartmouth JobX system interface. At the top, the UMass Dartmouth logo is visible. Below it, a navigation bar includes links for Students, JobX, Reporting, and Access & Audit. A welcome message for 'Test On Campus Supervisor' and a 'Logout' link are on the right. A search bar is located on the right side of the page. The main content area is divided into two sections: 'Your Selections' and 'Job Filters' on the left, and 'Job Actions' and a table of job listings on the right. The 'Job Filters' section shows 'My Jobs' with a plus sign, 'Employer Name' with a minus sign, and 'Show Jobs From All My Emp' with a dropdown arrow. The 'Job Status' section shows a minus sign and four checkboxes: 'Listed Jobs (2)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (27)'. The 'Job Actions' section includes icons for Delete, Export, Print, and Email Supervisors, a dropdown menu for 'Select Action Below', and an 'Apply Action' button. Below the actions is a table of job listings with columns for Ref #, Title, Contact, Job Type, App #, Listed, and Actions. The table lists two jobs: 'Test On Campus Stipend Job - 1...' and 'Test On Campus FWS Job - 1/10/...'. A red arrow points to the 'App #' column link for the first job.

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Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

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

Search Title, Description, Contact or Job Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Emp ▾

Job Status: -

☐ Listed Jobs (2)

☐ Pending Approval (0)

☐ Review Mode (0)

☐ Storage Mode (27)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

☐ Select/Deselect All Show 25 results per page 1 to 25 of 29 << < > >>

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

Academic Resources Center

Ref #	Title	Contact	Job Type	App #	Listed	Actions
☐ 6608	Test On Campus Stipend Job - 1...	Test On Campus Supervisor	On-Campus Stipend	1 (1 New)	01/10/18	
☐ 6607	Test On Campus FWS Job - 1/10/...	Test On Campus Supervisor	On-Campus Federal Work Study	1 (1 New)	01/10/18	

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

Manage Applicants

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Students JobX Reporting Access & Audit

View Job Applications - Academic Resources Center - Test On Campus Stipend Job - 1/10/18

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?

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 1 of 1 << >>

Name	Email Address	App Date	Status	Flag	Emailled?	Resume	Award	Preview	Actions
☐ Roy Rogers1	royrogers1@ngwebsolutions.com	1/10/2018	New!			Resume			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)

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Students JobX Reporting Access & Audit

View Job Applications - Academic Resources Center - Test On Campus Stipend Job - 1/10/18

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?

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 1 of 1 | << < > >> |

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
☐ Roy Rogers1	royrogers1@ngwebsolutions.com	1/10/2018	New!	🚩		Resume		🔍	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' button.

Notify applicant(s) you wish to interview

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Students JobX Reporting Access & Audit

Job Application - Academic Resources Center - Test On Campus Stipend 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 has 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]

To

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

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.

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

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Welcome, Test On Campus Supervisor | Logout

Students JobX Reporting Access & Audit

View Job Applications - Academic Resources Center - Test On Campus Stipend Job - 1/10/18

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?

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 1 of 1 |<< >>|

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
☐ Roy Rogers1	royrogers1@ngwebsolutions.com	1/10/2018	New!			Resume			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

The screenshot shows the UMass Dartmouth Job Application system interface. At the top, the UMass Dartmouth logo is displayed. Below the logo, there is a navigation bar with links for Students, JobX, Reporting, and Access & Audit. The main heading is 'Job Application - Academic Resources Center - Test On Campus Stipend Job - 1/10/18'. A link 'Click here to return to reviewing applications.' is provided. Below this, there is a 'Suggested use' section: '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 applications.'

The 'Email Applicants - Rejection' form is shown. It includes a 'Default' message: 'No applicants selected. You must select recipients.' Below this, there is a list of applicants with checkboxes. The first applicant, 'Rogers1, Roy [royrogers1@ngwebsolutions.com]', has a checked box. The 'To' field is a text area for entering email addresses, with a note: 'Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: joe@yahoo.com, mary@hotmail.com'. The 'From' field is 'teston@ngwebsolutions.com'. The 'Subject' field is 'Job: Test On Campus Stipend Job - 1/10/18 - Not Available'. The 'Body' field contains a pre-written message: 'You recently submitted an on-line application for the Test On Campus Stipend Job - 1/10/18 job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.' At the bottom, there are 'Send' and 'Cancel' buttons.

- 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?

Hire an Employee

The image displays two screenshots of the UMass Dartmouth JobX system interface, illustrating the process of hiring an employee.

Left Screenshot (Job Actions Panel):

- The header shows the UMass Dartmouth logo and navigation tabs: Students, JobX, Reporting, Access & Audit.
- The main heading is "To add a job, please select an employer from the employer dropdown list presented in the filters to the left."
- The "Job Actions" panel includes icons for Delete, Export, Print, and Email Supervisors.
- A red arrow points to the "App # 1 (1 New)" link in the table of job listings.

Right Screenshot (View Job Applications Page):

- The header shows the UMass Dartmouth logo and navigation tabs: Students, JobX, Reporting, Access & Audit.
- The main heading is "View Job Applications - Academic Resources Center - Test On Campus Stipend Job - 1/10/18".
- The "Filter by Name" section includes input fields for First Name and Last Name, and a checkbox for "Only show New?".
- A table of job listings is shown, with a red arrow pointing to the "Hire Applicant" option in the "Actions" dropdown menu.

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.

Hire an Employee

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[Home](#) [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 apply On-line																														
☒ Roy a Rogers1	<table border="1"><thead><tr><th></th><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>Employee ID</th></tr></thead><tbody><tr><td>1.</td><td></td><td></td><td></td><td></td></tr><tr><td>2.</td><td></td><td></td><td></td><td></td></tr><tr><td>3.</td><td></td><td></td><td></td><td></td></tr><tr><td>4.</td><td></td><td></td><td></td><td></td></tr><tr><td>5.</td><td></td><td></td><td></td><td></td></tr></tbody></table>		First Name	Middle Initial	Last Name	Employee ID	1.					2.					3.					4.					5.				
	First Name	Middle Initial	Last Name	Employee ID																											
1.																															
2.																															
3.																															
4.																															
5.																															

[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.

Hire an Employee

The screenshot shows the UMass Dartmouth JobX system interface. At the top is the UMass Dartmouth logo. Below it is a navigation bar with links: Home, Students, JobX, Reporting, and Access & Audit. The main heading is "Hire Student(s) Step 2: Fill Out Hire Info" for the job "Test On Campus Stipend Job - 1/10/18". The section is titled "Validate Employees". There is a form with two main fields: "Employee" and "Enter ID:". The "Employee" field contains a dropdown menu with "Roy a Rogers1" selected. Below this is a button labeled "Check Employee ID". The "Enter ID:" field contains the text "111111111" and has a red asterisk icon to its right. Two red arrows are overlaid on the image: one points to the "Check Employee ID" button, and the other points to the "Enter ID:" field.

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Welcome, Test On Campus Supervisor | [Logout](#)

Home Students JobX Reporting Access & Audit

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test On Campus Stipend Job - 1/10/18

Validate Employees

Employee Enter 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

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Welcome, Test On

Students JobX Reporting Access & Audit

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test On Campus Stipend Job - 1/10/18

Validate Employees

Employee: Roy a Rogers1 Enter ID: 1111111111
[Check Employee ID](#)

Validation Lookup Results

Roy a Rogers1:

✓	Enrolled	The student is Enrolled
✗	GradStudent	The student must be recognized as a Graduate Student in COIN
✓	I9 Present	I9 must be present
✓	W4 Present	W4 must be present

[Email Results](#)

The employee did not pass validation and cannot be hired at this time.
Click the "Cancel" button to cancel this hire.

[Cancel](#)

Send an email

From: teston@ngwebsolutions.com
To: royrogers1@ngwebsolutions.com
Cc:
Bcc:
Subject: Hire Validation Results

Below are the results of an attempt to hire. If there are issues preventing a successful hire please visit the financial aid office to resolve.

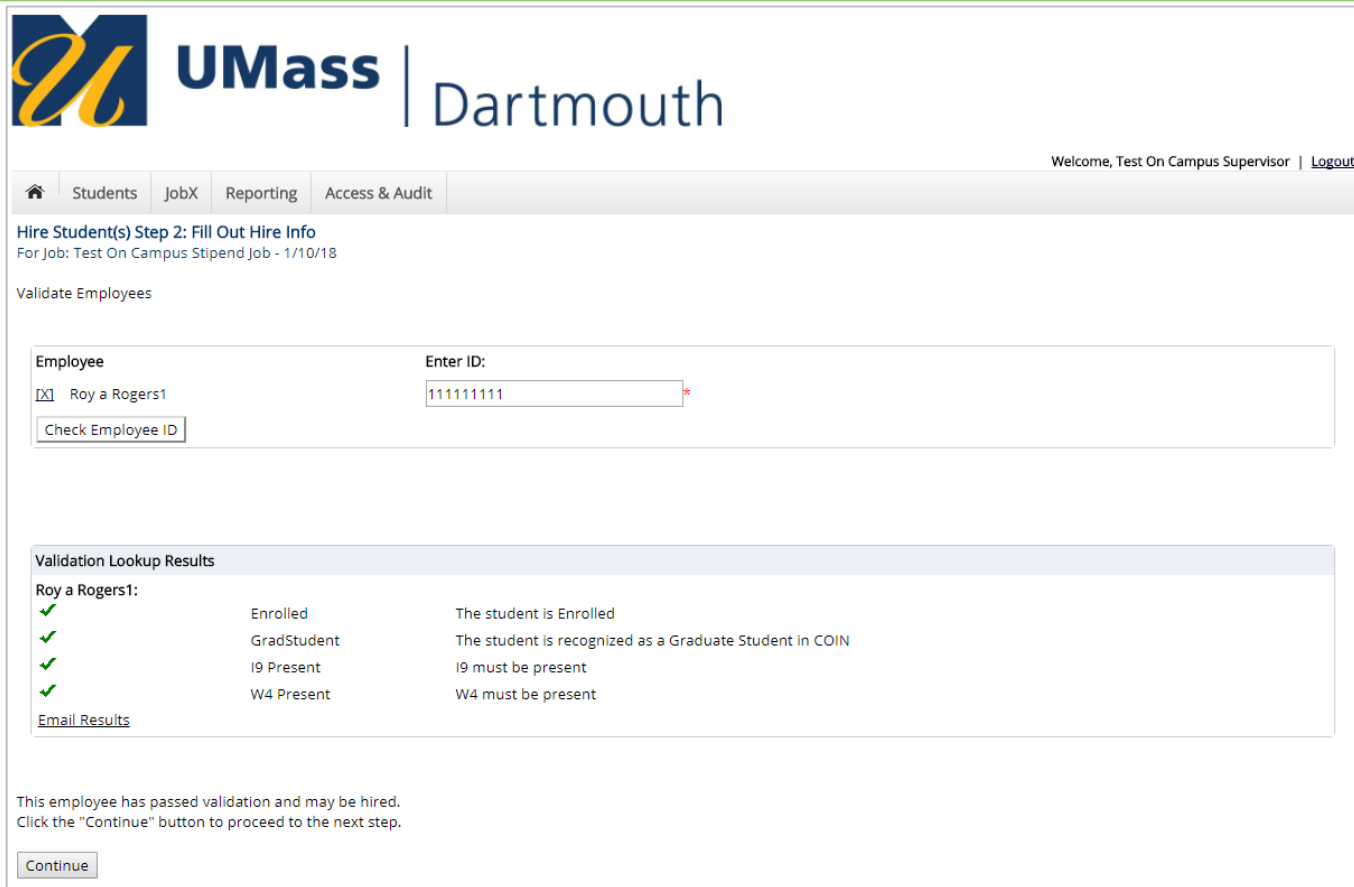
Roy a Rogers1:

✓	Enrolled	The student is Enrolled
✗	GradStudent	The student must be recognized as a Graduate Student in COIN
✓	I9 Present	I9 must be present
✓	W4 Present	W4 must be present

[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



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[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#)

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test On Campus Stipend Job - 1/10/18

Validate Employees

Employee: ☒ Roy a Rogers1 Enter ID:

Validation Lookup Results

Roy a Rogers1:

✓	Enrolled	The student is Enrolled
✓	GradStudent	The student is recognized as a Graduate Student in COIN
✓	I9 Present	I9 must be present
✓	W4 Present	W4 must be present

[Email Results](#)

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

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.

Hire an Employee

- 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.

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Welcome, Test On Campus Supervisor | [Logout](#)

Students JobX Reporting Access & Audit

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test On Campus Stipend Job - 1/10/18

Please fill out hire info for this student.

Employee First Name	Roy
Employee Middle Name	a
Employee Last Name	Rogers1
Employee ID number	111111111
Email Address of Employee Hired	royrogers1@ngwebsolutions.com
Hours per week	10.0
Estimated Employment Start Date (mm/dd/yyyy)	01-10-2018
Estimated Employment End Date (mm/dd/yyyy)	05-31-2018
Stipend Commitment	
Budget Combo Code 1	
Budget Combo Code 1 %	
Budget Combo Code 2	
Budget Combo Code 2 %	
Budget Combo Code 3	
Budget Combo Code 3 %	
Budget Combo Code 4	
Budget Combo Code 4 %	
Stipend Type	Graduate Research Assistantship
Is this a hire or a re-hire?	☒ Hire ☐ Re-Hire
Additional Notes	
Submit Request	



Approved for Hire

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SHARE WITHOUT PERMISSION

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

