# **On-Campus Student Employer**



**JobX Training Guide** 

Colorado State University



Student Employment Services

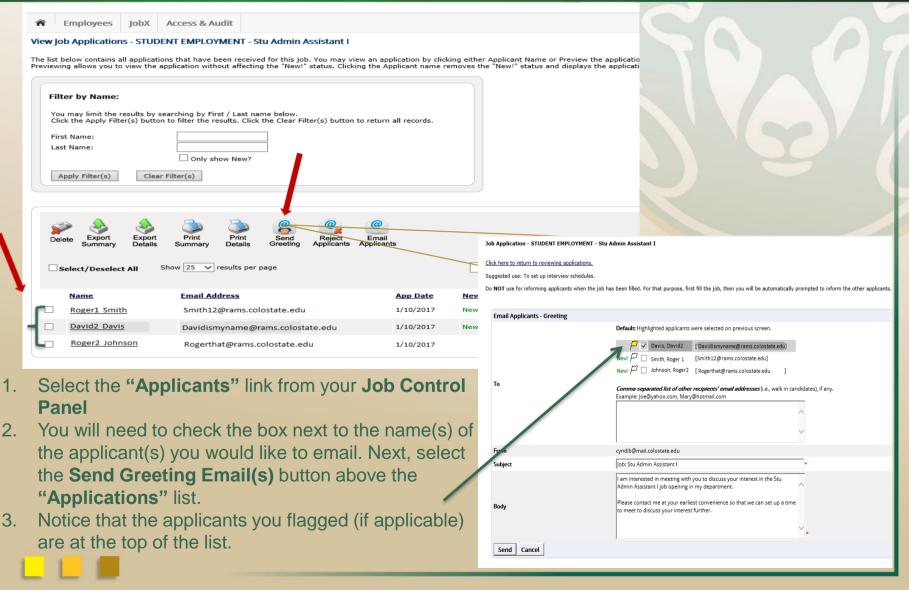
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Now that I have reviewed the online applications for my job, how do I contact an applicant if I wish to set up an interview?



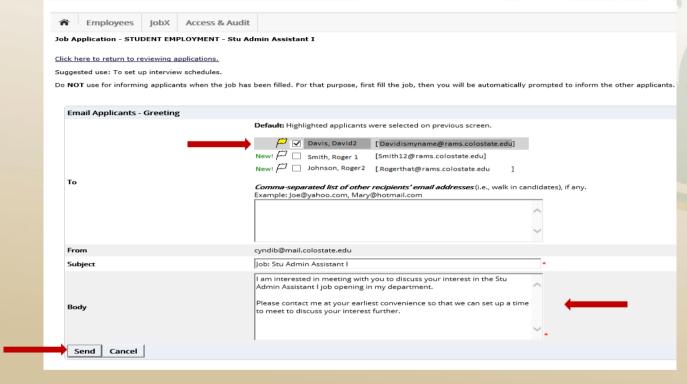
#### Schedule An Interview

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## **Send Greeting Email**



- 4. This feature is utilized to set up interviews for one or more applicants. If you do not wish to interview an applicant, please be sure the box next to that candidate is **not checked**.
  - Note: Do NOT use this function for informing applicants you will reject. For that purpose, you can utilize the integrated "Send Rejection Email(s)" function reviewed in the next slides.
- 5. You may change the text in the body of the email, then click on the "Send" button.



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Now that I have reviewed and selected the online applications for my job, how do I reject an applicant?