

# On-Campus Student Employer



JobX Training Guide

Colorado State University



*Student Employment Services*



**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

**Filter by Name:**

You may limit 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?

Select/Deselect All    Show  results per page

Name	Email Address	App Date	New
<input type="checkbox"/> Roger1 Smith	Smith12@rams.colostate.edu	1/10/2017	New
<input checked="" type="checkbox"/> David2 Davis	Davidismyname@rams.colostate.edu	1/10/2017	New
<input type="checkbox"/> Roger2 Johnson	Rogerthat@rams.colostate.edu	1/10/2017	

**Job Application - STUDENT EMPLOYMENT - Stu Admin Assistant I**

[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: Highlighted applicants were selected on previous screen.

Davis, David2 [Davidismyname@rams.colostate.edu]

Smith, Roger 1 [Smith12@rams.colostate.edu]

Johnson, Roger2 [Rogerthat@rams.colostate.edu]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.  
Example: Joe@yahoo.com, Mary@hotmail.com

From: cyndib@mail.colostate.edu

Subject: Job: Stu Admin Assistant I

Body: I am interested in meeting with you to discuss your interest in the Stu Admin Assistant I 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.

1. Select the “Applicants” link from your Job Control Panel
2. You will need to check the box next to the name(s) of the applicant(s) you would like to email. Next, select the **Send Greeting Email(s)** button above the “Applications” list.
3. Notice that the applicants you flagged (if applicable) are at the top of the list.



## Send Greeting Email

Home Employees JobX Access & Audit

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Example: joe@yahoo.com, Mary@hotmail.com

From: cyndib@mail.colostate.edu

Subject: Job: Stu Admin Assistant I \*

Body

I am interested in meeting with you to discuss your interest in the Stu Admin Assistant I 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

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.





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

