

On-Campus Student Employer



JobX Training Guide

Colorado State University

nextgen
WEB SOLUTIONS

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

Colorado State University

Home

Employees

JobX

Access & Audit

View Job Applications - STUDENT EMPLOYMENT - Stu Admin Assistant I

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. Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application.

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?

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

	Name	Email Address	App Date	New
<input type="checkbox"/>	Roger1 Smith	Smith12@rams.colostate.edu	1/10/2017	New
<input type="checkbox"/>	David2 Davis	Davidismynname@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 [Davidismynname@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.

Send

Cancel

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.

Return to Training Topics

Send Greeting Email

Home Employees JobX Access & Audit

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.

To

☒ Davis, David2 [Davidismynname@rams.colostate.edu]

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

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

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?

