

# On-Campus Student Employer



JobX Training Guide

Colorado State University



*Student Employment Services*





## **Your Job Is Approved by Student Employment Services...What's Next?**

### **Review and Respond to Online Applicant(s)!**



## NOW THAT YOUR JOB IS APPROVED & LISTED, YOU CAN HIRE A STUDENT!

The screenshot shows a web interface for managing jobs. At the top, there are navigation tabs: Home, Employees, JobX, and Access & Audit. Below the tabs, a search bar is present with the text "Search Title, Description, Contact or Job ID" and a "Search" button. A message states: "To add a job, please select an employer from the employer dropdown list presented in the filters to the left." On the left side, there are several filter sections: "Your Selections:" with a "Reset" link; "Job Filters Applied:" showing "Employer: All Available" and "Job Status: Listed"; "Job Filters:" with expandable sections for "My Jobs:", "Employer Name:", "Job Status:", and "Job Type:". The "Job Status:" section is expanded, showing checkboxes for "Listed Jobs (1)", "Pending Approval (1)", "Review Mode (4)", and "Storage Mode (2)". The "Job Actions:" section includes icons for "Delete", "Export", "Print", and "Email Supervisors", along with a dropdown menu set to "-- Select Action Below --" and an "Apply Action" button. Below the actions, there is a "Select/Deselect All" checkbox, a "Show 25 results per page" dropdown, and a pagination control showing "1 to 1 of 1". The main content area is titled "LISTED - Jobs Currently Listed with Applicant Data (if applicable)" and contains a table with the following data:

STUDENT EMPLOYMENT							
	Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	5227	<a href="#">Stu Admin Assistant I</a>	Karri S White	On-Campus Work-Study	<a href="#">1 (1 New)</a>	01/10/17	

At the bottom right of the table area, there is a pagination control showing "1 to 1 of 1". A yellow arrow points from the "1 (1 New)" link in the table to the "Applicants" link mentioned in the text below.

1. From your **Job Control Panel**, you may hire an online applicant by clicking the **“Applicants”** link next to the job.



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Welcome, Cyndi Merris | [Logout](#)

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 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 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?

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 2 of 2 | << < > >>

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Delete	Hire
<input type="checkbox"/> <a href="#">Cam The Ram</a>	SchoolRocks@rams.colostate.edu	1/10/2017	New!			<a href="#">Resume</a>		<a href="#">Delete</a> <a href="#">Hire</a>
<input type="checkbox"/> <a href="#">Stan Rogers1</a>	RogersStan123@rams.colostate.edu	1/10/2017				<a href="#">Resume</a>		<a href="#">Delete</a> <a href="#">Hire</a>

2. You may view an application by clicking either on the **Student's Name** or the **Magnifying Glass**.
  - The **"Magnifying Glass"** allows you to view the application without affecting the "New!" status, which allows you to track new vs. older applications. Clicking on the **"Student's Name"** removes the "New!" status.
3. If the student has provided a resume, click on the **"Resume"** link that is on the left-hand side of the magnifying glass.
4. If the student has not provided a resume, **"N/A"** will be displayed in this field.
  - **Note:** Changing the flag icon to yellow sorts these applicants to the top of the list, which is helpful when you send emails (covered in next few slides).



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Home Employees JobX Access & Audit

View Job Applications - STUDENT EMPLOYMENT - Stu Admin Assistant I

### Employee Details

#### Current Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Stu Admin Assistant I	Off-Campus Work-study Test	\$10.15	06/15/2016	05/13/2017	Karri S White

= Active  = Pending

#### Current Awards

Award Name	Amount	Balance	Term
CWSP - Federal/State Part Time	\$3,885.00	\$3,885.00	Academic Year 2016 - 2017 (08/06/2016 - 05/12/2017)

#### Current Class Schedule

Course Title	Start Date	End Date	Days	Start	End
Advanced Logistics <a href="#">(details)</a>	01/17/2017	05/07/2017	Tu Th	9:30 AM	10:45 AM
Advanced Supply Management <a href="#">(details)</a>	01/17/2017	05/07/2017	M W	1:30 PM	2:45 PM
Contmp Mgmt Princpls/Practices <a href="#">(details)</a>	01/17/2017	05/07/2017	Tu Th	2:00 PM	3:15 PM
Found. Sustainable Enterprise <a href="#">(details)</a>	03/20/2017	05/14/2017	M W	9:00 AM	9:50 AM
Principles of Finance <a href="#">(details)</a>	01/17/2017	05/07/2017	M W	11:00 AM	12:15 PM

Return to Application List Delete App

#### General

First name Roger1

- Whether you select the “**Student’s Name**” or “**Magnifying Glass**” you will see the student’s record details.
- If the student is a work-study recipient, the Work-Study Award name, amount, and applicable term will be listed under the “**Current Awards**” tab.
- If the student is registered, you will also see course titles with start/end dates, days of week, and start/end times for each course just below their award(s).



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?

