On-Campus Student Employer



JobX Training Guide

Colorado State University



Student Employment Services

Colorado State University



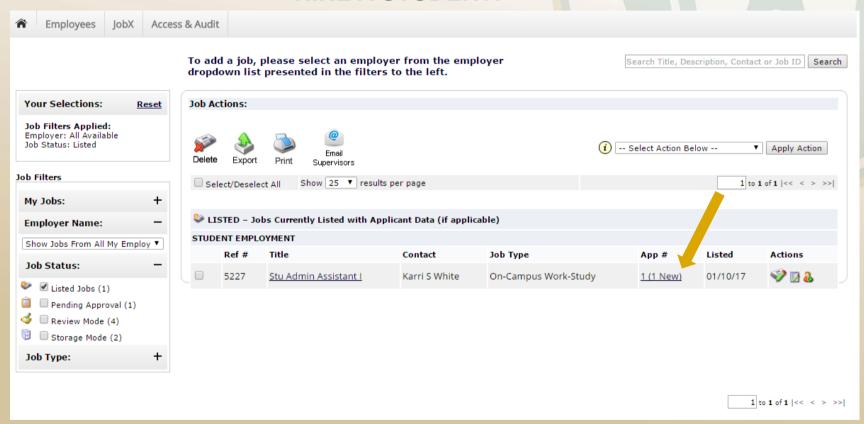
Your Job Is Approved by Student Employment Services...What's Next?

Review and Respond to Online Applicant(s)!

Application Review

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

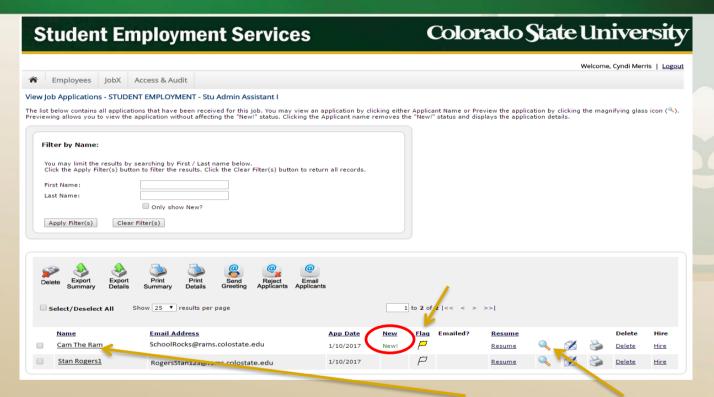


1. From your **Job Control Panel**, you may hire an online applicant by clicking the "**Applicants**" link next to the job.



Application Review

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- 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).

Application Review

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Student Employment Services Colora **Employees** JobX Access & Audit View Job Applications - STUDENT EMPLOYMENT - Stu Admin Assistant I **Employee Details** Current Hires Job Title Cost Center Start Date **End Date** Wage Supervisor 05/13/2017 Stu Admin Assistant I Off-Campus Work-study Test \$10.15 06/15/2016 Karri S White = Active = Pending Current Awards Balance Award Name Amount Term Academic Year 2016 - 2017 CWSP - Federal/State Part Time \$3,885.00 \$3,885.00 (08/06/2016 - 05/12/2017) Current Class Schedule Course Title **End Date** Start Date Davs Start End Advanced Logistics (details) 01/17/2017 05/07/2017 Tu Th 9:30 AM 10:45 AM Advanced Supply Management (details) 01/17/2017 05/07/2017 M W 1:30 PM 2:45 PM Contmp Mgmt Princpls/Practices (details) 01/17/2017 05/07/2017 Tu Th 2:00 PM 3:15 PM Found. Sustainable Enterprise (details) 03/20/2017 05/14/2017 M W 9:00 AM 9:50 AM Principles of Finance (details) 01/17/2017 05/07/2017 M W 11:00 AM 12:15 PM Return to Application List Delete App General Roger1

- 5. Whether you select the "**Student's Name**" or "**Magnifying Glass**" you will see the student's record details.
- 6. 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).

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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?

