On-Campus Student Employer

JobX Training Guide

Colorado State University

nextgen WEB SOLUTIONS

Student Employment Services

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

Review and Respond to Online Applicant(s)!

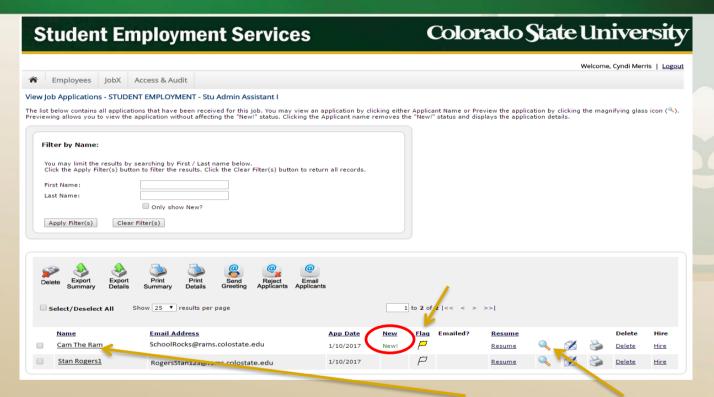## NOW THAT YOUR JOB IS APPROVED & LISTED, YOU CAN HIRE A STUDENT!

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

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).

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.
7. 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?