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)!

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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).

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**Return to Training Topics**
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?