



## **Posting Student Hourly & Work-Study Jobs on JobX** **On-Campus Employer FAQ**

- **Where do I go to post a student hourly or work-study job?**
  - The website is <http://ses.colostate.edu/job-posting-service> and you click on the green button called “On-Campus Employers”.
- **How do I login to JobX?**
  - You use your CSU EID. If you are not already entered in the system, you will see a link to request access. Please follow the steps and you will be emailed once your access is approved.
- **I have never used JobX, where can I be trained on how to use it?**
  - You can find a PDF of the User Guide on the website above.
  - If you need additional assistance, or would like us to come out to do a training for a group, please contact us via email or phone listed above.
- **How long do the jobs need to be posted for?**
  - Job listings need to post for 3 days before you can close it to begin your selection and hiring process.
- **Can I post my job listing in other places?**
  - Yes, and this would be encouraged. The more places you post, the more students the job posting will reach. The JobX posting is the minimum requirement.
- **What happens if I do not post the job on JobX?**
  - If the job is not listed on JobX for at least 3 days, the hiring action in Oracle will be rejected.
- **If my student leaves for the summer, the assignment gets Suspended in Oracle, do I have to re-post the job if the student is returning to the same job?**
  - No, if the position is going to be the same and they are continuing their work, you will just need to re-activate the assignment in Oracle.
  - This would also apply to students who leave for Study Abroad or other similar situations.
- **Do I have to post a position when I want to promote a student employee?**
  - No, promotions do not need to be opened through the JobX site.
- **If a student hourly employee gets a work-study award, do I need to post that position to hire the student as a work-study employee?**
  - No, you can change the student’s assignment to a work-study assignment.



- **I have multiple openings for the same position, can I create a pool of candidates to choose from?**
  - In the JobX system, you can indicate how many openings you have to create the pool of students to select from.
  - This pool must have specific job duties (i.e. tutors for the following subjects...)
  
- **I am only able to hire work-study eligible students, how does this work in JobX?**
  - When filling out the form you can indicate whether the position is for a work-study or an hourly student. All students can see the work-study listing, but only individuals with work-study awards will be able to complete the application form if used within JobX.
  - If you want to look for both work-study and student hourly, you will need to post the position separately in each area.
  - You can also just post as a student hourly position, but keep in mind that students who are eligible for work-study often only look at positions posted under work-study.
  
- **Do I have to hire a student through JobX?**
  - You do not have to use JobX as a hiring system
  - You do not have to choose a student who applied through JobX