On-Campus Student Employer

JobX Training Guide

Colorado State University

Student Employment Services
Add A Job
1. Select a Department.

2. Supervisors with access to only one department have no drop down list when selecting a department.

3. Supervisors with access to multiple departments have a drop down list to select a department.
4. Once you select your department, or if the default department is listed, Click “Add a new job for - Department Name.”
5. Choose an On-Campus **Job Type** for the job listing you wish to post and click the “**Go to next step**” button.

**Job Types are:**
- On-Campus Work-Study
- On-Campus Hourly
6. Select the “Job Category.”
7. Select a “Job Title” & “Wage” using the CSU Compensation Plan (found at www.ses.colostate.edu).
8. List the starting wage, making sure it is between the minimum and maximum amount listed after the “Wage Option”. List any “Additional Wage Information” if needed.
9. Enter the “Job Description.”

Note: Any field with a red Asterisk must be completed.

The ‘Comments’ box can only be seen by employer and Student Employment Services.
Enter the following:

10. Job Requirements
11. Number of openings
12. Min and max hours/week
13. Specific hours for the job
14. Start date of the job. Do not list as (I.e. ASAP, Immediately, Flexible) This field needs to be an actual date.
15. Time Frame for the job
16. Choose a Primary Contact person from the list (This will be the person who receives an email when a student applies for the job)
10. Phone, Fax, Email
11. Location of the job
18. Indicate if you would like the address to appear on the listing.

19. If you wish to designate a **Secondary Contact**:
   - Click on the person’s name from the list on the left.
   - Click the “**Add >>>**” button to move them over to the right “**Selected**” box.
   - It is recommended that the **Secondary Contact** be the department Employment Coordinator.

20. Provide any instructions on how to apply for the job.

21. Specify if you choose to collect online applications.

22. Lastly, click “**Submit**” to continue.
JobX provides a default employment application; however, you may insert job specific questions to the default application to ensure you get the best candidate for your job. Added questions are reviewed by Student Employment Services before the job posts to RAMweb.

23. To add a question, choose from the existing list of questions, or create a new question at the bottom of the page.
24. You may also proceed with the default application.
25. When creating a new application question, please select a type of question from the drop down menu (i.e., Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

26. Use an abbreviated name for the question you wish to add, so you can retrieve from the “Pick from Existing Questions” library at a later date. Please Note: The abbreviated name will not be presented to the applicant.

27. The “Question Label” is what the applicant will see. Use the HTML editor feature to make your questions look more professional.

28. You can either add your question to the existing general section, or create a custom section for your question to be placed within.
   - If you would like to add a new section for a new question, please enter the name of the section in the “Create a new section.” At the same time you will need to add the new field that needs to be placed within this new section. Once this section has been added with the first question, all subsequent questions may be added to this new section by simply selecting the new section from the “Select an existing section drop down list.”

29. You may set other flags (i.e., required field, etc.) for each question.

30. You can place any new question exactly where you want it by selecting the desired location in the “Where to Add this Question” drop down list.

31. When you have completed adding a question, click the “Add Question” button. Lastly, click the “Save Application” button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by Student Employment Services.
32. Select “As soon as possible” from the list on question #1 if you want the job to be reviewed for approval immediately.

33. However, if you want to save the job for later, select “Later, I need to review it myself first.” The job will go to Storage for later review.

34. Select “Yes, immediately” from the list on question #2 if you want the job to be listed immediately upon approval.
35. For the question, “For how many days do you want the job to be listed on the site?”:

1. If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
   - **Note:** Maximum days allowed for postings is 4 weeks, 2 days (30 days).
   - **Attention:** If this is a new position in your department, you **MUST** post a job ad on the site for a minimum of 3 days.

2. Click on the “Click here to Finish” button.

3. Your job will be submitted to Student Employment Services for approval.
You may either print your job details or click “Return to your control panel” to view and/or manage your jobs further.

If you choose to return to the Control Panel, the job you just added can be located in the Pending Approval queues on the left-hand side of the Control Panel page (covered in next slides).