

On-Campus Student Employer



JobX Training Guide

Colorado State University

nextgen
WEB SOLUTIONS

Student Employment Services





Add a Job

Colorado State University

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Employees JobX Access & Audit | Logout

Add a new job for STUDENT EMPLOYMENT

Search Title, Description, Contact or Job ID Search

Your Selections: Reset

Job Filters Applied:
Employer: STUDENT EMPLOYMENT
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

STUDENT EMPLOYMENT

Job Status: -

Listed Jobs (0)
Pending Approval (0)
Review Mode (1)
Storage Mode (2)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 3 of 3 << < > >>

REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)

STUDENT EMPLOYMENT

Ref #	Title	Contact	Job Type	App #	Listed	Actions
5227	Stu Admin Assistant I	Karri S White	On-Campus Work-Study	0 (0 New)	08/15/16	

STORAGE - Jobs NOT Currently Listed with NO Applicant Data

STUDENT EMPLOYMENT

Ref #	Title	Contact	Job Type
6361	Stu Admin Assistant I	Karri S White	On-Campus
10818	Stu Admin Assistant I	Karri S White	On-Campus

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.

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To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job ID Search

Your Selections: Reset

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Employers
Show Jobs From All My Employers
Off Campus (7777)
Office of Financial Aid (1065)
STUDENT EMPLOYMENT

Pending Approval (0)
Review Mode (5)
Storage Mode (2)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 7 of 7 << < > >>

REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)

Office of Financial Aid (1065)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
6759	Stu Admin Assistant I	Kristi Marin	On-Campus Work-Study	3 (3 New)	04/15/15	
8910	Stu Admin Assistant I	Kristi Marin	On-Campus Work-Study	10 (10 New)	11/24/15	
9167	Stu Admin Assistant I	Cyndi Merris	On-Campus Work-Study	43 (8 New)	09/26/16	
11124	Stu Admin Assistant I	LeAnne M Schnader	On-Campus Work-Study	20 (20 New)	09/28/16	

STUDENT EMPLOYMENT

Ref #	Title	Contact	Job Type	App #	Listed	Actions
5227	Stu Admin Assistant I	Karri S White	On-Campus Work-Study	0 (0 New)	08/15/16	

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[Add a new job for](#) STUDENT EMPLOYMENT

Your Selections: [Reset](#)

Job Filters Applied:
Employer: STUDENT EMPLOYMENT
Job Status: Show All

Job Filters

My Jobs:

Employer Name:
STUDENT EMPLOYMENT

Job Status:
☐ Listed Jobs (0)
☐ Pending Approval (0)
☐ Review Mode (1)
☐ Storage Mode (2)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below --

☐ Select/Deselect All Show results per page to 3 of 3 |<< < > >>|

REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)

STUDENT EMPLOYMENT

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5227	Stu Admin Assistant I	Karri S White	On-Campus Work-Study	0 (0 New)	08/15/16	

STORAGE – Jobs NOT Currently Listed with NO Applicant Data

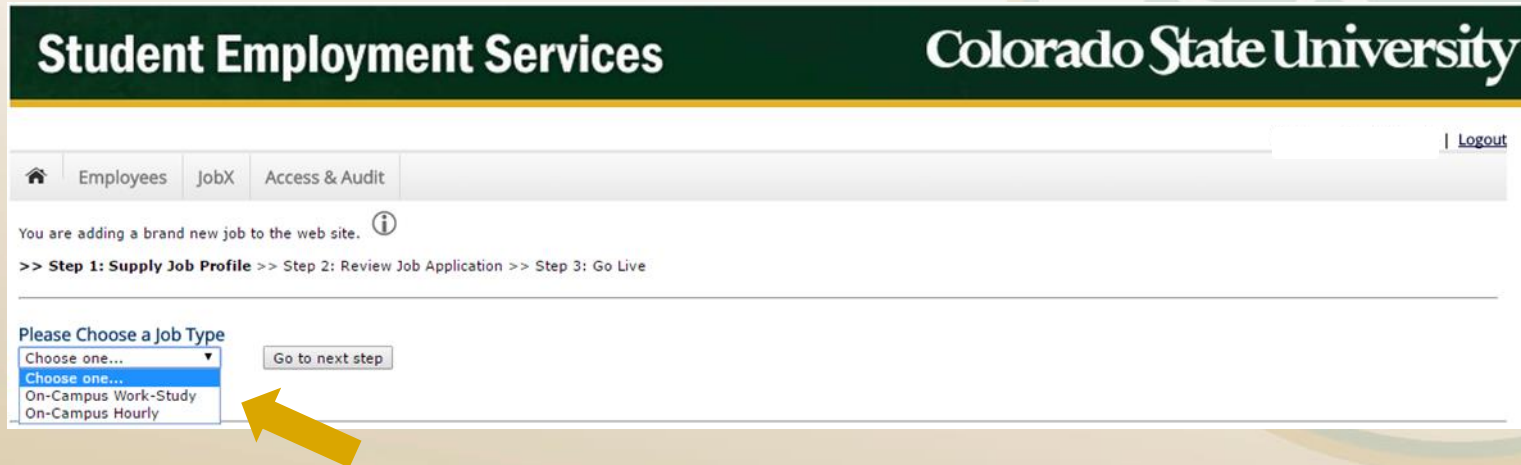
STUDENT EMPLOYMENT

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6361	Stu Admin Assistant I	Karri S White	On-Campus Hourly	0 (0 New)		
<input type="checkbox"/> 10818	Stu Admin Assistant I	Karri S White	On-Campus Work-Study	0 (0 New)		

to 3 of 3 |<< < > >>|

- Once you select your department, or if the default department is listed, Click “Add a new job for - *Department Name*.”

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You are adding a brand new job to the web site. ⓘ

>> **Step 1: Supply Job Profile** >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one...
Choose one...
On-Campus Work-Study
On-Campus Hourly

Go to next step

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



Add a Job

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You are adding a brand new job to the web site. ⓘ

>> **Step 1: Supply Job Profile** >> Step 2: Review Job Application >> Step 3: Go Live

Comments

Job Category [a7»](#) Choose one... *

Please select a job title from the list provided. The wage options are dependent on the Job title selected.

Wage Information: (Must be at least minimum wage unless a tipped employee)

Select a Job Title: Choose one... ▼

Wage Option: Choose one... ▼

Additional Wage Information
(i.e., pay ranges, DOE, *Room & Board, Flexible, etc.)

Job Description
Please be as detailed as possible.

The 'Comments' box can only be seen by employer and Student Employment Services.

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

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.**”



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Enter the following:

10. Job Requirements
 11. Number of openings
 12. Min and max hours/per 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

Job Requirements
Please be as detailed as possible.

*

Number of Available Openings

Hours per Week to

Specific Hours

Start Date
Please enter an exact date in the form mm/dd/yyyy.

Time Frame [?](#) *

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person: *

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number

Fax Number

Email

Location



Add a Job

Colorado State University

• Would you like this address to appear on the Job Posting? *

Secondary Contact People [?](#)

Available		Selected
Audrey Covey	<input type="button" value="Add >>>"/> <input type="button" value="Remove <<<"/>	
Cyndi Merris		
Jeffrey D Cummins		
Jennifer Leigh Byron Adler		
Jillian K Zucosky		

How to Apply

Do you wish to collect online applications for this job?

☒ Yes
☐ No

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.



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Job Application

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.

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The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Pending Job Application - STUDENT EMPLOYMENT - Stu Admin Assistant I

Timer 01:58:16

General

First name	<input type="text"/>	*	
Middle name	<input type="text"/>		
Last name	<input type="text"/>	*	
Cell/Mobile Phone	<input type="text"/>		
Email	<input type="text"/>	*	
Please use your institutional email address (if you have one)		*(re-enter to confirm)	
CSU ID	<input type="text"/>	*	
Class Level	<input type="text" value="Please select"/>		
College	<input type="text"/>		
Major	<input type="text"/>		
Expected Graduation Date	<input type="text"/>		
Are you currently employed?	<input type="text" value="Please select"/>		
If you answered yes to prior question, please list your current employer(s) and any other work experience below.			



Application Designer

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.

The screenshot shows the 'Application Designer' interface. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. The 'Question Details' section contains a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to this dropdown. Below it is a text input field for the question label. The 'Application Behavior' section contains a 'Select an existing section' dropdown with the text '-- Please select --', a 'Create a new section' text input field, and a section for 'Other flags' with two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. Red arrows point to these checkboxes. Below the flags is a 'Where To Add This Question?' dropdown with the text 'End of Application'. A red arrow points to this dropdown. At the bottom left of the 'Application Behavior' section is an 'Add Question' button.

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.




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You are adding a brand new job to the web site. 

>> [Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

STUDENT EMPLOYMENT - Stu Admin Assistant I

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

2. Do you want the job listed immediately after it is approved?

3. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

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.




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When all the above information looks correct... [Click here to finish!](#)

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.



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STUDENT EMPLOYMENT - Stu Admin Assistant I

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

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).

