On-Campus Student Employer

JobX Training Guide

Colorado State University

Student Employment Services
How Do I Edit My Job?
If you want to edit details of your job:

1. Check the box next to the **Job Status** section you want to edit. Every status you check will display your jobs in that status at the bottom of the page.

*Note: Hover your mouse over each status icon while on your Control Panel to get a detailed definition of each status.*
2. Locate the job you wish to edit and click the **Edit Job** icon next to your job posting.

3. Edit details as needed and click **Submit** at the bottom of the edit page.

4. You may also go to **Manage Job** to view the job and application details, or request that the job status be changed by simply clicking on the **Job Title**.

5. Click **“Edit this Job”** link to get to same edit screen as step #3 above.

6. To edit the application tied to the job, click **“Edit or View Online Application.”**
7. If you want to update the status of this job, select the status in the **“Update Status”** box. The **Status** options are:

- Listed
- Review Mode
- Storage

**Note:** Again, hover your mouse over each status on your **Control Panel** to get a detailed definition of each status.
Your Job Is Approved by Student Employment Services…What’s Next?

Review and Respond to Online Applicant(s)!