On-Campus Student Employer



JobX Training Guide

Colorado State University



Student Employment Services

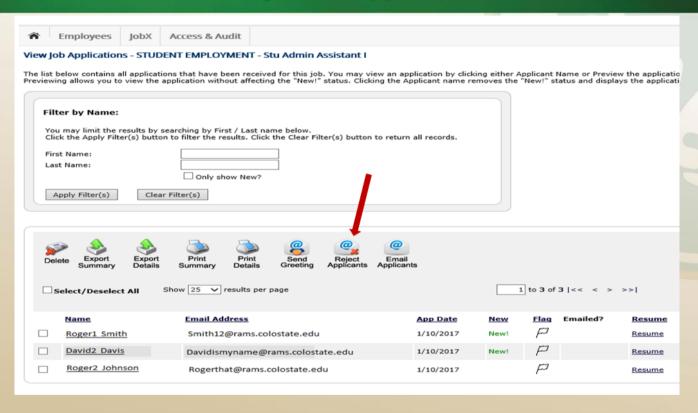
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Now that I have reviewed and selected the online applications for my job, how do I reject an applicant?

Reject An Applicant

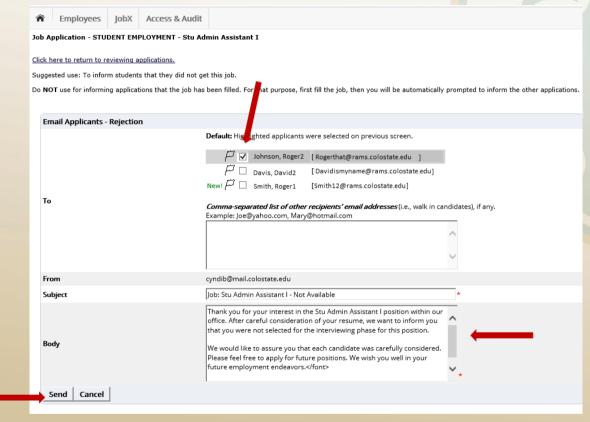
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1. After selecting view applicants and identifying the applicants you do not wish to hire, please click the "Reject Applicants" button above the "Applications" list.

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- 2. This feature is utilized to inform specific student applicants that they did not get the job. If you select more than one student to reject, individual emails will be sent to each student selected.
 - Note: If you do not wish to reject an applicant, please be sure the box next to that candidate is **not checked.**
- 3. You may change the text in the body of the email, then click on the "Send" button.

