

On-Campus Student Employer



JobX Training Guide

Colorado State University

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WEB SOLUTIONS

Student Employment Services





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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View Job Applications - STUDENT EMPLOYMENT - Stu Admin Assistant I

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application. Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may limit the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:
Last Name:
☐ Only show New?

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

	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>
<input type="checkbox"/>	Roger1 Smith	Smith12@rams.colostate.edu	1/10/2017	New!	P		Resume
<input type="checkbox"/>	David2 Davis	Davidismynname@rams.colostate.edu	1/10/2017	New!	P		Resume
<input type="checkbox"/>	Roger2 Johnson	Rogerthat@rams.colostate.edu	1/10/2017		P		Resume

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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Reject An Applicant

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Job Application - STUDENT EMPLOYMENT - Stu Admin Assistant I

[Click here to return to reviewing applications.](#)

Suggested use: To inform students that they did not get this job.

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

Email Applicants - Rejection

Default: Highlighted applicants were selected on previous screen.

<input checked="" type="checkbox"/>	Johnson, Roger2	[Rogerthat@rams.colostate.edu]
<input type="checkbox"/>	Davis, David2	[Davidismynname@rams.colostate.edu]
<input type="checkbox"/>	Smith, Roger1	[Smith12@rams.colostate.edu]

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From

cyndib@mail.colostate.edu

Subject

Job: Stu Admin Assistant I - Not Available

Body

Thank you for your interest in the Stu Admin Assistant I position within our office. After careful consideration of your resume, we want to inform you that you were not selected for the interviewing phase for this position.

We would like to assure you that each candidate was carefully considered. Please feel free to apply for future positions. We wish you well in your future employment endeavors.

Send Cancel

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.



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