

On-Campus Student Employer



JobX Training Guide

Colorado State University



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

The screenshot shows a web application interface for managing job applications. At the top, there are navigation tabs: 'Employees', 'JobX', and 'Access & Audit'. Below this is the title 'View Job Applications - STUDENT EMPLOYMENT - Stu Admin Assistant I'. A paragraph of text explains that the list contains all applications received for the job and that clicking an applicant name or previewing the application will affect the 'New!' status. Below the text is a 'Filter by Name' section with input fields for 'First Name' and 'Last Name', a checkbox for 'Only show New?', and buttons for 'Apply Filter(s)' and 'Clear Filter(s)'. A red arrow points to the 'Reject Applicants' button in a toolbar that also includes 'Delete', 'Export Summary', 'Export Details', 'Print Summary', 'Print Details', 'Send Greeting', and 'Email Applicants'. Below the toolbar is a table of applicants with columns for Name, Email Address, App Date, New, Flag, Emailed?, and Resume. The table contains three rows of data.

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	Davidismyname@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.



Reject An Applicant

Home Employees JobX Access & Audit

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.

Johnson, Roger2 [Rogerthat@rams.colostate.edu]

Davis, David2 [Davidismynname@rams.colostate.edu]

New! 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

- 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**.
- You may change the text in the body of the email, then click on the “**Send**” button.

