Student Job Listing

JobX Student Training Guide

Colorado State University

nextgen WEB SOLUTIONS

Student Employment Services
Training Topics:

1. Find a Job
2. Apply For a Job
3. Complete JobMail Subscription
Find A Job
1. Login to RAMweb.
2. Select “Menu” on the right-hand side of the screen.
3. Select “Student Employment” → “Job Listings”
3. To start a job search, you have three options:
   - “Advanced Search”
   - Select one of the Quick Search options
4. In order to apply for jobs, you may be required to review one or more disclaimer statements depending on whether you have been awarded a work-study award or not. You will be required to click the “I agree” button(s) before any available jobs you are authorized to view will be presented.
5. Click the title of the position to see job details.

6. Review the job details.
   • Take note of the employer’s directions on how to apply for the job.
   • The next few slides will show you how to “Apply for A Job” using the electronic application in JobX.
How to Apply for A Job
1. When you find any job(s) you would like to apply for, click the box next to each job title.

2. Next, click the “Apply for selected jobs” button.
3. Fill out the questions on the application. Any fields that have a **red asterisk** are required to be completed before your application can be successfully submitted.

4. Some of the fields may have information pre-filled. Be sure to review and update if the information is no longer accurate.

5. If you wish to upload a resume with your application, select “Choose File,” locate the file, and select “Open.”

6. To submit your application, click the “Submit” button.
7. You can use “My Dashboard” to:
   • Keep track of the Status of your application (i.e., Submitted, Pending Hire, Hired).
   • View the number of Job Openings available for a job you applied to.

8. To view the details of the job and the application data you completed for the job, click on the magnifying glass icon under the Details column.

9. To print your application, click the printer icon (see next slide for more specifics). To withdraw your application from the posting, click the red X.
10. Click the “Print” link at the top left of your screen.
Completing your JobMail Subscription
What is JobMail?

- JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

- To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you.

- Once you update your subscription, any attributes of a new job being listed that match your subscription attributes, will generate an email to you from the system.

- This email will provide all the necessary details about the job so you can apply for the job, if interested.
1. Click “My Dashboard” to configure your JobMail Subscription.

2. Click the “Add New Subscription” next to the applicable Job Types you are interested in.
   - On-Campus Work-Study
   - On-Campus Hourly
   - Off-Campus Work-Study
   - Off-Campus Jobs

Please Note: If you have not been awarded Work-Study, the only job types you should complete a JobMail subscription for are On-Campus Hourly and Off-Campus Jobs.
3. Click “View/Modify” to add preferences for each Job Type criterion.

4. You may set criteria for Employer (Department), Job Category, and Time Frame.
5. Click “add” next to each item you wish to add to your JobMail subscription.
6. Your results will appear in the top section under **Selected Items**.

7. When Finished adding search criteria, click “**Done**”.
8. Click “Save Subscription(s)” to ensure the changes to JobMail take effect.
   • Remember to monitor your rams.colostate.edu email for communication regarding new job listings and status updates on job applications.
YOU HAVE SUCCESSFULLY APPLIED TO A JOB & CONFIGURED JOBMAIL!