



Office of Student Financial Assistance and Employment



# Supervisor Training



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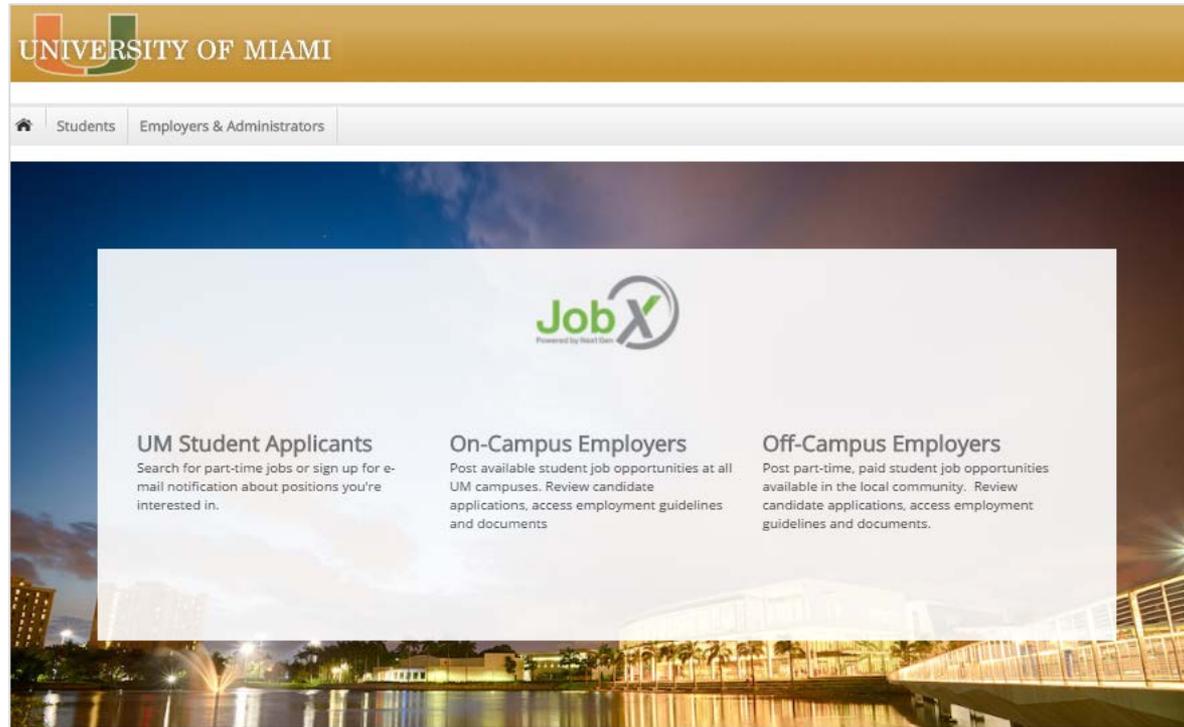
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# JobX Benefits for UM Student Supervisors

JobX is the University of Miami's Student Employment Job Posting System. It provides:

- Easy posting of student employment jobs.
- Job approval process ensures your jobs are reviewed in a timely manner and are compliant with institutional employment policies.
- Customizable job specific questions on the application to get "best fit" candidates for your job(s).
- Systematic E-mail alerts to ensure thorough and timely communications amongst all involved parties (e.g. student applicants and supervisors).
- System ensures employment program eligibility requirements are met.
- E-mail tool for timely communications with student candidates.

# Login to UM's JobX



- Navigate to <https://umiami.studentemployment.ngwebsolutions.com/>
- Click the On-Campus Employers link.

# On-Campus Employer Login to JobX

The screenshot shows the University of Miami JobX portal. At the top, the University of Miami logo and name are displayed. Below the navigation bar, the 'On-Campus Employer Home Page' is visible, featuring two main sections: 'Employer Tools' and 'Manager's Toolkit'. A red arrow points to the 'Login to Post a Job' link in the 'Employer Tools' section. The 'UM Single Sign-On' overlay is positioned on the right side of the page, containing a message: 'You have requested access to UM Single Sign-On which requires University of Miami authentication.' Below this message, there are input fields for 'CaneID' and 'Password', each with a 'Forgot your [CaneID/Password]?' link. A 'Sign in' button is located at the bottom of the overlay. To the right of the input fields, there are links for 'Your CaneID Account', 'Change Your Password', 'Change Your Security Question', 'Help Topics', and 'Help with CaneID'.

- Step 1: Click the 'Login to Post a Job' link.
- Step 2: You will be directed to the UM portal.
- Step 3: Login utilizing your UM CaneID and Password.

# How to Add/Edit a JobX Job Listing



# Add a Job

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:  
Employer: All Available  
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

- Show Jobs From All My Empl...
- Show Jobs From All My Employers
- Student Employment Office
- Student Financial Services
- Test Off Campus FWS

Review Mode (0)  
 Storage Mode (0)

Job Type: +

[Application Search](#)

Job Actions:

-- Select Action Below --

Select/De-select All Show 25 results per page 1 to 6 of 6 | << > >>|

POSTED – Jobs Currently Listed with Applicant Data (if applicable)

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4318	<a href="#">drnker</a>	Taige Test Employer	On Campus Federal Work Study	<a href="#">0 (0 New)</a>	11/18/16	<input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="p"/>
<input type="checkbox"/> 4312	<a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">0 (0 New)</a>	11/18/16	<input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="p"/>
<input type="checkbox"/> 4313	<a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">3 (3 New)</a>	11/17/16	<input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="p"/>

Student Financial Services

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4314	<a href="#">Test On Campus Student Employm...</a>	Julie Henry	On Campus Student Employment	<a href="#">0 (0 New)</a>	11/18/16	<input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="p"/>

Test Off Campus FWS

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4316	<a href="#">dog walker</a>	NextGen TimAdmin	Off Campus Federal Work Study	<a href="#">1 (1 New)</a>	11/18/16	<input type="button" value="i"/> <input type="button" value="d"/> <input type="button" value="p"/>

If you have posting permissions for more than one department, select the department for which you want to post a job from the 'Employer Name' drop down list. If you only have permissions to post for one department only, please proceed to the next slide.

# Add a Job

The screenshot shows the JobX web interface. At the top right, it says 'Welcome, Taige Test Employer | Logout'. Below this is a navigation bar with links for 'Students', 'JobX', 'Reporting', 'Access & Audit', 'Site Set up', and 'Help'. The main content area has a header 'Add a new job for Student Employment Office' with a search box to its right. A red arrow points to the 'Add a new job for' button. Below this is a 'Job Actions:' section with icons for 'Delete', 'Export', 'Print', and 'Email Supervisors', along with a dropdown menu and an 'Apply Action' button. Below the actions is a table of jobs. The table has columns for 'Ref #', 'Title', 'Contact', 'Job Type', 'App #', 'Listed', and 'Actions'. There are two rows of jobs listed.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4312	<a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">0 (0 New)</a>	11/18/16	
4313	<a href="#">Test on Campus FWS Job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">3 (3 New)</a>	11/17/16	

Click the 'Add a new job for {Your Department Name will be Prefilled here}' button.

# Post a Job

The screenshot shows the University of Miami JobX system interface. At the top, there is a navigation bar with the University of Miami logo and the text 'UNIVERSITY OF MIAMI'. Below this is a secondary navigation bar with links for 'Students', 'JobX', 'Reporting', 'Access & Audit', 'Uploads', 'Site Set up', 'Content', and 'Help'. A 'Welcome, [username] | Logout' link is visible in the top right corner. The main content area displays a message: 'You are adding a brand new job to the web site.' followed by an information icon and a progress indicator: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. Below this, a section titled 'Please Choose a Job Type' contains a dropdown menu with the following options: 'Choose one...', 'Choose one...', 'Federal Work Study', 'Student Assistant (Non-Federal Work Study) - Hourly', 'Student Assistant (Non-Federal Work Study) - Stipend Bi-Weekly', 'Lead Miami/Miami Commitment', and 'Graduate Assistantship'. A red arrow points to the 'Student Assistant (Non-Federal Work Study) - Hourly' option. To the right of the dropdown menu is a 'Go to next step' button.

Choose a Job Type for the job listing you wish to post and click the “Go to next step” button.

# Post a Federal Work Study Job – Step 1

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Does this job qualify for Federal Work Study Community Service? \*
- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job \* - Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- To determine the job wage, please click on the 'You must click here to determine it' link. \* *Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.*
- Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

**Important Note:** If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

The screenshot shows a web form for posting a Federal Work Study job. Key sections include:

- Qualification:** 'Does this job qualify for Federal Work Study Community Service?' (Yes/No dropdown).
- Location:** 'Select campus where position will be located' (dropdown).
- Job Details:** 'Job Category' (dropdown), 'Job Title' (text), 'Job Description' (text), and 'Job Requirements' (text).
- Background Check:** 'Background Check Requirement' (Level 1 or Level 2 dropdown).
- Openings & Hours:** 'Number of Available Openings' (text), 'Hours per Week' (text), 'Start Date' (text), and 'End Date' (text).
- Availability:** 'What time frame will this job be available?' (dropdown).
- Pay Range:** 'This Job's Pay Range Is Not Determined Yet? You must click here to determine it.' (link).
- Work Schedule:** A table with rows for Monday through Sunday, each with a text input field.
- Contact Information:** 'Primary Contact Person' (dropdown), 'Phone Number', 'Fax Number', and 'Email' (text).
- Hiring Manager:** A list of names (Cristal Walters, Maria Ponce, Noreen Tomlinson, Samee Pinar, Eugene Tomlinson) with 'Add >>>' and '<<< Remove' buttons.
- Agreement:** A checkbox for 'I agree to the statement above' and a 'Submit' button.

# Post a Student Assistant (Non-FWS) Hourly Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job \* - Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- To determine the job wage, please click on the 'You must click here to determine it' link. \* *Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.*
- Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

**Important Note:** If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

The screenshot shows a web-based form for posting a job. Key sections include:

- Job Information:** Select campus, Job Category, Job Title, and Job Description.
- Job Requirements:** Text area for job requirements.
- Background Check:** Level 1 and Level 2 requirements, and a checkbox for 'Will this job require the student employee to pass a background check?'.
- Availability:** Number of Available Openings, Hours per Week, Start Date, End Date, and What time frame will this job be available?
- Pay Range:** A link to determine the pay range.
- Work Schedule:** A table for Monday through Sunday work schedules.
- Contact Information:** Primary Contact Person, Phone Number, Fax Number, Email, and Work Location/Address.
- Hiring Manager:** A list of available individuals (e.g., Carol Statton, Maria Paves) and buttons to add or remove them to a 'Selected' box.
- Agreement:** A checkbox to agree to the statement above and a 'Submit' button.

# Post a Student Assistant (Non-FWS) Stipend Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the Job Start and End Date for this job \* - Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- Enter the Bi-Weekly Stipend Amount.
- Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

*Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.*

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

Select campus where position will be located: [Choose one...]

Job Category: [Choose one...]

Job Title: [Please be specific. Work Study is not an acceptable job name, but Office Assistant is.]

Job Description: [Please be as detailed as possible.]

Job Requirements: [Please be as detailed as possible. Include any certifications, computer programs, languages or skills required for the job.]

Background Check Requirement:

Level 1 Background Check is required if the job duties include access to customer credit card information (process, transmit, or store credit card information).

Level 2 Background Check is required if the job duties include supervision, care and/or contact with minors (other than University of Miami students).

Will this job require the student employee to pass a background check? [Choose one...]

Number of Available Openings: [ ]

Start Date: [Please enter either an exact date in the form mm/dd/yyyy or a level description (i.e., "ASAP").]

End Date: [Please enter either an exact date in the form mm/dd/yyyy or a level description (i.e., "At completion of project").]

What time frame will this job be available?: [Choose one...]

Bi-weekly Stipend Amount: [ ]

Monday Work Schedule: [ ]

Tuesday Work Schedule: [ ]

Wednesday Work Schedule: [ ]

Thursday Work Schedule: [ ]

Friday Work Schedule: [ ]

Saturday Work Schedule: [ ]

Sunday Work Schedule: [ ]

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Primary Contact Person: [Choose one...]

Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number: [ ]

Fax Number: [ ]

Email: [ ]

Work Location/Address: [Enter the address where the work will primarily take place.]

Name of Hiring Manager (if different than contact person listed above): [ ]

Available: [ ]

Selected: [ ]

By submitting this job request, I acknowledge that I have read the UM Student Employment Practices and Procedures available on line at [www.miam.edu/OSFAE](http://www.miam.edu/OSFAE) and that job descriptions, conditions of employment and pay rates are within the established guidelines.

I agree to the statement above: [Choose one...]

Submit

# Post a Lead Miami/Miami Commitment Job – Step 1

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job \* - Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- To determine the job wage, please click on the 'You must click here to determine it' link. \* *Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.*
- Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

*Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.*

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

# Post a Graduate Assistantship– Step 1

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the Job Start and End Date for this job \* - Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- Enter the Monthly Stipend Amount
- Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

*Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.*

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

The screenshot shows a web-based form for posting a graduate assistantship. The form is organized into several sections:

- Job Profile:** Includes dropdown menus for 'Select campus where position will be located' and 'Job Category', and a text field for 'Job Title'. A note specifies: 'Please be specific, Work Study is not an acceptable job name, but Office Assistant is.'
- Job Description:** A large text area for describing the position, with a note: 'Please be as detailed as possible.'
- Job Requirements:** Another text area for listing requirements, with a note: 'Please be as detailed as possible, include any certifications, computer programs, languages or skills required for the job.'
- Background Check Requirement:** Two levels of requirements are listed. A dropdown asks 'Will this job require the student employee to pass a background check?'.
- Hours per Week:** A dropdown for 'Number of Available Openings' and a dropdown for 'Hours per Week'.
- Start Date:** A text field with a note: 'Please enter either an exact date in the form mm/dd/yyyy or a brief description (e.g., "ASAP").'
- End Date:** A text field with a note: 'Please enter either an exact date in the form mm/dd/yyyy or a brief description (e.g., "At completion of project").'
- What time frame will this job be available?:** A dropdown menu.
- This job's Pay Range:** A note: 'Not determined yet! You must click here to determine it. Please complete the worksheet.'
- Work Schedules:** A series of dropdown menus for 'Monday Work Schedule' through 'Sunday Work Schedule'.
- Primary Contact Person:** A dropdown menu with a note: 'Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.'
- Contact Information:** Text fields for 'Phone Number', 'Fax Number', and 'Email'. A 'Work Location/Address' field with a note: 'Enter the address where the work will primarily take place.'
- Name of Hiring Manager:** A list of names (Coral Santos, Maria Farias, NoelGee TomAdams, Saverio Pizar, Jorge Lora-Empoyador) with 'Add >>>' and '<<< Remove' buttons, and a 'Selected' dropdown.
- Disclaimer:** A box containing the text: 'By submitting this job request, I acknowledge that I have read the UM Student Employment Practices and Procedures available on line at www.miami.edu/OSFAE and that the job descriptions, conditions of employment and pay rates are within the established guidelines.'
- Agree to the statement above:** A dropdown menu and a 'Submit' button.

# Post a Job – Step 2 – Review Job Application

UNIVERSITY OF MIAMI

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Help

Before your job request can be successfully posted, review the default job application candidates will complete to apply to your position. You have the option to add up to three additional questions. If you have no changes, then please click Save Application to go to the next step.

Pending Job Application - Student Employment Office - Test On Campus Job

Timer 44:56

**General**

First name \*

Middle name

Last name \*

Email \*  
*Please use your institutional email address (if you have one)* \* (re-enter to confirm)

UM ID \*

Empl ID

Phone

Class Level Please select \*

Major / Area of Study \*

Enter skills / experience / abilities

Access Arriba Bibliographic Database

Save Application

Pick from Existing Questions Create a New Question

A-Z

- Reason
- Reason for Applying:
- SE
- Stuemp
- Why would you like to work in this department?
- WS Question

You may add up to 3 custom questions to the application using the tab at the bottom of the application.

# Add Additional Questions to the Application

- When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).
- Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.
- The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.
- You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1<sup>st</sup> new field being presented within this new section.
- Once this section has been added with your new question. All subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.
- You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.
- When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.
- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows a web form for adding a new question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". The "Create a New Question" tab is active. Below the tabs is the "Question Details" section, which includes a "Question Type" dropdown menu with options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". A red arrow points to the "Question Type" dropdown. Below this is the "Application Behavior" section, which includes an "Application Section" dropdown menu with options: "Select an existing section" and "Create a new section". A red arrow points to the "Application Section" dropdown. Below this is the "Other flags" section, which includes two checkboxes: "Application input is required" and "Prefill this question from previous answer?". A red arrow points to the "Application input is required" checkbox. Below this is the "Where To Add This Question?" dropdown menu with options: "End of Application". A red arrow points to the "Where To Add This Question?" dropdown. At the bottom of the form is an "Add Question" button. A red arrow points to the "Add Question" button.

# Post a Job – Step 3 – Go Live

Welcome, Taige Test Employer | [Logout](#)

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Help](#)

You are adding a brand new job to the web site. 

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

---

**Student Employment Office - test**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, if you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.

Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.

Applicants can create a JobMail account allowing them to define their job preferences. If you'd like to notify applicants with job preferences that match your job, please select 'Yes, send JobMail'. Otherwise, select 'No' and your job information will NOT be emailed to any potential applicants.

# Post a Job – Step 3 – Go Live

Welcome, Taige Test Employer | [Logout](#)

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Help](#)

You are adding a brand new job to the web site. 

>>[Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

---

**Student Employment Office - test**

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

- For the question, “For how many days do you want the job to be listed on the site? If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list. If you want the job to be posted until your close the job, select ‘Until I close the job.’
- Click the “Click here to Finish!” button.
- Your job will be submitted to the Student Employment Office for review/approval.

# Post a Job – Completed!

The screenshot displays the JobX user interface. At the top right, it says "Welcome, Taige Test Employer | Logout". A navigation menu includes "Students", "JobX", "Reporting", "Access & Audit", "Site Set up", and "Help".

The main content area shows a confirmation message: "Student Employment Office - test" and "Congratulations! Your job is pending approval, then it will be listed." Below this, it asks "What would you like to do now?" and provides two links: "View the job details (for printing, etc.)" and "Return to your control panel." A red arrow points from the "Return to your control panel" link to the "Pending Approval (2)" category in the "Job Status" filter on the right.

The right-hand panel shows a "Job Actions" section with icons for Delete, Export, Print, and Email Supervisors. Below this is a table of jobs. The table is divided into sections: "LISTED - Jobs Currently Listed with Applicant Data (if applicable)", "Student Employment Office", "Student Financial Services", and "Test Off Campus FWS".

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<b>Student Employment Office</b>						
4312	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	0 (0 New)	11/18/16	👍👎👤
4313	Test on Campus FWS Job-11/17/1...	Gary Taylor	On Campus Federal Work Study	3 (3 New)	11/17/16	👍👎👤
<b>Student Financial Services</b>						
4314	Test On Campus Student Employ...	Julie Henry	On Campus Student Employment	0 (0 New)	11/18/16	👍👎👤
<b>Test Off Campus FWS</b>						
4316	dog walker	NextGen TimAdmin	Off Campus Federal Work Study	1 (1 New)	11/18/16	👍👎👤

- You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the 'Pending Approval' queue.

# Edit a Job

The screenshot displays the 'Job Actions' interface. On the left, a table lists jobs under 'PENDING APPROVAL - Jobs Currently Pending Administrator Approval (\* - Application updated)'. The table has columns for Ref #, Title, Contact, Job Type, App #, and Listed. Two jobs are listed: Ref # 4319 with Title 'test' and Ref # 4315 with Title 'gfgf'. A red arrow points to the 'test' link in the first row.

The right side of the screenshot shows a detailed view of the job 'test'. At the top, it shows 'Job Title: Employer', 'Status: Pending Approval', and 'Job Type: On Campus Federal Work Study'. Below this, there are sections for 'Additional details about this job's status', 'Update Status' (with links for List, Status, and Status), 'Manage Application' (with a link to Edit or view the online application), and 'New Applicants' (with a link to New Applicant). A red arrow points to the 'test' link in the 'Update Status' section. Another red arrow points to the 'Edit or view the online application' link in the 'Manage Application' section. A third red arrow points to the 'Edit this Job' link at the bottom of the detailed view.

Below the 'Edit this Job' link, there is a section titled 'Below is a view of approximately how this job appears to applicants:' followed by a list of job details including Job ID, Job Type, Employer, Job Category, Job Field, Job Description, Job Requirements, Professional Track, Available Openings, Hours, Monday through Sunday Work Schedules, Job Location, Alt Year, Hourly Rate, Time Frame, Start Date, End Date, Primary Contact, Primary Contact's Email, Phone Number, Fax Number, and Work Location.

- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
- To edit the application tied to your job, click 'Edit or View Online Application'.



Your Job is Approved!

What's Next?

Review and Respond to Online Applicant(s)

# Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)  
Job Filters Applied:  
Employer: All Available  
Job Status: Show All

Job Filters  
My Jobs: +  
Employer Name: -  
Show Jobs From All My Empl ▾  
Job Status: -  
 Listed Jobs (4)  
 Pending Approval (2)

Job Actions:  
Delete Export Print Email Supervisors  
-- Select Action Below --   
 Select/Deselect All Show 25 results per page 1 to 6 of 6 | << >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)  
Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4312	<a href="#">Test on Campus FWS job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Stud	<a href="#">0 (0 New)</a>	11/18/16	
<input type="checkbox"/> 4313	<a href="#">Test on Campus FWS job-11/17/1...</a>	Gary Taylor	On Campus Federal Work Study	<a href="#">3 (3 New)</a>	11/17/16	

You may view applicants to your listed job by clicking the ‘View Applicants’ link next to the applicable job.

# Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

### View Job Applications - ADMISSIONS - AB Tech - 061516

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 by clicking the magnifying glass icon (🔍). 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 filter 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 25 results per page 1 to 4 of 4 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award		Delete	Hire
<input type="checkbox"/> <a href="#">Taige Test Employer</a>	taige.haines@ngwebsolutions.com	11/1/2016	New!	P	Custom	<a href="#">Resume</a>		<input type="button" value="🔍"/> <input type="button" value="📧"/> <input type="button" value="🖨️"/>	<a href="#">Delete</a>	<a href="#">Hire</a>
<input type="checkbox"/> <a href="#">Roy Rogers1</a>	royrogers1@ngwebsolutions.com	6/23/2016		P	Greeted	<a href="#">Resume</a>	2800.00	<input type="button" value="🔍"/> <input type="button" value="📧"/> <input type="button" value="🖨️"/>	<a href="#">Delete</a>	<a href="#">Hire</a>

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

**JOB  
INTERVIEW**

Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?



# Schedule an Interview with Applicant(s)

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

### View Job Applications - ADMISSIONS - AB Tech - 061516

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 by clicking the magnifying glass icon (🔍). 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.

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You may filter 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 25 results per page 1 to 4 of 4 | << < > >> |

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award		Delete	Hire
<input type="checkbox"/>	<a href="#">Taige Test Employer</a>	taige.haines@ngwebsolutions.com	11/1/2016	New!	🚩	Custom			🔍 📄 🖨️	<a href="#">Delete</a>	<a href="#">Hire</a>
<input type="checkbox"/>	<a href="#">Roy Rogers1</a>	royrogers1@ngwebsolutions.com	6/23/2016		🚩	Greeted	<a href="#">Resume</a>	2800.00	🔍 📄 🖨️	<a href="#">Delete</a>	<a href="#">Hire</a>

Click the box next to one or more applicants you would like to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

# Schedule an Interview with Applicant(s)

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

### View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

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 by clicking the magnifying glass icon (🔍). 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?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

**Toolbar:** Delete, Export Summary, Export Details, Print Summary, Print Details, **Send Greeting**, Reject Applicants, Email Applicants

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << >>

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/> Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩				Delete	Hire
<input type="checkbox"/> Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩				Delete	Hire
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00	Delete	Hire

This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

*Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.*



Now that you've reviewed the online applications for your job, how do you decline an applicant?

# Notify applicant(s) they did NOT get the Job

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16

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 by clicking the magnifying glass icon (🔍). 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?

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 3 of 3 | << < > >> |

<input type="checkbox"/>	Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/>	Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!					<a href="#">Delete</a>	Hired
<input type="checkbox"/>	Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!					<a href="#">Delete</a>	Hired
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!				1000.00	<a href="#">Delete</a>	Hired

Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Send Rejection' button.

# Notify applicant(s) they did NOT get the Job

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ADMISSIONS - AB Tech - 061516

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

Suggested use: To inform applicants 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 applicants.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input checked="" type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Rejected
New!	<input checked="" type="checkbox"/>	Test Employer, Taige	[taige.haines@ngwebsolutions.com]	

To

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

From: taige.haines@ngwebsolutions.com

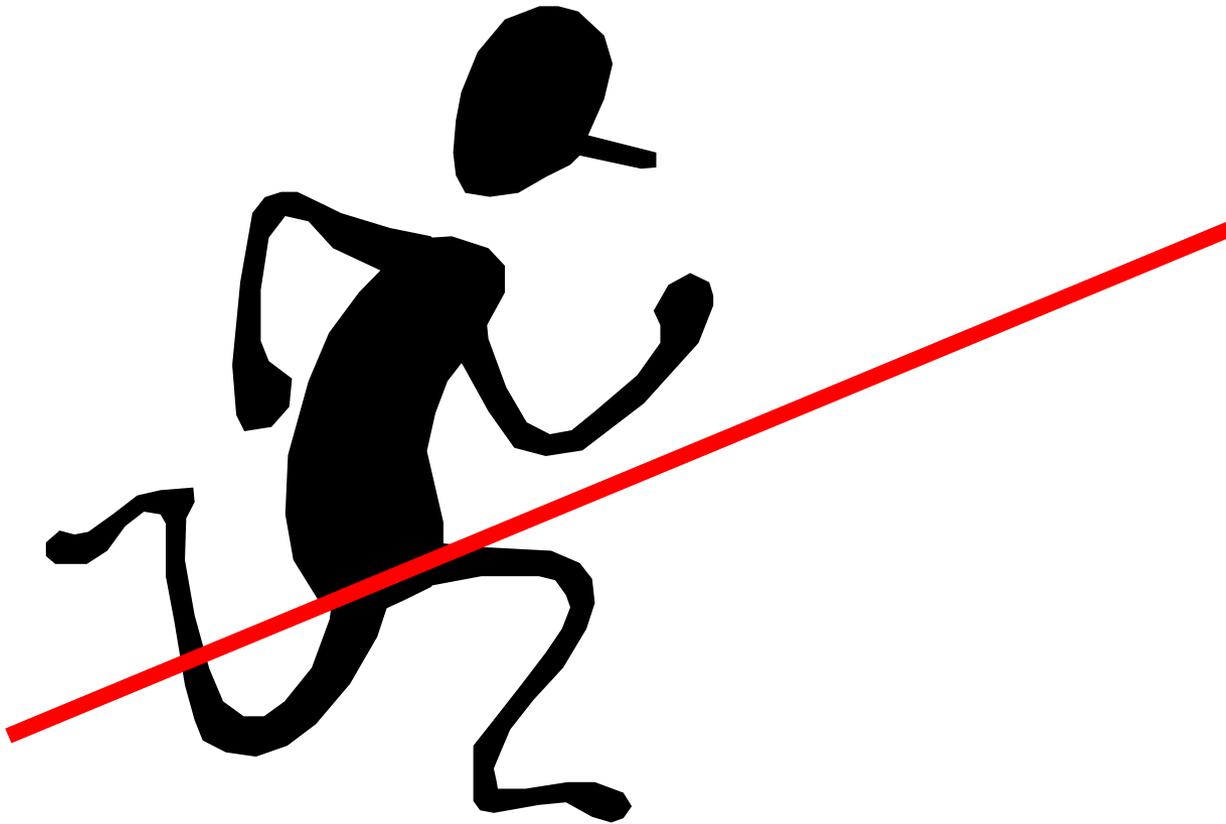
Subject: Job: AB Tech - 061516 - Not Available

Body: You recently submitted an on-line application for the AB Tech - 061516 job opening.  
I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

- This feature is utilized to inform the specific students they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't 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 e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

# You're Finished!!!



# Questions?



Please contact the  
Office of Student Financial Assistance & Employment  
(305) 284-6000, option 6 or at  
[ose@miami.edu](mailto:ose@miami.edu)