Off-Campus Employer

JobX Training Guide

Colorado State University

Student Employment Services
Training Topics:

1. Introduction
2. Login
3. Add a job
4. Edit a job
5. Review on-line applications
6. Send Hiring Correspondence to an applicant
   - Send an Interview Request Email
   - Send a Rejection Email

Training Topics are linked to each section in this User Guide.
**JobX = A Total Solution!**

**JobX** helps schools automate the job posting and applicant review process for Off-Campus employers.

*Note: To return to Training Topics, select the link below on each page.*
JobX Benefits for Employers:

- Job posting control
- Custom employment applications
- Email tools for student communication
Login to JobX

Return to Training Topics
1. Select “JobX – Free Job Posting Service” from the Student Employment homepage

2. Then, select “Off-Campus Employers Login” on the next page
3. Click the “Request a Login” link.
4. Select your “Off Campus Jobs” from the drop down list and click the “Go to next step” button.
5. The following information is required:
   - First Name
   - Last Name
   - Email address
   - Password
   - Your Title
   - Company Name

6. Add your Company Name as you would like it to appear to students.

7. Click "Submit" to send your request to the CSU’s Student Employment Services
Student Employment will email you when your login request has been approved.

Thank you for submitting a login request. It will be reviewed as soon as possible, and you will receive email once it is approved.
FORGOT YOUR PASSWORD? NO WORRIES!

Click the “Forgot Password?” link
8. Enter the email address used when requesting the initial login
9. Click “Submit”
10. Check your email after a few minutes.
11. Click the embedded link in the email to reset your password.
12. Enter a password

13. Re-enter the password in the “Confirm Password” field.

14. Click the “Submit” button.
15. Click the “click here” link to continue to the Job Control Panel.
Now that you’re logged in, it’s time to Add a Job
1. Select a Company.

- Supervisors with access to only one company have no drop down list when selecting a company.

- Supervisors with access to multiple companies have a drop down list to select a department.
2. Once you select your company, or if the default company is listed, Click “Add a new job for - Company Name”
3. Select the “Job Category.”
4. Enter a “Job Title”
5. Enter the “Job Description.”

Note: Anything with a red Asterisk must be filled in
Enter the following:

6. Job Requirements
7. Number of openings
8. Hours per Week
9. Specific hours for the job
10. Start Date
11. Time Frame for the job
12. Wage Information
13. Choose a Primary Contact person from the list (This will be the person who receives an email when a student applies for the job)
14. Phone, Fax, Email
15. Location of the job
16. Indicate whether or not you want your address to appear in the Job Posting
17. If you wish to designate a Secondary Contact:
   - Click on the person’s name from the list on the left.
   - Click the “Add >>>” button to move them over to the right “Selected” box.
18. Provide any instructions on how to apply for the job.
19. Specify if you choose to collect online applications
20. Lastly, click “Submit” to continue.
JobX provides a default employment application; however, you may insert job specific questions to the default application to ensure you get the best candidate for your job. Added questions are reviewed by Student Employment Services before the job posts to RAMweb.

21. To add a question, choose from the existing list of questions, or create a new question at the bottom of the page.
22. You may also proceed with the default application.
23. When creating a new application question, please select a type of question from the drop down menu (i.e., Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

24. Use an abbreviated name for the question you wish to add, so you can retrieve from the “Pick from Existing Questions” library at a later date. Please Note: The abbreviated name will not be presented to the applicant.

25. The “Question Label” is what the applicant will see. Use the HTML editor feature to make your questions look more professional.

26. You can either add your question to the existing general section, or create a custom section for your question to be placed within.
   - If you would like to add a new section for a new question, please enter the name of the section in the “Create a new section.” At the same time you will need to add the new field that needs to be placed within this new section. Once this section has been added with the first question, all subsequent questions may be added to this new section by simply selecting the new section from the “Select an existing section” drop down list.

27. You may set other flags (i.e., required field, etc.) for each question.

28. 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.

29. When you have completed adding a question, click the “Add Question” button. Lastly, click the “Save Application” button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by Student Employment Services.
30. Select “As soon as possible” from the list on question #1 if you want the job to be reviewed for approval immediately.

31. 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.

32. Select “Yes, immediately” from the list on question #2 if you want the job to be listed immediately upon approval.
33. For the question, “For how many days do you want the job to be listed on the site?”:

1. If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
   - **Note**: Maximum days allowed for postings is 4 weeks, 2 days (30 days).
2. Click on the “Click here to Finish” button.
3. Your job will be submitted to Student Employment Services for approval.
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 queues in the middle and at the bottom of the Control Panel page (covered in next slides).
How Do I Edit My Job?
If you want to edit details of your job:

1. Check the box next to the Job Status section you want to edit. Every status you check will display your jobs in that status at the bottom of the page.

Note: Mouse over each status icon while on your Control Panel to get a detailed definition of each status.
2. Locate the job you wish to edit and click the **Edit Job** icon next to your job posting.

3. Edit details as needed and click **Submit** at the bottom of the edit page.

4. You may also go to **Manage Job** to view the job and application details, or request that the job status be changed by simply clicking on the **Job Title**.

5. Click “**Edit this Job**” link to get to same edit screen as step #3 above.

6. To edit the application tied to the job, click “**Edit or View Online Application**.”

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Return to Training Topics
7. If you want to update the status of this job, select the status in the “Update Status” box. The Status options are:

- Listed
- Review Mode
- Storage

Note: Again, mouse over each status on your Control Panel to get a detailed definition of each status.
Your Job Is Approved by Student Employment Services…What’s Next???

Review and Respond to Online Applicant(s)!
1. From your Job Control Panel, you may hire an online applicant by clicking the “Applicants” link next to the job.
2. You may view an application by clicking either “Preview” or “View.”
   - “Preview” allows you to view the application without affecting the "New!" status, which allows you to track new vs. older applications. “View” removes the "New!" status.

3. If the student has provided a resume, click on the “Resume” link next to their name.

4. If the student has not provided a resume, “N/A” will be displayed in this field.
   - Note: Changing the flag icon to yellow sorts these applicants to the top of the list, which is helpful when you send emails (covered in next few slides).
Now that I have reviewed the online applications for my job, how do I contact an applicant if I wish to set up an interview?
1. Select the “Applicants” link from your Job Control Panel
2. Then, select the Send Greeting Email(s) button above the “Applications” list.
3. Notice that the applicants you flagged (if applicable) are at the top of the list.
4. This feature is utilized to set up interviews for one or more applicants. If you do not wish to interview an applicant, please be sure the box next to that candidate is **not checked**.

   - **Note:** Do **NOT** use this function for informing applicants you will reject. For that purpose, you can utilize the integrated “**Send Rejection Email(s)**” function reviewed in the next slides.

5. You may change the text in the body of the email, then click on the “**Send**” button.
Now that I have reviewed and selected the online applications for my job, how do I reject an applicant?
1. After selecting view applicants and identifying the applicants you do not wish to hire, please click the “Send Rejection Emails” button above the “Applications” list.
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.
Congratulations!

You have successfully used JobX!