On-Campus Student 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
7. Hire a Student into an On-Campus Hourly Job
8. Hire a Student into an On-Campus Work-Study Job
JobX: A Total Solution!

JobX helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.
JobX Benefits for Employers:

- Job posting control
- Custom employment applications
- Work-Study award and class schedule information
- Streamlined hiring
- Email tools for student communication
School Specific!

CSU JobX includes:

- CSU Departments
- CSU Department Supervisors*
- CSU Student Information

JobX has been configured to support CSU processes!

*Supervisors entered into Oracle by March 2014 were included in the one-time upload to JobX. If you were not part of this initial upload, you must Request a Login on the JobX login page. (link)
1. Select “JobX – Free Job Posting Service” from the Student Employment homepage

2. Then, select “On-Campus Employers Login” on the next page
3. Next, login using your CSU eID credentials.
   - If you were listed as a supervisor in Oracle by March 2014, CSU has configured your eID for access to JobX, and you will be allowed to proceed into JobX. If so, skip next slide…
   - If your eID was not configured for the initial upload to JobX, you will have to Request Access. If so, see next slide…
4. If you encounter this page after trying to login to JobX, click on the “Request Access Here” link to fill out the access form.
   - Once the form is submitted, Student Employment Services will review for approval.
   - When approved, an email will be sent indicating access to JobX is granted. Simply login again, per the previous slides, and proceed to Add A Job to JobX.
Add A Job
1. Select a Department.

2. Supervisors with access to only one department have no drop down list when selecting a department.

3. Supervisors with access to multiple departments have a drop down list to select a department.
4. Once you select your department, or if the default department is listed, Click “Add a new job for - Department Name.”
5. Choose an On-Campus Job Type for the job listing you wish to post and click the "Go to next step" button.

Job Types are:
- On-Campus Work-Study
- On-Campus Hourly
6. Select the “Job Category.”
7. Select a “Job Title” & “Wage” using the CSU Compensation Plan (found at www.ses.colostate.edu).
8. If additional information about the wage is required, enter in the “Additional Wage Information” text box, as needed.
9. Enter the “Job Description.”
Enter the following:

10. Job Requirements
11. Number of openings
12. Min and max hours
13. Specific hours for the job
14. Time Frame for the job
15. Choose a Primary Contact person from the list *(This will be the person who receives an email when a student applies for the job)*
16. Phone, Fax, Email
17. Location of the job
18. Indicate if you would like the address to appear on the listing
19. 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.
   - It is recommended that the **Secondary Contact** be the department Employment Coordinator.
20. Provide any instructions on how to apply for the job.
21. Specify if you choose to collect online applications.
22. Lastly, click “Submit” to continue.
Job Application

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.

23. To add a question, choose from the existing list of questions, or create a new question at the bottom of the page.

24. You may also proceed with the default application.
25. 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).

26. 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.

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

28. 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.”

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

30. 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.

31. 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.
32. Select “As soon as possible” from the list on question #1 if you want the job to be reviewed for approval immediately.

33. 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.

34. Select “Yes, immediately” from the list on question #2 if you want the job to be listed immediately upon approval.
35. 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.**”
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).
5. Whether you select “View” or “Preview” you will next see the student’s record details.
6. If the student is a work-study recipient, the Work-Study Award name, amount, and applicable term will be listed under the “Current Awards and Class Schedule” tab.
7. If the student is registered, you will also see course titles with start/end dates, days of week, and start/end times for each course.
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.

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**Schedule An Interview**

**Send Greeting Email**
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.
Hire a Student into an On-Campus Hourly Job

**Important Note:** On-Campus Hourly hire requests do not require Student Employment approval. Therefore, once the Supervisor completes the hire process in JobX, please proceed to completing the hiring process in Oracle, along with completing all hiring paperwork, as you have always done.

**Coming Soon!** Hire details entered into JobX will soon be uploaded to Oracle automatically for department approval. Once approved at the department level, the student can begin work.
1. If you wish to hire a student, click the “View Applicants” link next to the job on your control panel.
2. Click the “Hire” link next to the applicant’s name.
3. The student’s name will be automatically selected for you under “Hire an on-line applicant” box.

4. Next, click “Go to step 2” to launch the hire validation process.
Walk-In Candidate

- If you wish to hire a walk-in candidate that did not apply for your job online, or re-hire a student into a job they previously occupied, you may simply click the "Hire Applicant" icon to the far right of the job.

- Select the "Hire a ‘walk-in’ candidate" radio button on the left side.

- Then, enter the Student’s last name or CSUID to conduct a student look up. If the student has been loaded to the site, their name will appear for you to select on the following page.

- Next, click "Go to step 2" to launch the hire validation process.
5. The system will validate the student’s record to ensure they:
   - Have not been previously hired into the same job
   - Are a degree-seeking student at CSU Fort Collins
   - Coming Soon! If the employee has NOT completed all their required hiring paperwork (i.e., I-9, SSA-1945, W-4 & Direct Deposit), the system will present a warning denoted by a red X next to each form they are missing.

6. Please ensure this employee has completed required paperwork in Oracle before they begin working.

7. Lastly, click the “Continue to next step” button to continue the hire process.
8. Much of the “Hire Record” data will be pre-filled from the job listing to streamline hiring.
9. You may edit the information prior to completing the hire request process.
10. All fields denoted with an * are required data fields before completing your hire request.
11. Click on the “Hire Record Only” button to complete hire.
12. A hire approval email will be presented & pre-filled with all the hire details in the body of the email.

13. You may add verbiage in the body, or click “Append” at the top right corner of the screen to add common Student and/or Employer notification verbiage.

14. You may send this email to yourself, the Student, both you and the Student, or not at all.

15. If a Secondary Supervisor has been established on this Job, they will also receive an email if you do not delete their email in the “Additional recipients” field.

16. Click the “Continue” button to complete the hire process.
Hire Approval Process Completed!

17. If you would like to view/print the hire details for this employee, simply click on the “View/Print Hire Details” link.
Hire a Student into an On-Campus Work-Study Job

**Important Note:** On-Campus work-study hire requests must be initiated by a Supervisor. This hire request must be reviewed and approved by the department and Student Employment Services before the student can begin working. Once the Supervisor completes the hire process in JobX, please proceed to completing the hiring process in Oracle, along with completing all hiring paperwork, as you have always done.

**Coming Soon!** The hire details entered into JobX will soon be uploaded to Oracle automatically for department and Student Employment Services approval. Once approved, the student may begin work.
1. If you wish to hire a student, click the “View Applicants” link next to the job on your control panel.
2. Click the “Hire” link next to the applicant’s name.
3. The student’s name will be automatically selected for you in the “Hire an on-line applicant” box.
4. Next, click “Go to step 2” to launch the hire validation process.
Walk-In Candidate

- If you wish to hire a walk-in candidate that did not apply for your job online, or re-hire a student into a job they previously occupied, you may simply click the “Hire Applicant” icon to the far right of the job.

- Select the “Hire a ‘walk-in’ candidate” radio button on the left side.

- Then, enter the Student’s last name or CSUID to conduct a student look up. If the student has been loaded to the site, their name will appear for you to select on the following page.

- Next, click “Go to step 2” to launch the hire validation process.
5. Another way to launch the hire process for one or more applicants is to simply click the **Hire Applicant** icon next to the applicable job.

6. You can click the box next to one or more applicants you wish to hire, then click the “**Go to step 2**” button.
7. The system will validate the student’s record to ensure they:
   - Have not been previously hired into the same job
   - Are a degree-seeking student at CSU Fort Collins
   - Have a work-study award
   - **Coming Soon!** Have all required paperwork on file (i.e., I-9, SSA-1945, W-4 & Direct Deposit)

8. The system will present a warning denoted by a red X next to each form they are missing.
Important Note: A work-study student can only be hired into one work-study job at a time.

9. When hiring a work-study student that has already been hired in another work-study job, you will be presented with the "Concurrent Work-Study Hire" warning above.
10. You must complete the formal transfer process in Oracle before this hire can be approved.
11. Lastly, click the "Continue to next step" button to continue the hire process.
12. Much of the "Hire Record" data will be pre-filled from the job listing to streamline hiring.
13. You may edit the information prior to completing the hire request process.
14. All fields denoted with an * are required data fields before completing your hire request.
15. Click on the "Hire Record Only" button.

➢ **Note:** Until the automatic update from JobX to Oracle is in place, you must continue to hire the student in Oracle as you always have prior to JobX.
Initiate Transfer Process, if applicable...

**Important Note:** As mentioned on the previous slide, a work-study student can only be hired into one work-study job at a time. Also, until the automatic update from JobX to Oracle is in place, you must continue to initiate hiring in Oracle.

**Coming Soon!** When hiring a work-study student that has already been hired in another work-study job, you will be presented with the “Concurrent Work-Study Hire” warning (see above). You will need to complete the formal transfer process in Oracle before this hire can be approved. By clicking the link above that is presented on the final page of your hire request process, you can access Oracle to initiate the formal transfer process.
Your hire request will be reviewed by Student Employment Services for approval. Once Student Employment has sent you a hire approval email, the student may begin working.
Congratulations!

You have successfully used JobX!