EMPLOYER USER GUIDE

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How to Use This Guide

Next Gen Web Solutions has developed this guide to serve you at every point in your use of JobX.

Every installation of JobX is customized to suit the needs of a particular institution. Thus, this guide explains all of the features of JobX in general, but it may not reflect exactly the way in which your institution will be using the software. Most noticeably, graphics of the various JobX screens will differ slightly from your site. Please be sure to bring to the attention of your Site Administrator any remaining questions or concerns you have about the way JobX is working for you.

- Step-by-Step Instructions
Some features of JobX are best explained with step-by-step instructions. They will be indicated as:

1. Step 1 will be explained here.

2. Step 2 will be explained here.

- Abbreviated Navigation
Navigation through menus described in this document will be abbreviated as follows:

Employees > JobX Home (Job Control Panel)

This is equivalent to: “Click Employees menu on the top horizontal menu, wait for the page to reload, and then click JobX Home (Job Control Panel) function.” This abbreviation will always assume the user begins navigation situated at My Control Panel, the page displayed just after login.
Getting Started

Next Gen Web Solutions is pleased to announce the arrival of JobX – a new web service to help employers and employees in the job posting and hiring process. With this new tool, you will be able to post jobs and review applications. Employees will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

▶ Features for Employers (Supervisors)

- **Post jobs**: build online job listings and applications; quickly add multiple positions for the same job; designate multiple University employees to manage a job; submit a job posting for admin review
- **Review applications**: receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email employees
- **Manage old jobs**: store lists of employees interested in job postings; save job postings for re-use

▶ Features for Employees

- **Search for jobs**: use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University’s employment needs
- **Apply online**: enter information and instantly submit it to prospective employers
- **Review Application Status**: view status of all applications submitted
- **Complete paperwork**: download I-9/W-4 forms; submit university forms online; contact the Employment Office

The instructions contained in this document will explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to Administrator at stuemp@du.edu

To begin using the website, type the following address into your Internet browser’s address bar.

https://www.du.edu/studentemployment/index.html
Request Login Permission

Standard Log in – Important Note: If your school is utilizing a Single Sign On or LDAP solution for your login process, please disregard this section of the user manual as it will not apply to your custom log in process.

Employees can search and apply for jobs without a user account, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head) must request an account and password to access the system:

1. Point your browser to https://www.du.edu/studentemployment/index.html
2. Click On-Campus Employers from the JobX Home Page.
3. Click Request Log-In Permission on the JobX Employer Home Page.
4. Select On Campus from the pull-down menu in the middle of the screen, then click Go to Next Step.

5. Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters. You will also be able to designate a different mailing address for each job posting; this information is simply to help an administrator identify you.

If you administer jobs in more than one department or if your department is not listed, please write that in the Notes space. Feel free to add any additional notes there as well.
When finished, click Submit.

6. The application process is complete, but YOU DO NOT HAVE ACCESS to the site yet. The Site Administrator will review your information, and upon approval, you will receive a confirmation email with additional instructions.

Log In

You will receive an email from your Site Administrator once your account has been approved. In order to access any employer function of the website, you must log in.

1. Point your browser to https://www.du.edu/studentemployment/index.html
2. Click On-Campus Employers from the JobX home page.
3. Click the Job Management Log in link on the JobX Employer Home Page.
4. Enter your university email address and the password provided by your Site Admin or the password you selected when applying for log-in permission, then click Log in.
My Control Panel

Once you have logged in, you can access My Control Panel. On this page you can perform nearly all tasks related to your jobs.

Job Search
This Job Search feature enables Administrators and Employers to search the entire database of jobs within JobX by the following job related data:

- **Job Title** – The Job Title search will enable you to search for any job(s) in your JobX site that contain a specific Job Title (e.g. Tech) in the Job title field. If the word is present in the Job Title of any job in JobX, the job(s) will be returned to your control panel.
• Job Description – The Job Description search will enable you to search for any job(s) in your JobX site containing a specific word (e.g. HTML) in the job description field. If the word is present in the Job Description of any job(s) in JobX, the job(s) will be returned to your Control Panel.

• Job Contact (Primary and/or Secondary Contact) - The Job Contact search will enable you to search for any job(s) in your JobX site containing a specific Primary Contact (e.g. Taige Test Employer). If the Primary Contact is present on any job(s) in JobX, the job(s) with that Primary Contact will be returned to your Control Panel.

• Job ID - The Job ID search will enable you to search for a job in your JobX site containing a specific Job ID. If the JobID is present in JobX, the job will be returned to your Control Panel.
Job Filters
Utilizing the many job filter features on the JobX Job Control Panel, you can view the exact population of jobs you wish to manage with ease. As one or more job filters are selected, your selections will be presented in the ‘Your Selections’ area on the left side of your screen. In order to remove any previously set job filters, simply click the ‘Reset’ link.

- **My Jobs** – When selected, this filter will show only the jobs where you (the Supervisor) has been specified as the Primary contact. If the ‘Show My Jobs Only’ filter has not been selected, the view will include all jobs posted for that selected Employer/Department.
• **Employer Name** – If you are granted access by your Site Administrator to manage jobs for more than one employer, you can select the employer from the *Employer Name* drop-down menu on the left side of the screen for the employer you wish to manage jobs. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned.

![Employer Name dropdown menu](image)

• **Job Status** – This job filter enables you to filter jobs by a specific status. To understand the differences of each job status, simply mouse over the different job status icons the following definition pop ups will be provided.

![Job Status filter](image)

The different Job Statuses are as follows:

- Listed Jobs –
Pending Approval –

- have been submitted for approval to an administrator

**Important Note:**
- The Primary and Secondary contacts will be notified once the job has been approved and its status has been changed to “Jobs Currently Listed”
- Changes made to any job in this status, may require an approval from your Site Administrator

Review Mode –

- This Job(s) has been de-listed from the site.
- Jobs in “Review” mode can't be viewed, searched, or applied for by the applicant.
- Jobs in “Review” mode could have associated applications an employee/administrator can still review and select in the hiring process.
- If your site is configured to require an administrative approval before re-listing a job in “Review” mode, any changes will be submitted for approval prior to re-listing.

Storage Mode

- WILL PERMANENTLY delete all associated applications. Note: Schools typically utilize this status to cleanse a prior year's list of applicants associated with a job in preparation for posting the job for a new academic year.
- Have been temporarily de-listed from the Website
- Are currently NOT posted among the list of available jobs
- May NOT be searched and applied for by students
- Do not have any associated applications.

**Important Note:**
- If you place a job into storage and delete all associated applications, you CANNOT retrieve the related applications.
- Changes made to any job in this status, may require an approval from your Site Administrator.
• **Job Type** – This job filter enables you to filter jobs by one specific Job Type. Upon arriving on the JobX Job Control Panel, all Job Types will be presented. To filter by one specific Job Type, simply select the Job Type population of jobs you wish to view and all Jobs with that Job Type will be presented.
# Post a New Job

Posting a new job is a three-step process. First you create the job profile, then edit the job’s application (if allowed by your institution) and submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job complete the following steps:

1. Navigate to the JobX Job Control panel by clicking **JobX > JobX Home (Control Panel)**
2. Click **On-Campus Employers** from the JobX home page.
3. Click the

   utilizing the following screen, please complete the steps listed below:

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Choose one...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Example: Front Desk Receptionist</td>
<td></td>
</tr>
<tr>
<td>Job Description</td>
<td></td>
</tr>
<tr>
<td>Please be as detailed as possible.</td>
<td></td>
</tr>
<tr>
<td>Job Requirements</td>
<td></td>
</tr>
<tr>
<td>Please be as detailed as possible.</td>
<td></td>
</tr>
<tr>
<td>Number of Available Openings</td>
<td></td>
</tr>
<tr>
<td>Hours per Week</td>
<td>10.0 to Same</td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., &quot;X&amp;Y&quot;).</td>
<td></td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., &quot;N. completion of project&quot;).</td>
<td></td>
</tr>
<tr>
<td>Time Frame</td>
<td>Choose one...</td>
</tr>
<tr>
<td>Base pay rate</td>
<td>Choose one...</td>
</tr>
</tbody>
</table>

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

Select a Primary Contact Person: Choose one...  
The Data below will profit 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 | |
| Location | |

Secondary Contact People

Do you wish to collect online applications for this job?

- [ ] Yes
- [ ] No

Submit
1 From My Control Panel, click Add a new job for [Employer Name]. The Job Profile form will open for you.

**NOTE:** If you are assigned to more than one employer, you must first select an employer from the Filter Employer pull-down menu, and then the Add a job link will appear. If you are assigned to only one employer, this link will already be visible.

2 Complete the Job Profile. Examples of the form and descriptions of the form fields are provided above.

*Category* – Pick a category that best describes the type of job you are posting. Employees search for jobs by category.

*Job Title* – Give a specific job title, e.g. “Beaker Cleaner.”

*Job Description* – Describe the job and set proper expectations for the work you intend for the employee. A user friendly text editor feature enables you to format your information in a professional manner. This text editor includes; bold, italics, underline, bullets, links, HTML editor, etc.

*Job Requirements* – List any skills that the employee must have. For instance, if you need an employee that can type at least 30 words per min, note that here. A user friendly text editor feature enables you to format your information in a professional manner. This text editor includes; bold, italics, underline, bullets, links, HTML editor, etc.

*Number of Available Openings* – Indicate the number of openings available for this job. This number will decrease automatically as you hire employees.

*Hours per Week* – Indicate how many hours per week you expect the employee to work. If you are flexible, fill in a range of hours you need help.

*Start / End Date & Time frame* – These fields indicate to employees when you need help. Start / End Date provide specificity for the timeframe selected and may be actual dates or strings of text, like “ASAP.” Employees search by time frame.

*Base Pay Rate* – Select a wage that is most appropriate to the job.

*Primary Contact Person* – Select yourself as the contact person unless you are posting the job for someone else. If your demographic information has been loaded to JobX when your account was established, this information will be pre-filled. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and employees who apply online. If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with the current department.

*Secondary Contact Person* - If there are other people in your department whom employees may contact if they have questions about the job, indicate so here by selecting one or more names and Adding them to the list. Secondary contact people will also receive notification email if an employee applies to the job online.

*Phone/Fax/Email/Location* - Enter this information only if you would like it to be available to employees.

*Collect online applications* - This system is designed to take advantage of online applications. If you choose to not receive online applications, employees will be instructed to contact you directly.

3 Click Submit. The Review Job Application page will load.
Review the job application, then click the ‘Save Application’ button at the bottom of the application if you don’t wish and/or are not permitted by your institution to add job specific questions (See ‘Creating a new Question’ on an application later in this document). **NOTE:** The Employment Office requires that some questions be required. These fields are denoted with a red asterisk.
Create a New Question
Add a job specific question to your institutional default application to get a best-fit candidate for your job.

Question Details:
Depending on your permission level, you may be able to create new questions to be added to the institutional default application questions, which will then be approved by an administrator. To do so, click on the ‘Create a New Question’ tab beneath the default application. Next, within the Question Details section, please select a type of question from the ‘Question Type’ drop-down menu. The page will reload and you can then enter the question itself, along with a number of other options.
For single and multiple-choice questions, you will need to create an internally facing name for the question that only Administrators will see in the ‘Pick from existing Questions’ tab that serves as a library of all your job specific questions you add to an application for your specific department. The Question Label field is what the question as the applicant will see when completing the application. Please note that Question Choices are the different choices that will be presented to the applicant in either a drop down list for single-choice questions or check boxes for multiple-choice questions. The choices entered should be a comma-separated list, as seen below. If you would like one of the choices for a single-choice question to be defaulted in the drop down list, please designate using the Default Value drop down list.

Other question types include the following:

- **Single Line Text Question** – Utilize this type of question for short answers.

- **Multiple Line Text Question** – Utilize this type of question for longer answers.
Other question types (continued):

- **Date Question** —
  This will present a date picker calendar to the applicant. The applicant can either select a date from the calendar or type the date in the date field.

- **File Upload Question** —
  This will allow an applicant to upload a document that will be checked for viruses prior to loading to your JobX site.

- **Instructional Text** —
  This can be used before or after a question and/or section.

Please provide three (3) references below. References may not be a relative.
Application Behavior:

All questions added to the institutional default application for your specific job only will either need to be associated to an existing section of the application or you may choose to add a new section to the application, if desired. In order to do so, you’ll need to complete the ‘Application Behavior’ section of this page before you can successfully add the new question and/or save your application.

If you’d like to add a new job specific question to an existing section of the default application, please select the desired section from the ‘Application Section’ drop down list. Otherwise, if you’d like to create a new section in the application not already present in the institutional default list of questions, you can simply type in the new section name in the ‘Create a new section’ field below. This action will create a new application section and list the new question you’ve added in this same transaction in this new section.

Additionally, you can choose to require the new job specific question be answered by clicking the ‘Application input is required’ box or choose to have this question pre-filled with the value they entered in a past application the applicant may have submitted for this job in a prior term.

Lastly, you can utilize the ‘Where to Add this Question’ drop down list to customize the location of your new question. Once you’ve completed all these steps, click the ‘Add Question’ button.

IMPORTANT NOTE: To actually save this job specific question and all others you may wish to add to the application, please be sure to click the ‘Save Application’ button after adding all your new questions. If you fail to click the ‘Save Application’ button your new questions will NOT be successfully added to your application.

5 The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, then click the ‘Click here to finish!’ button. Explanations of the questions are provided below.

NOTE: Depending on your permission level, some of the following questions may not appear.
Biology Department - Beaker Cleaner

Your job will have to be approved because you can't post jobs without permission AND you edited the application.

1. When do you want the job and application to be reviewed for approval?
   - As soon as possible

2. Do you want the job listed immediately after it is approved?
   - Yes, immediately

3. Do you want JobMail to be sent when the job is listed?
   - Yes, send JobMail

4. For how many days do you want the job to be listed on the site?
   - Until I close the job

When all the above information looks correct... [Click here to finish]

- **Question 1** – (As Soon As Possible; Later) If ASAP is selected, the job will be submitted immediately to an administrator for approval. If Later is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.

- **Question 2** – (Immediately; Send to Storage) If Immediately is selected, the job will post once it is approved. If Storage is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.

- **Question 3** – (Yes; No) Employees sign up for JobMail, and it automatically emails them when a job matching their interests is posted.

- **Question 4** – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting View Jobs Pending Approval from My Control Panel. If you need to change details of the job you have submitted before it is approved, you can do so by clicking the Edit Job icon.
Review Employee Applications

Now that you have posted a job for your department, you will receive email every time an Employee applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to My Control Panel.

1. From My Control Panel, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click Applicants link.

   **NOTE:** Depending on how many jobs you manage, you may first have to choose Currently Listed Jobs from the Choose Jobs to View list, not shown here.

2. Each row of the table provides functionality for one particular job. Click View Applicants next to the job for which you want to review applications, in this case “Beaker Cleaner.” A new page will load, and a screen similar to the following will display:

3. Applications are initially displayed in descending order by date/time. New applications are designated by “New!” in the left-hand column. Click one of the column headings, such as Last Name, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.

4. Click either Preview or View next to the application you wish to review. Both links will display the application in exactly the same manner except that Preview will not eliminate the “New!” designation. This is to help you organize your applications, similar to the “Mark as Read” function in email programs.

   After clicking Preview/View, the employee’s application will appear:
Review the employee application, and if you would like to print a hard copy of it, click the Printer icon. (A new window will open from which you can print.)
Contact Applicants

After you have viewed applications for your job, you can respond to employees by email through this website. To do so, click Greeting or Rejection, located just above the table of applications. A new page will load, presenting you with a screen as shown below.

To – Place a check mark next to the names of the employees you would like to email. By default, all employees who have not already received email about this job are selected. If you would like to add employees who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If an employee has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the From address.

Subject – The system provides a standard subject line, but you can edit it at will.

Body – The system provides a standard message based on whether you selected Greeting or Rejection, but you can edit it at will.

- Click Send when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the From address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the From address.
Manage a Job

The Manage Job page provides a number of different functions from one central location, including:

- Updating a job’s status – e.g. from Listed to Review, or Storage to Delete.
- Manage a job’s online application.
- Editing a job’s details
- Viewing applications (also accessible from My Control Panel).
- Hiring an employee (also accessible from My Control Panel).

**NOTE:** The latter two functions of the Manage Job page are explained earlier in this document and will not be covered again here.

To access these functions, click the Job Title you wish to manage from My Control Panel, and the following screen will load with that particular job’s details.

**Update Job Status**

To change a job’s status, click the target status link (e.g. Listed, Review, Storage) from the Update Status portion of the window.

**NOTE:** For an explanation of the different statuses, please see page 5 of this document, under the heading, “What do all these terms mean?”

If moving a job from Review or Storage to Listed, you may be required to resubmit it for approval, particularly if you have made changes to the job’s details.
Edit a Job

The Employment website allows you to revise the details of a posted job (e.g. description, time frame, location, etc.) through the Edit this Job function.

1. From Manage Job, click Edit this Job located just above the job details. A new page will load, which will be identical to the job detail page you saw when initially posting the position.

From [Edit this Job],

Below is a view of approximately how this job appears to students:

<table>
<thead>
<tr>
<th>Front Desk Clerk II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
</tr>
<tr>
<td>Job Type</td>
</tr>
<tr>
<td>Employer</td>
</tr>
<tr>
<td>Job Category</td>
</tr>
<tr>
<td>Job Description</td>
</tr>
<tr>
<td>Job Requirements</td>
</tr>
<tr>
<td>Available Openings</td>
</tr>
<tr>
<td>Hours</td>
</tr>
<tr>
<td>Hourly Rate</td>
</tr>
</tbody>
</table>

2. Edit the details of the job, then select one of the following options at the bottom of the page, and click Submit.

You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

- **Keep** this job listed on the site so students can still search for it, apply for it, and so on. It will be listed in the old form until the changes you just made are approved. When the changes you just made are approved, they will be immediately reflected in the listing.
- Remove this job from the web site so students may not search for it, until the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

Submit

3. Your changes will be submitted to an administrator for approval, and you will receive an email about the job’s status.

**NOTE:** The details of jobs in Storage and Review modes can be edited in the same way as posted jobs, but those changes will not be submitted for approval until the job’s status is changed to Listed.
Delete a Job
If a job is already in Storage, you can click on the [Delete this Job] on the Manage Jobs page. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details and applications.

Otherwise, you may delete one or more jobs at a time by simply clicking the box beside each job you wish to delete and then clicking the “Delete” icon. If you’d like to delete all your jobs, you can click on the “Select All / De-Select All” box. This will mark all the jobs present on that page and then you can click the “Delete” icon.
Manage an Online Application

To view, edit or remove a job’s online application, click View or Remove the Online Application from the upper right-hand corner of the Manage Job table. The Manage Job Application screen will load and present you with a preview of the current application. If the job is currently Listed, you will also see this window:

As the window explains, a job must first be placed into Review mode before the application can be edited. Do so by clicking the link [Here] at the bottom of the window. Once the application is edited and the job status is returned to Listed, the job and its new application will be submitted for approval by an administrator.

To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the Manage Job page.

NOTE: By changing the online application and resubmitting the job for approval, you will not lose any of your current applications.