JOBX EMPLOYER USER GUIDE

Getting Started ...................................................................................................................2
  ▸ Features for Employers...............................................................................................2
  ▸ Features for Students.................................................................................................2
Request Log-In Permission ...............................................................................................3
Log In ..................................................................................................................................4
My Control Panel ..................................................................................................................5
Post a New Job ....................................................................................................................7
Review Student Applications .............................................................................................11
Contact Applicants ............................................................................................................12
Hire a Student .....................................................................................................................13
Manage a Job .....................................................................................................................16
  ▸ Update Job Status .......................................................................................................16
  ▸ Edit a Job ....................................................................................................................17
  ▸ Delete a Job .................................................................................................................17
  ▸ Manage an Online Application ..................................................................................18
Getting Started

The Prescott College Student Employment Program (PCSEP) is pleased to announce the arrival of JobX to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

FEATURES FOR EMPLOYERS

- **Post jobs**: build online applications; quickly add multiple positions for the same job; designate multiple 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 students
- **Hire students online**: automatically check I-9/W-4/work-study status; submit job hiring requests; process hiring online
- **Manage old jobs**: store lists of students interested in job postings; save job postings for re-use

FEATURES FOR STUDENTS

- **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 College’s student employment needs
- **Apply online**: enter information and instantly submit it to prospective employers
- **Complete paperwork**: download I-9/W-4 forms; contact the Student Employment Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons: 🔎 «?»

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 amorrone@prescott.edu.

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

https://workstudy.prescott.edu
Request Log-In Permission

Students 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://workstudy.prescott.edu/](https://workstudy.prescott.edu/)

2. Click On-Campus Employers from the left-side navigation bar.

3. Click Request Log-In Permission from the left-side navigation bar.

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 YET HAVE ACCESS to the site. The student employment office will review your information, and upon approval, you will receive a confirmation email with additional instructions.
In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click Log out from the left-side navigation bar, or have not used the Web site for over 20 minutes.

All of the following directions assume that you are logged in first.
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.

Welcome, Michael A Talis
Tuesday, April 12, 2005

Biology Department
- Only show "my" jobs
- Show all jobs within selected employer(s)

Add a new job for Biology Department

:: CURRENTLY LISTED JOBS
Ref# 6 Beaker Cleaner | Manage Job | View Applicants (0) | Hire a student | Listed: 4/12/2005

:: Review Mode Jobs
No jobs are currently in review mode.

:: Jobs in Storage
No jobs are currently in storage.

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the Filter Employers drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user shown above, Michael Talis, is assigned to one employer, the Biology Department.

Next to the Filter Employers drop-down, you can also select whether to view only “My” Jobs or all jobs within the selected employer(s). “My” Jobs only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

Some users who manage a lot of jobs may also see the Choose Jobs to View options on their screen.

Click one of the boxes next to the jobs you wish to display. Depending on the number of jobs to be displayed, the software may take a few seconds before it reloads your page.

Choose Jobs to View:
- View Listed Jobs (Jobs: 4)
- View Jobs Pending Approval (Jobs: 0)
- View Jobs in Review Mode (Jobs: 5)
- View Jobs in Storage Mode (Jobs: 0)
Listed, Pending Approval, Review, and Storage...

A job’s status is defined in one of four ways:

- **Listed** – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.

- **Pending Approval** – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to Listed. Any change made to the job prior to its approval must be resubmitted to an administrator.

- **Review** – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into Review mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in Review mode may be re-posted, though changes must be resubmitted for approval.

- **Storage** – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into Storage after hiring is completed and a job is closed. A job in Storage may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each semester.
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 desired, and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

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 below.

   - **Category** – Pick a category that best describes the type of job you are posting. Students 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 student.
   
   - **Job Requirements** – List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here.
   
   - **Number of Available Openings** – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.
   
   - **Hours per Week** – Indicate how many hours per week you expect the student to work. If you are flexible, fill in a range of hours you need help.
   
   - **Start/End Date/Time frame** – Indicate to students when you need help. Start/End Date provides specificity for the timeframe selected and may be actual dates or strings of text, like “ASAP.” Students search by time frame.
Wage – Select a wage that is most appropriate to the job. If you have questions or concerns about the wage, leave a note for the administrator in the open text box.

Primary Contact Person – Select yourself as the contact person unless you are posting the job for someone else. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and students 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 students 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 a student applies to the job online.

Phone/Fax/Email/Location – Enter this information only if you would like it to be available to students.

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

3 ▶ Click Submit. The Review Job Application page will load.
4. Review the job application, then click the Finished button at the top or bottom of the page.

**NOTE:** The Student Employment Office requires that questions with gray backgrounds be asked of students (and those with red asterisks be answered).

Depending on your permission level, you may be able to add questions, which will then be approved by an administrator. To do so, select a type of question from the drop-down menu (located below the last question), then click Insert. The page will reload and you can then enter the question itself, along with a number of other options.

For multiple-choice questions, please note that Options should be a comma-separated list, as seen to the right.
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 Click here to finish! 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) Students 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 selecting Edit Job.
**Review Student Applications**

Now that you have posted a job for your department, you will receive email every time a student 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 **View Applicants**.

   **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.

   ![CURRENTLY LISTED JOBS](image)

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:

   ![Applications](image)

   - **E-mail Applicants:** Greeting  Rejection

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 student’s application will appear:
Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version. (A new window will open from which you can print.)

Contact Applicants

After you have viewed applications for your job, you can respond to students 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 similar to this, explained below.

To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student 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.
Hire a Student

After you have finished interviewing for your job, you must begin the hiring process through the Student Employment Web site. The Web site allows you to hire students who have applied either online or in person and establish them within the time sheet system.

1. To begin the process, click Hire a Student from any number of locations:
   - My Control Panel
   - Manage Job
   - View Applicants

   A page similar to the following will display:

   Fill the job: "TEST JOB"

<table>
<thead>
<tr>
<th>Hire an on-line applicant</th>
<th>Hire a candidate who did not apply on-line</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Hire a &quot;walk-in&quot; candidate. Type in candidate's info to the right.</td>
<td></td>
</tr>
<tr>
<td>☐ Alison L Smith</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>M.I.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Go to step 2.

2. Select the student(s) you wish to hire or fill in the name of a walk-in candidate, then click Go to Step 2. You can also enter partial names or student IDs by which the system will then search for students. (If you reached this step from the View Applicants page, your student will already be selected.)

3. If you selected an applicant that applied online, the following screen will load:

   The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

   Student Info

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Student Id</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison</td>
<td>L</td>
<td>Smith</td>
<td>a290ec7-bb23-3298-993e-59b165a1038d</td>
<td><a href="mailto:smith.o@neu.edu">smith.o@neu.edu</a></td>
</tr>
</tbody>
</table>

   Continue to next step  Cancel

   If you wrote in the name of an applicant, the system will check your entry with a database of students eligible to work and present you with this screen:

   The hire candidate could not be immediately verified. Below you will find a list of possible matches for the info provided. Select the correct student and continue to Step 3.

   Possible Matches

<table>
<thead>
<tr>
<th>Possible Matches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison L Smith :: (<a href="mailto:smith.o@neu.edu">smith.o@neu.edu</a>)</td>
</tr>
<tr>
<td>Candace M Smith :: (<a href="mailto:smith.o@neu.edu">smith.o@neu.edu</a>)</td>
</tr>
<tr>
<td>Tara M Smith :: (<a href="mailto:smith.o@neu.edu">smith.o@neu.edu</a>)</td>
</tr>
<tr>
<td>Zachary D Smith :: (<a href="mailto:smith.z@neu.edu">smith.z@neu.edu</a>)</td>
</tr>
</tbody>
</table>

   Continue to next step  Cancel
Confirm the student you are hiring, then select Continue to Next Step.

4  The screen below will load. Review the information and make any necessary changes. (Any notes entered will be submitted to an administrator along with your hire request.) Click Continue to Timesheet.

5  If you have hiring permission in more than one cost center, you will be presented with the following screen. Choose the cost center to which this job should be charged, then select Continue. Otherwise, this step will be skipped automatically and the job will be charged to your cost center.

Since you have permissions for more than one Cost Center you must select the Cost Center with which the hire(s) will be associated.

Choose Existing Job

Create New Job

6  For administrative reasons, your hire must also be associated with any previous hires made under the same job title. If the job for which you are hiring is already in the timesheet system, choose the job title from the drop-down menu and select Choose Existing Job. Otherwise, select Create New Job.

This job may or may not already be established in the online timesheet system.

If you cannot locate the job title from the drop-down list, then you must create a new job by clicking the button below. This new job will use the title and description entered at the start of the job posting process.

Choose Existing Job

Create New Job
Select the primary and any secondary supervisors. Secondary supervisors will have the same capabilities to approve timesheets as primary supervisors, but they will not receive system-generated email about the job’s timesheets.

Select a pay schedule, then click Create Hire.

The system will inform you that your hiring request has been submitted and a new timesheet generated. Your hire must be approved before you can access any timesheet management functions related to this job. You will receive an email once your request has been approved.

Depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

- **Close the Job**: This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. However, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example.

- **Re-list the Job**: You will have the opportunity to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.

- **Keep the Job in Review Mode**: Use this option if you wish to continue looking for applicants for this job.

After selecting one of the three options, you have completed the hiring process!
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 a student (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 Manage Job from My Control Panel, and the following screen will load with that particular job’s details.

Manage Job

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Employer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker Cleaner</td>
<td>Biology Department</td>
<td>Listed</td>
</tr>
</tbody>
</table>

**Additional details about this job's status:**

- This job is currently listed on the site.
- It will not auto-list until it is manually taken down.

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 Student 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.

   ![Edit this Job](image)

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

<table>
<thead>
<tr>
<th>Beaker Cleaner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job ID</strong></td>
</tr>
<tr>
<td><strong>Job Type</strong></td>
</tr>
<tr>
<td><strong>Employer</strong></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.

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*, a link to [Delete this Job] will be visible 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.
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:

You may not edit the application for this job while it is listed. To edit the application, first place the job in Review Mode.

- To discontinue accepting applications for this job: [click here]

**Note:** You should only do this if you really want to cancel the application for this job. If you just want to prohibit students from applying for a period of time, you should de-list the job from the site.

You can update the job’s status: [Here]

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.