JOBX OFF-CAMPUS EMPLOYER USER GUIDE

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Getting Started

The Prescott College Student Employment Program (PCSEP) is pleased to announce the arrival of new Web services 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 – including University paperwork – all 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 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 students
- **Hire students online**: automatically check I-9/W-4/work-study status; submit job hiring requests; process University hiring paperwork 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 University’s student employment needs
- **Apply online**: enter information and instantly submit it to prospective employers
- **Complete paperwork**: download I-9/W-4 forms; submit University forms online; contact the Student Employment Office

These 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 christyn.smith@prescott.edu.

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

http://workstudy.prescott.edu
Log In

You will receive an email from the Student Employment Coordinator 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 http://workstudy.prescott.edu

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

3. Click Job Management Login Log in from the right-side of the screen.

4. Enter your username and password that were emailed to you and click Log in.

Please Log In!

Enter your Student Employment Online username and password

STUDENTS - Don’t have a username and password?
Click here to establish a new student account.

Failure to submit your timesheet on time will result in a missed paycheck.

EMPLOYERS - Don’t have a username and password?
Click here to request a new employer account.

Forgot password? Change Password? If so, click here.
Job Control Panel

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

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, Taige Test Employer, is assigned to three employers, the Athletics, Computer Science, and Student Employment Departments.

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.
**Listed, Pending Approval, Review, and Storage...**

<table>
<thead>
<tr>
<th>What do all these terms mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A job’s status is defined in one of four ways:</td>
</tr>
<tr>
<td>• <strong>Listed</strong> – 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.</td>
</tr>
<tr>
<td>• <strong>Pending Approval</strong> – 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 <strong>Listed</strong>. Any change made to the job prior to its approval must be resubmitted to an administrator.</td>
</tr>
<tr>
<td>• <strong>Review</strong> – 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 <strong>Review</strong> 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 <strong>Review</strong> mode may be re-posted, though changes must be resubmitted for approval.</td>
</tr>
<tr>
<td>• <strong>Storage</strong> – 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 <strong>Storage</strong> after hiring is completed and a job is closed. A job in <strong>Storage</strong> 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.</td>
</tr>
</tbody>
</table>
Post a New Job

Posting a new job is a three-step process.

1 ▶ From your Job 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.

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.
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. 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 student must have. For instance, if you need a student 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 students. Once it reaches zero, the job will automatically move to Review mode.

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 – These fields 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 timeframe.

Calculate Job Class – Complete the survey to determine the appropriate job class for the position. Once you click ‘Compute’, the Job Class along with the wage range will appear at the top of the survey screen. Close this window to return to the Job Profile.

Describe Compensation Here – Enter the starting wage you would like for the position (must be within the wage range for the Job Class). It is highly recommended to start at the lower end of the wage range so that a student employee may earn merit raises.

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

Federal Work-Study Preference - For Off-Campus Employers, you should choose Yes.

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 bottom of the page.

NOTE: The Student Employment Office requires that questions with gray backgrounds be asked of students (and those with red asterisks are required to 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 single and multiple-choice questions, please note that Options should be a comma-separated list, as seen below.
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 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.

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

### Financial Aid - TEST
Please choose an option

1. When do you want to list the job on the web site? **Right now!**

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

3. 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** – (Right Now; Later) If **Right Now!** 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 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.

6  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 your Job 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 this Job icon.
Review Student Applications

Now that you have posted a job for your department, you will receive an 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 your Job Control Panel.

1. From Job 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.

   ![Add a new job for Financial Aid](image)

   **Job Status Filter:**
   - View Listed Jobs (1)
   - View Jobs Pending Approval (0)
   - View Jobs in Review Mode (0)
   - View Jobs in Storage Mode (2)
   - Approve External Jobs

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:

   ![Listed - Jobs currently listed with applicant data if applicable](image)

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:
5 Review the student 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 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 as shown 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 website. The website allows you to hire students who have applied either online or in person.

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

   A page similar to the following will display:

   There is one opening for this position. Please select one applicant to fill this job.

   <--- Click for help on completing this step.

   The following students filled out an on-line application and have already been hired for this job:
   Roy Rogers

<table>
<thead>
<tr>
<th>Hire On-line Applicants</th>
<th>Hire candidates who did not apply On-line.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ test test</td>
<td>First Name</td>
</tr>
<tr>
<td>□ test test</td>
<td>Middle Initial</td>
</tr>
<tr>
<td></td>
<td>1. [Name]</td>
</tr>
<tr>
<td></td>
<td>[Box]</td>
</tr>
<tr>
<td></td>
<td>Go to step 2</td>
</tr>
</tbody>
</table>

2. Select the student(s) you wish to hire or fill in the name of paper-copy applicant, then click Go to Step 2. (If you reached this step from the View Applicants page, your student will already have a checkmark next to his/her name.) The following screen will load:

   Fill Job Step 2: Verify Applicants

   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
   - Student Test 1

   [Select student] [Cancel]
3 Confirm the student so that it may be cross-checked with a list of students eligible to work. Click Select Student to view the Validation Summary page:

<table>
<thead>
<tr>
<th>Student Validation Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>FWS Status: This student does NOT have a Federal Work Study award. Questions should be directed to the Financial Aid Office.</td>
</tr>
<tr>
<td>I-9 Status: This student does NOT have a valid I-9 on file. You may continue to submit your hiring request, but hiring will not be completed until all necessary paperwork has been submitted. Please direct the student to Financial Aid or the Human Resources office.</td>
</tr>
<tr>
<td>W-4 Status: This student does NOT have a valid W-4 on file. You may continue to submit your hiring request, but hiring will not be completed until all necessary paperwork has been submitted. Please direct the student to Financial Aid or the Human Resources office.</td>
</tr>
<tr>
<td>A-4 Status: This student does NOT have a valid A-4 on file. You may continue to submit your hiring request, but hiring will not be completed until all necessary paperwork has been submitted. Please direct the student to Financial Aid or the Human Resources office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Student</td>
</tr>
</tbody>
</table>

4 Review the validation summary returned by the system. This summary will show if a student has a FWS award on file as well as the required paperwork to start working. If your applicant does not have the required paperwork, instruct them to complete these first. Their hire request will NOT be approved by the Student Employment Coordinator until all paperwork has been turned in.

Create Time Sheet with Hire Request

5 The above screen requests information for your hire. Enter the student’s Start/End Dates, starting wage, and if they are a re-hire from the prior fiscal year or a new hire. Then click Continue.
6 Next, you will be asked to create a time sheet with your hire request. Select your department and continue to select the job position you are hiring.

Create Time Sheet with Hire Request

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

Continue

7 Select the correct job position and click Choose Existing Job.

NOTE: If the job you are currently hiring into is not in the drop down list, click Create New Job. It should then populate the correct job for you on the following screen. If your job does not self-populate, please contact the Student Employment Coordinator for assistance.

Create Time Sheet with Hire Request

Select the Primary and Secondary Supervisors then click Create Hire. The screen below should appear to confirm your hire request was successfully submitted for approval and allow you to choose what to do with the job position:
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, Review, or Storage.
- Manage a job’s online application.
- Editing a job’s details
- Viewing applications (also accessible from Job Control Panel).
- Hiring a student (also accessible from Job 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 your Job 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>TEST</td>
<td>Financial Aid</td>
<td>Storage</td>
</tr>
</tbody>
</table>

Additional details about this job’s status:

- This job is currently in **Storage**.

#### Update Status

<table>
<thead>
<tr>
<th>Listed</th>
<th>Cannot list job because it has 0 openings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Mode</td>
<td>★ Click to change to</td>
</tr>
<tr>
<td>Storage</td>
<td>★ Current Status</td>
</tr>
</tbody>
</table>

#### Manage Application

This job is configured to collect online applications. ★ adidas -> create online application.

#### View Applicants

No applications have been submitted for this job.

#### Hire Student

You cannot hire students while the job is in this status.

Click here to [Delete] this job

[Edit this Job]

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

<table>
<thead>
<tr>
<th>TEST</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
<td>1032</td>
</tr>
<tr>
<td>Job Type</td>
<td>On-Campus</td>
</tr>
<tr>
<td>Employer</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>Job Category</td>
<td>Clinical</td>
</tr>
<tr>
<td>Job Description</td>
<td>TEST</td>
</tr>
<tr>
<td>Job Requirements</td>
<td>TEST</td>
</tr>
<tr>
<td>Work Study Preferred?</td>
<td>Yes</td>
</tr>
<tr>
<td>Available Openings</td>
<td>8</td>
</tr>
<tr>
<td>Hours</td>
<td>10:00 to 11:00 hours per week</td>
</tr>
<tr>
<td>Compensation</td>
<td>$7.80/hour to $8.00/hour, 7.80</td>
</tr>
<tr>
<td>Wage Notes</td>
<td></td>
</tr>
<tr>
<td>Time Frame</td>
<td>Fall</td>
</tr>
<tr>
<td>Start Date</td>
<td>Now</td>
</tr>
<tr>
<td>End Date</td>
<td>Later</td>
</tr>
<tr>
<td>Primary Contact</td>
<td>Caitlyn Wright</td>
</tr>
<tr>
<td>Primary Contact’s Email</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>928-360-5210</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Work Location</td>
<td>JLD7</td>
</tr>
<tr>
<td>JLD7</td>
<td>No</td>
</tr>
</tbody>
</table>
Update Job Status

To change a job’s status, click the 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 6 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.

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
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*.

*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.