

JOBX ON-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 On-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*.

The screenshot shows a login page with a light blue header and a white main content area. The header contains the text "Please Log In!". Below this, there are two sections: one for students and one for employers. The student section says "Enter your Student Employment Online username and password" and "STUDENTS - Don't have a username and password? Click here to establish a new student account." The employer section says "EMPLOYERS - Don't have a username and password? Click here to request a new employer account." Below these sections are two input fields: "Username" and "Password Case sensitive". A "Log in" button is located below the password field. At the bottom of the page, there is a link: "Forgot password? Change Password? If so, click here."

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.](#)

Username

Password Case sensitive

Log in

Forgot password? Change Password? If so, [click here](#).

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.

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.

Welcome, Taige Test Employer :: Wednesday, August 14, 2013

Employer Filter: [show/hide]

Employer

- Show Jobs From All My Employers
- ATHLETICS
- COMPUTER SCIENCE
- STUDENT EMPLOYMENT

☒ Show all jobs within selected employer(s)

Add a new job for **ATHLETICS**

Job Status Filter: [show/hide]

☐ View Listed Jobs (3)

☐ View Jobs Pending Approval (0)

☐ View Jobs in Review Mode (7)

☐ View Jobs in Storage Mode (1)

Delete Export Print

-- Select Action Below -- Apply Action

☐ Select All / De-Select All Show 25 results per page 1 to 11 of 11 << < > >>

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

ATHLETICS

<input type="checkbox"/>	Ref# 4233	Football Waterboy	1 Applicants (1 New)	Listed: 5/13/2013	
<input type="checkbox"/>	Ref# 4234	Volleyball Asst I	1 Applicants (1 New)	Listed: 5/14/2013	
<input type="checkbox"/>	Ref# 4236	Waterboy	1 Applicants (1 New)	Listed: 6/5/2013	

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.

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...**What do all these terms mean?**

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.

- 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.

Job Category «?»	Choose one... ▼
Job Title Example: Front Desk Receptionist	<input type="text"/>
Job Description Please be as detailed as possible.	<div></div>
Job Requirements Please be as detailed as possible.	<div></div>
Number of Available Openings	<input type="text"/>
Hours per Week	10.0 ▼ to Same ▼
Start Date Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "ASAP").	<input type="text"/>
End Date Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "At completion of project").	<input type="text"/>
Time Frame «?»	Choose one... ▼
Job Class Worksheet: Calculate Job Class <-- Click button to calculate Job Class Please complete the worksheet. Job Class: Worksheet Not Yet Completed.	
Job Class:	Class A ▼
Describe Compensation Here: <input type="text"/>	
Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.	
Contact Person «?»	Choose one... ▼
Secondary Contact People «?»	<div> <div>Available</div> <div> Andrea Meismann Brian Sajko Jerri Brown Laura Brown Michelle Tissot </div> <div> Add >>> <<< Remove </div> <div>Selected</div> </div>
Phone Number Leave blank if you do not wish students to see this information.	<input type="text"/>
Email Address Leave blank if you do not wish students to see this information.	<input type="text"/>
Location	<div></div>
Federal Work-Study Preference Do you give preference to students with work-study? Do you wish to collect online applications for this job?	Choose one... ▼
<input checked="" type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/>	

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 time frame.

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 - If you only wish to hire students with a FWS award, choose yes. Choosing No or Doesn't Matter means you are willing to hire a student and pay them 100% from your department's budget.

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).

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

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Pending Job Application - Financial Aid - TEST

If you are ready: [Click Here when finished](#)

Note:

* Indicates questions which must be answered by the applicant.

A gray background indicates questions which must be asked on every application.

1. First Name	<input type="text"/>	*
2. Middle Name	<input type="text"/>	
3. Last Name	<input type="text"/>	*
4. E-mail Address	<input type="text"/>	*
5. Social Security Number	<input type="text"/>	*
6. Phone Number	<input type="text"/>	
Insert:	New Element: Single Line	Insert

[Click Here when finished](#)

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.

Insert Multiple Choice	
Question	<input type="text" value="Of the skills listed below, which are strengths?"/>
Options	<input type="text" value="Typing,Filing,HTML,Answering Phones"/>
Default	<input type="text"/>
Description	<input type="text"/>
Save Cancel	

- 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?

2. Do you want JobMail to be sent when the job is listed?


3. For how many days do you want the job to be listed on the site?

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.

 **PENDING APPROVAL – Jobs Currently Pending Administrator Approval**

ATHLETICS

<input type="checkbox"/>	Ref# 4238	Test 081113	0 Applicants (0 New)	
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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*.

- 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.

The screenshot shows the 'Job Control Panel' interface. At the top, there is a button 'Add a new job for' followed by 'Financial Aid'. Below this is a 'Job Status Filter' section with a '[show/hide]' link. The filter section contains four checkboxes: 'View Listed Jobs (1)' (checked), 'View Jobs Pending Approval (0)', 'View Jobs in Review Mode (0)', and 'View Jobs in Storage Mode (2)'. Below the filters is a button 'Approve External Jobs'. Further down is an action bar with icons for 'Delete', 'Export', and 'Print', a dropdown menu '-- Select Action Below --', and an 'Apply Action' button. Below the action bar is a section 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)' for 'Financial Aid'. It shows a table with one row: 'Ref# 584' for 'Financial Aid Assistant' with '0 Applicants (0 New)' and a 'Listed: 9/13/2013' date. Navigation links like '<< < > >>' are present at the bottom of the table.

- 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:

Send Greeting Email(s)

Send Rejection Email(s)

Applications

	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume		Delete
New!	06-07-2012	Rogers1	Roy	Royrogers1@ngwebsolutions.com	Preview	View	Hired	Resume		Delete

- 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.
- 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:

[Return to Application List](#)[Delete App](#)

Application Date: 06/07/2012

1. First Name
Roy
2. Middle Name
3. Last Name
Rogers1
4. E-mail Address
Royrogers1@ngwebsolutions.com
5. Student ID
111111111
6. test
ljksfdj
7. test2
djalkdjas
8. Test Question
Please Choose Answer
9. Do you enjoy this job?
Yes
Resume Submitted: Yes
[View Resume]

- 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.

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

✉ ☒ Rogers1, Roy [Royrogers1@ngwebsolutions.com]

To *Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.*
Example: Joe@yahoo.com, Mary@hotmail.com

From taige.haines@ngwebsolutions.com

Subject Job: Installation Specialist

Body

I am interested in meeting with you to discuss your interest in the Installation Specialist job opening in my department.

Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send **Cancel**

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 Rogers1

Hire On-line Applicants	Hire candidates who did not apply On-line.
<input type="checkbox"/> test test	First Name Middle Initial Last Name
<input checked="" type="checkbox"/> test tset	1. <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="button" value="Go to step 2"/>

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 ::

- 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:

Fill Job Step 2: Verify Applicants

Student Validation Summary	
FWS Status:	This student does NOT have a Federal Work-Study award. Questions should be directed to the Financial Aid Office.
I-9 Status:	This student does NOT have a valid I9 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.
W-4 Status:	This student does NOT have a valid W4 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.
A-4 Status:	This student does NOT have a valid A4 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.

Student Info			
First Name	Middle Name	Last Name	E-mail Address
Student		Test	

Continue to next step Cancel

- 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

Add a Hire Instance	
Student	Test Student
Job	TEST
Primary Supervisor	Choose one...
Secondary Supervisors	<div>Available</div> <div> Anthony Morrone audit audit Bee Sena Caitlyn Wright Catherine Boland </div> <div> Add >>> <<< Remove </div>
Wage	7.90
Start Date	07-01-2013
End Date	06-30-2014
Request Note	
Create Hire Cancel	

- 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.

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.

- 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

If you cannot locate the job title from the drop-down menu, then you must create a new job by clicking **Create New Job**. This new job will use the title and description entered at the start of the job posting process.

Otherwise, please locate your job from the drop-down menu and select **Choose Existing Job**.

- 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**Add a Hire Instance**

Student	Student Test		
Job	TEST		
Primary Supervisor	Choose one...		
Secondary Supervisors	<div>Available</div> <ul style="list-style-type: none"> Anthony Morrone audit audit Bee Sena Caitlyn Wright Catherine Boland 	<div>Select</div> <div>Add >>></div> <div><<< Remove</div>	<div> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div>
Wage	7.80		
Start Date	07-01-2013		
End Date	06-30-2014		
Request Note	<input type="text"/>		
<input type="button" value="Create Hire"/> <input type="button" value="Cancel"/>			

- 8 ▶ Select the Primary and Secondary Supervisors and enter in the wage. 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:

Hire Confirmation

You have successfully submitted a hiring request and created a timesheet for Student Test

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. You will have a chance 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.
Re-list the job	Use this option if you wish to continue looking for applicants for this job.
Keep the job in Review Mode	Use this option if you are not positive that you are ready to close the job, but also don't want to re-list the job immediately. This way, if you need to in the near future, you can re-list the job at any time with the current set of job applications and listing information still saved.

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

Job Title	Employer	Status
TEST	Financial Aid	Storage
Additional details about this job's status:		
» This job is currently in Storage .		

Update Status

Listed Cannot list job because it has 0 openings.
[Review Mode](#) » Click to change to
Storage » **Current Status**

View Applicants

No applications have been submitted for this job.

Manage Application

This job is configured to collect online applications.
[» Edit, view or remove the online application.](#)

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:

TEST	
Job ID	1032
Job Type	On-Campus
Employer	Financial Aid
Job Category	Clerical
Job Description	TEST
Job Requirements	TEST
Work-study Preferred?	Yes
Available Openings	0
Hours	10.0 to 11.0 hours per week
Compensation	\$7.80/hour to \$9.00/hour, 7.80
Wage Notes	
Time Frame	Fall
Start Date	Now
End Date	Later
Primary Contact	Caitlyn Wright
Primary Contact's Email	
Phone Number	928-350-3216
Fax Number	
Work Location	
JLD?	No

► 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.

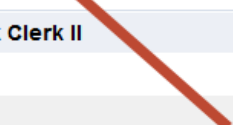
► Edit a Job

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.

[\[Edit this Job\]](#)

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



Front Desk Clerk II	
Job ID	4243
Job Type	Campus Employment - Non FWS
Employer	Campus Ministry
Job Category	Associate
Job Description	Test
Job Requirements	Test
Available Openings	3
Hours	20.0 hours per week
Hourly Rate	\$8.00/hour to \$10.00/hour

- 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*.

▶ 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.