

## Getting Started

The {insert school name here} Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and employees in the job posting and hiring process.

With this new tool, employees will be able to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Review a history of job hiring to get a better understanding of your University's employment needs.
- Apply for jobs online.
- Complete hiring paperwork.
- Contact the {insert school name here} 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:  

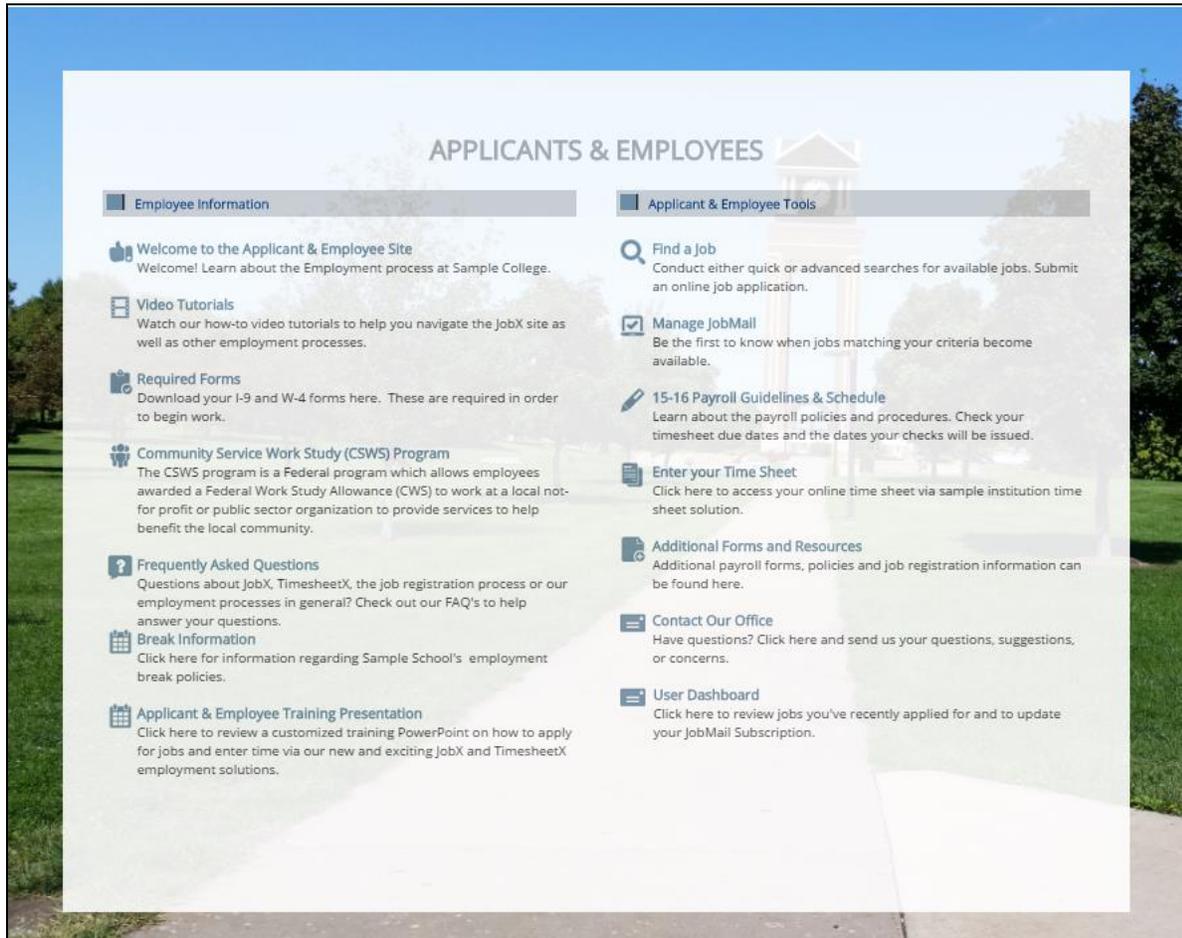
The instructions contained in this document will help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to [admin@university.edu](mailto:admin@university.edu).

To begin, type the following address into your Internet browser's address bar. Note: If your institution has chosen to utilize a custom URL different than the one listed below or utilize a Single Sign On (SSO) process that will enable you to login to your school's institutional portal and simply click on a designated JobX link that will pre-authenticate your credentials, please contact your administrator to obtain your institution's specific custom URL or SSO directions to access JobX.

<https://insertcollegenamehere.studentemployment.ngwebsolutions.com>

## Employment Home Page

The home page of the {insert school name here} Employment Web site is designed for employees. Features accessible from the home page include:



**“Find a Job”** – Use a number of different tools to browse all available job offerings.

**Manage JobMail** – Sign up to receive a systematic email when a new job is posted on the Web site that matches your designated criteria.

**Forms & Information** – Access important forms and/or information.

**Contact Us** – Submit questions and comments to the {insert school name here} Employment Office online. This is the best way to contact us.

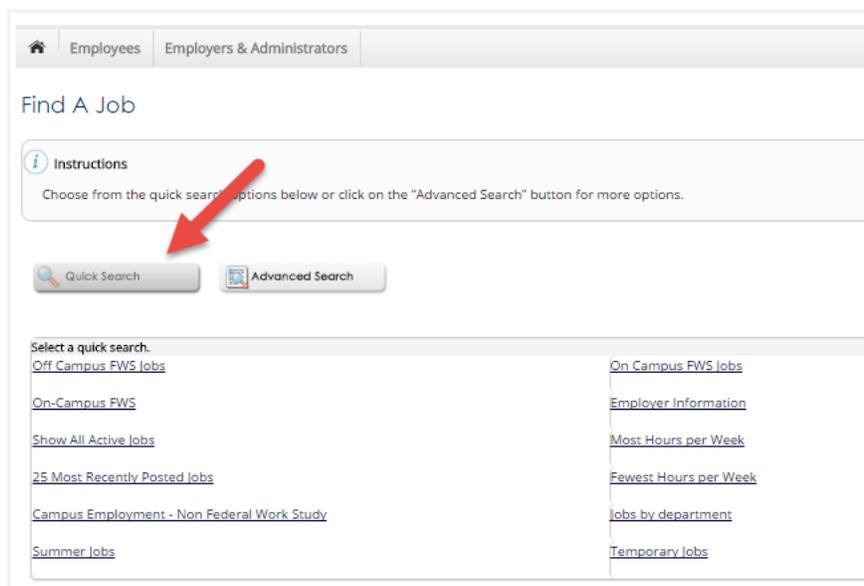
## Find A Job

Every job posted on the {insert school name here} employment Web site can be found and applied for through the *Find a Job* page.

- 1 ▶ If your school has implemented a Single Sign-On Solution, please login to your institutional portal and click on the designated link provided to access JobX. Otherwise, please navigate to the following URL:

<https://insertschoolname.studentemployment.ngwebsolutions.com>

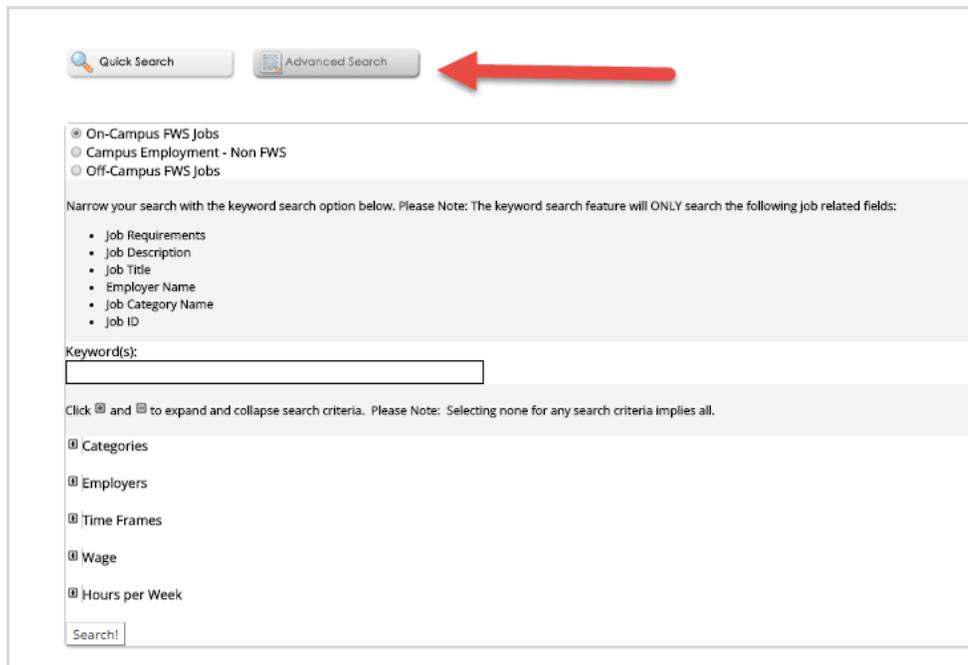
- 2 ▶ Click the Applicant & Employees Link. Next, click Find a Job on the “Applicants and Employees Home Page” on the page presented or from the Employees Menu at the top left portion of your screen.
- 3 ▶ The *Quick Search* page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches.



- 4 ▶ To run a Quick Search, simply click the name of the search. The results page will load.

## Advanced Job Search

If you want to be more specific in your job hunt, click the [Advanced Search](#) tab. Advanced Search allows you to find jobs by selecting a combination of search criteria.



To narrow your search by defining as many or as few criteria as you want, you can either use the **Keyword(s)** search box by entering a job title, description, requirements, or department name.

Additionally, you can click the **+** sign next to a criterion branch to expand your options. Then, follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

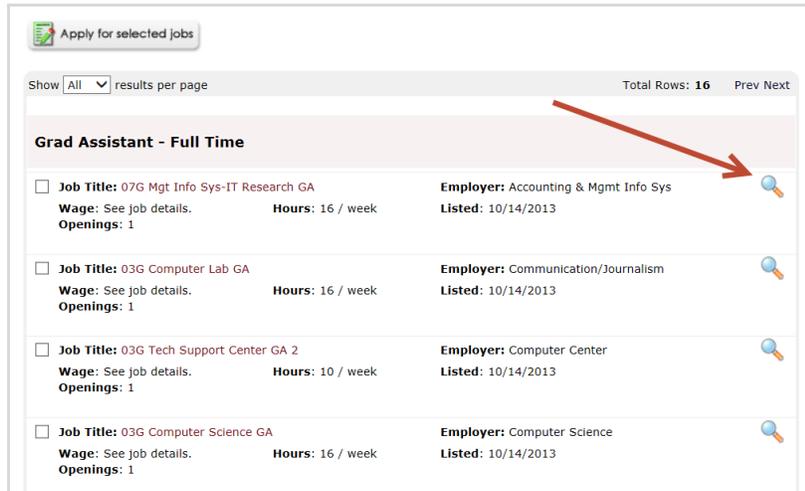
Once you have defined your criteria, click the “Search!” button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there aren't a sufficient number of jobs within the job type you are searching, try making your search broader.

### **Please Note!**

Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; Athletics; and Manual Labor along with Timeframe: Summer. Your results will include only summer jobs that have the category of Office/Admin, Athletics, or Manual Labor.

The page will display the results of your search and allow you to access the details of a job.

To view the details of a job, you can click on the magnifying glass beside each job.



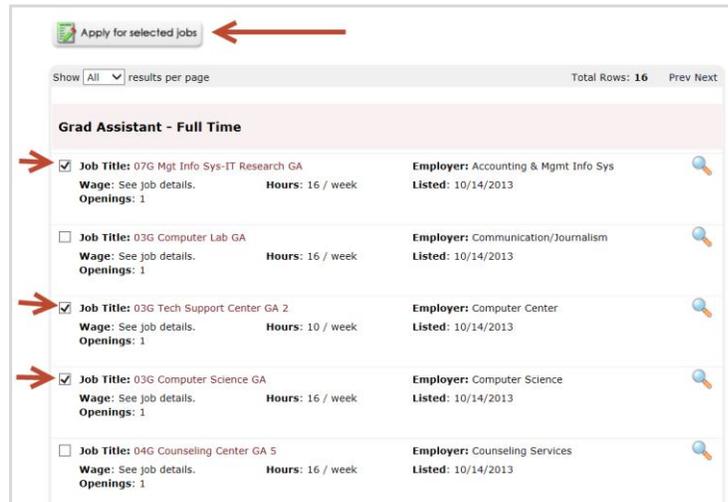
## Apply for A Job

You can apply online for one or multiple jobs by completing one singular application. However, some jobs may only be applied for by contacting the employer directly. Please Note: Your institution may implement a limit of how many jobs you may apply for within a session. Therefore, if you attempt to apply for more than the designated limit, you will be notified about the limit so you can modify your original selection of jobs to be equal to or lesser than the designated limit.

To apply online for one or more jobs via a singular application, please complete the following steps:

- 1 ▶ Before you can apply for the job, you may be required to agree to one or more disclaimers depending on your institution's specific requirements. You will only have to agree to each of these disclaimers once per session.

- 2 ▶ Next, click the check boxes beside each job you are interested in submitting an application for and click the “Apply for selected jobs” button.



- 3 ▶ Your school may require you to login in if they have not implemented a Single Sign-On (SSO) solution. Additionally, your school may wish to validate your information against certain data within JobX to determine whether you’re eligible to apply for a specific job. If you fail to meet the requirements to apply for a specific job, you will be presented an error message detailing why you’re ineligible for the job(s). If your school has not implemented validation requirements and/or you are eligible to apply for the job(s) selected after passing validation, you will be taken directly to the online job application.

4 ▶ Complete the form (shown below) and then click Submit when you are finished.

This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application.

If you're school wishes for you to submit a resume for a job, you can simply browse to your resume and click the "Open" button to attach your resume to your application.

**You are applying for the following jobs:**

- Accounting Supervisor
- Test Off Campus Federal Work Study Jobs 121013
- Clerk III

**General**

First name	<input type="text" value="Roy"/>	*
Middle name	<input type="text" value="a"/>	
Last name	<input type="text" value="Rogers1"/>	*
Email <small>Please use your institutional email address (if you have one)</small>	<input type="text" value="royrogers1@ngwebsolutions.com"/>	* <small>(re-enter to confirm)</small>
Student ID	<input type="text" value="11111111"/>	*
Resume	<input type="button" value="Browse..."/>	*
Phone	<input type="text" value="9045551212"/>	*
Local Address	<input type="text" value="12233 Test St&lt;br/&gt;Jacksonville, FL 32222"/>	*
City	<input type="text" value="jax"/>	*
State	<input type="text" value="Florida"/>	*
Zip Code	<input type="text" value="32225"/>	*

5 ▶ Once you click Submit, the employer will receive an automated e-mail informing them of your application. Employers will be receiving many applications, so please do not expect an immediate reply. Employers will most likely contact you by email at the address you designate on your application.

**You have completed the job application process!**

## User Dashboard

‘My Dashboard’ (shown below) is a centralized location an applicant can view/manage their JobX data once they’ve successfully logged into JobX. Depending on the features your school utilizes within JobX will drive what information is presented on this screen. If a school is utilizing all the JobX features offered, ‘My Dashboard’ will provide the following information:

Welcome, Roy a Rogers1 | [Logout](#)

Home | Employees | Help

### User Dashboard

Welcome, Roy a Rogers1 :: Wednesday, November 9, 2016

Current Hires & Awards (5)
Upcoming Hires & Awards (0)
Old Hires & Awards (24)
Applications
Job Mail

**Hires**

Title	Employer	Wage	Start Date	End Date	Supervisor
Analyst IV - 110216	Student Employment Office	\$8.00	08/01/2016	05/31/2017	Taige Test Employer
Test MWSU - 061416	AIB / Admissions Office - 123	\$8.00	08/01/2016	05/31/2017	Taige Test Employer
Taige Test 061316	AIB / Admissions Office - 123	\$8.50	05/01/2016	05/31/2017	Taige Test Employer
TEST 2016-09-06	Student Employment Office	\$8.00	05/01/2016	05/01/2017	Taige Test Employer

= Active    = Inactive    = Closed    = Pending

**Awards**

Account Name	Amount	Balance	Term
Federal Work-Study	\$1,000.00	\$1,000.00	Academic Year 2016 (08/01/2016 - 05/01/2017)

- 1 ▶ **Current Hires & Awards** – This tab presents all current hires and awards the applicant has within JobX.
  
- 2 ▶ **Upcoming Hires & Awards** – This tab presents all upcoming hires and awards the applicant has within JobX.
  
- 3 ▶ **Old Hires & Awards** – This tab presents all old hires and awards the applicant has within JobX. Many employees like to refer to this tab when creating a resume as it will provide the exact start/end dates of all their previous jobs.

**4 ▶ Applications** – This tab presents all applications submitted to date.

*Application Status* - The applicant can view the status of their application. Application statuses are as follows:

**Submitted Status** – As soon as an application has been submitted to an employer for consideration, the application status will be ‘Submitted’.

**Pending Status** - If a supervisor for a specific job has requested to hire the applicant, the status will be ‘Pending’.

**Hired Status** – If the applicant has been successfully hired into a job, the application status will be ‘Hired’.

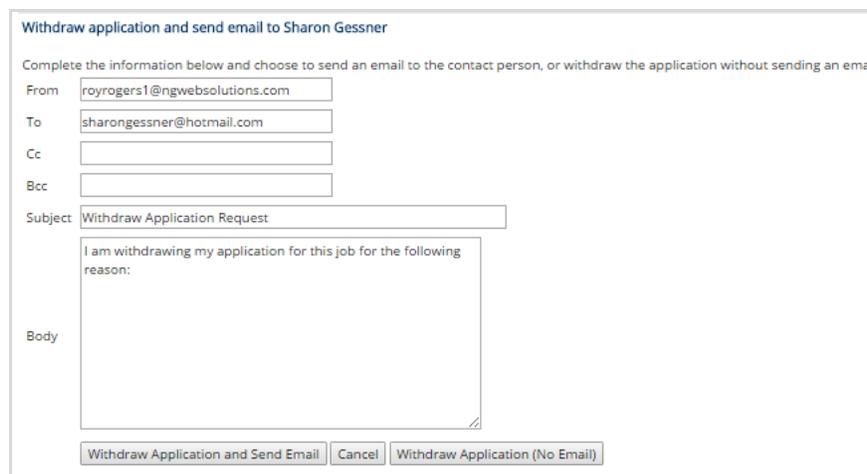
*Application Date* – This is the date the application was submitted.

*Job Openings* – This reflects how many job openings there are for this specific job. As other applicants are hired into this job, this job openings number will be decreased by 1.

*Details* – To view the details of your application submitted, click the  magnifying glass icon.

*Print* – To print the application, click the  printer icon.

*Withdraw* – To withdraw an application previously submitted, you can click on the  icon. The applicant can choose to email the supervisor explaining why they want to withdraw your application or they can choose to withdraw their application without notifying the supervisor.



**Withdraw application and send email to Sharon Gessner**

Complete the information below and choose to send an email to the contact person, or withdraw the application without sending an email

From:

To:

Cc:

Bcc:

Subject:

Body:

## 5 ▶ JobMail

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must login to JobX. If your school has implemented a Single Sign On solution, you will need to login to your portal and click on the designated JobX link to configure your JobMail Subscription. Your JobMail subscription can be accessed by clicking the “My JobMail” or “My Dashboard” depending on your school’s site.

To configure your JobMail subscription, please click [Add New Subscription](#) next to the job type which you would like to receive JobMail.

### My JobMail Subscriptions i

[Edit My Profile](#)

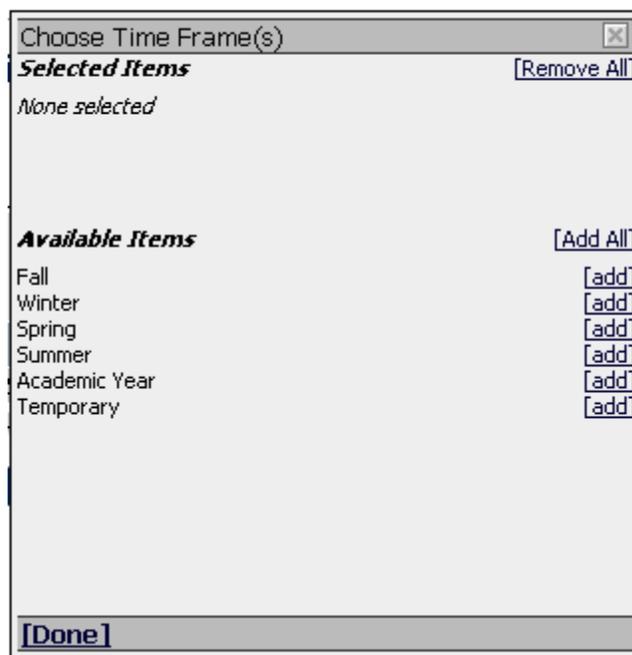
The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

<b>On Campus Federal Work Study</b> «?»	<a href="#">[ Add New Subscription ]</a>
Subscription1	<a href="#">[ Delete Subscription ]</a>
» Employer 2 selected	<a href="#">[ View/Modify ]</a>
» Category 0 selected	<a href="#">[ View/Modify ]</a>
» Employment Period 0 selected	<a href="#">[ View/Modify ]</a>
<b>NSE</b> «?»	<a href="#">[ Add New Subscription ]</a>
<i>There are no subscriptions for this job type.</i>	
<b>JLD</b> «?»	<a href="#">[ Add New Subscription ]</a>
Subscription1	<a href="#">[ Delete Subscription ]</a>
» Employer 0 selected	<a href="#">[ View/Modify ]</a>
» Category 0 selected	<a href="#">[ View/Modify ]</a>
» Employment Period 0 selected	<a href="#">[ View/Modify ]</a>
<b>Off-Campus Federal Work Study</b> «?»	<a href="#">[ Add New Subscription ]</a>
<i>There are no subscriptions for this job type.</i>	

Click [\[View / Modify\]](#) next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for specific times of year, click [\[View / Modify\]](#) next to Time Frame.



When you click [\[View / Modify\]](#), a small menu will appear, allowing you to select the specific items of interest to you. For instance, to receive mail about summer jobs only, click [\[add\]](#) next to *Summer* and the item will move under the *Selected Items* list. When you have completed your changes, click [\[Done\]](#) at the bottom of the menu.



After you click [\[Done\]](#), you will be returned to the *My JobMail Subscriptions*. You can add additional criteria to filter your JobMail, but you must click the [Save Subscription\(s\)](#) button after you have completed all your changes. This will save your changes for all subscriptions. If the [Save Subscriptions\(s\)](#) button does not appear after you add or delete a subscription, it means your changes have automatically been saved.

**NOTE:** You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select *Summer* for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a specific criterion and among them. In other words, if you choose Time Frames *Summer*, *Fall*, and *Winter* and Category *Laboratory*, you will receive JobMail for the following jobs:

- Category: Laboratory AND Time Frame: Summer
- Category: Laboratory AND Time Frame: Fall
- Category: Laboratory AND Time Frame: Winter

You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as [Subscription1](#), and a window will open allowing you to enter a new name.



Once you have saved any changes to your subscriptions, you can logout by clicking the 'Logout' link at the top right-hand side of your screen.