

#### **Office of Student Financial Assistance and Employment**



## **Supervisor Training**







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# JobX Benefits for UM Student Supervisors

JobX is the University of Miami's Student Employment Job Posting System. It provides:

- > Easy posting of student employment jobs.
- Job approval process ensures your jobs are reviewed in a timely manner and are compliant with institutional employment policies.
- Customizable job specific questions on the application to get "best fit" candidates for your job(s).
- Systematic E-mail alerts to ensure thorough and timely communications amongst all involved parties (e.g. student applicants and supervisors.
- > System ensures employment program eligibility requirements are met.
- > E-mail tool for timely communications with student candidates.







# Login to UM's JobX



#### Navigate to

https://umiami.studentemployment.ngwebsolutions.com/

Click the On-Campus Employers link.







# On-Campus Employer Login to JobX

#### UNIVERSITY OF MIAMI Students Employers & Administrators UM Single Sign-On **On-Campus Employer Home Page** You have requested access to UM Single Sign-On which requires University of Miami authentication. Employer Tools Manager's Toolkit Login to Post a Job Selecting Candidates (Coming Soon) Login using your University of Miami credentials to post and manage jobs. General information about posting job CanelD selecting student candidates. Access student applications. Your CanelD Account The Hiring Process (Coming Soon) Enter Your CaneID Request Access to JobX General information about the hiring p If you are unable to login using your University of Miami credentials, **Change Your Password** Form I-9/E-verify complete this form to request access to JobX. Forgot your CaneID? **Change Your Security Question** Student Employment Forms Student Employment Policies and Procedures Easily access student employment form Password View Student Employment Poilicies and Procedures forms, confidentiality agreement form Help Topics Workday Tip Sheets Enter Your Password JobX Employer User Guide Help with CaneID Download the JobXEmployer User Guide. Access handy tip sheets to help you na Workday. Inclduing hiring, adding a job Forgot your Password? Sign in

- Step 1: Click the 'Login to Post a Job' link.
- Step 2: You will be directed to the UM portal.
- Step 3: Login utilizing your UM CaneID and Password.





# How to Add/Edit a JobX Job Listing









# Add a Job

Students JobX Reporting     Your Selections: Reset     Job Filters Applied:     Employer: All Available     Job Status: Show All	Access & Audit	Site Set up Help se select an employer fro ilters to the left.	m the employer dro	pdown list Search Title	e, Descriptio	n, Contact o	r Job Searc
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If you have posting permissions for more than one department, select the department for which you want to post a job from the 'Employer Name' drop down list. If you only have permissions to post for one department only, please proceed to the next slide.







# Add a Job

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Click the 'Add a new job for {Your Department Name will be Prefilled here}' button.







# Post a Job

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Choose a Job Type for the job listing you wish to post and click the "Go to next step" button.







#### Post a Federal Work Study Job – Step 1

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Does this job quality for Federal Work Study Community Service? \*
- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- > Enter the min and max hours for this job
- Enter the Job Start and End Date for this job \* Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- To determine the job wage, please click on the 'You must click here to determine it' link. \* Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.
- > Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- > Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.





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#### Post a Student Assistant (Non-FWS) Hourly Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job \* Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- To determine the job wage, please click on the 'You must click here to determine it' link. \* Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.
- > Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

located	Choose une
Job Category 🗠	Choose true
Job Title	
Please be specific, Work Study is not an ecceptable job name, but Office Assistant is	*
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Job Requirements Phane be as detailed as possible, technik arry carbifications,	
computer programs, languages or skills required for the job	
naceground check requirement: Level 1 Background Check is required if t information).	he job dution include access to contomer credit card information (process, transmit, or store credit card
Level 2. Background Check is required if t	he job duties include supervision, care and/or contact with minors (other than University of Miami students).
Will this job require the student employe to pass a background check?	e [Cheaner Lans
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End Date	
Please enter <b>either</b> an exact date in the form monddryy <b>or</b> a brief description (i.e. "At completion of project").	
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#### Post a Student Assistant (Non-FWS) Stipend Job – Step 1 – Supply Job Profile

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the Job Start and End Date for this job \* Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- > Enter the Bi-Weekly Stipend Amount.
- Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.









#### Post a Lead Miami/Miami Commitment Job – Step 1

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the min and max hours for this job
- Enter the Job Start and End Date for this job \* Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- To determine the job wage, please click on the 'You must click here to determine it' link. \* Please Note: This link will present a worksheet that once completed by the Supervisor will determine the applicable job wage.
- > Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- > Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.





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Job Requirements Please by as details any certifications, computer program required for the job	ed as penseble, irrelute s, larguages ir siells s	
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#### Post a Graduate Assistantship- Step 1

Enter the Job Profile information below. Any fields denoted with a red \* below are required fields that must be completed before the profile can be saved.

- Select Campus where position will be located \*
- Select the Job Category \*
- Enter Job Title \*, Description \* and Requirements \*
- Specify whether or not the job will require the student employee to pass a background check.
- Enter the number of available openings \*
- Enter the Job Start and End Date for this job \* Valid Format mm/dd/yyyy
- Select the Time Frame for the job \*
- Enter the Monthly Stipend Amount
- > Specify the work schedule by week day.
- Select the Primary Contact Person \* from the drop down list. This will be the person who receives e-mail when an employee applies for the job.

Important Note: If your contact information is displayed (e.g. Phone Number, Fax Number, & Office Address), these fields are pre-filled systematically. If not displayed or incorrect, you may enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- If you wish to designate a Hiring Manager different than the Primary Contact, click one or more individuals' names from the list on the left and click the 'Add >>>' button to move them to the selected box on the right.
- Select 'Yes' you have read and will comply with the UM Student Employment Practices and Procedures.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

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## Post a Job – Step 2 – Review Job Application

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Students JobX Reporting Access & Audit Help		
efore your job request can be successfully posted, review the dditional questions. If you have no changes, then please click S anding tob Application - Student Employment Office - Test On Campus Job	default job application candidates will complete to apply to your position. You have t ave Application to go to the next step.	he option to add up to thr
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Save Application	Access Arriba Bibliographic Database	4
Pick from Existing Questions Create a New Question		
AIABCDEEGHIIKLMNOPQRSTUYWXYZ		
Reason for Applying:     SE		
> Stuemp		
Why would you like to work in thisi department?		

You may add up to 3 custom questions to the application using the tab at the bottom of the application.







# Add Additional Questions to the Application

- When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).
- Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.
- The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.
- You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1<sup>st</sup> new field being presented within this new section.
- Once this section has been added with your new question. All subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section' drop down list.
- You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.
- When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.
- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.



Pick from Existing Questions Create a New Question
Question Details
Question Type   Please select   Single Line Text   Multiple Choice   Multiple Choice   Date   File Upload   Instructional Text
Application Behavior
Application Section         Select an existing section         Please select ▼
Other flags <ul> <li>Application input is required</li> <li>Prefill this question from previous answer?</li> </ul> Where To Add This Question? <ul> <li>End of Application</li> </ul>
Add Question
UNIVERSITY



### Post a Job – Step 3 – Go Live

							Welcome, Taige Test Employer   Logout	
Â	Students	JobX	Reporting	Access & Audit	Site Set up	Help		
You a	You are adding a brand new job to the web site. $\textcircled{1}$							
>> <u>Ste</u>	>> <u>Step 1: Supply Job Profile</u> >> <u>Step 2: Review Job Application</u> >> Step 3: Go Live							
Stude	Student Employment Office - test							
Yourj	Your job will be approved by an administrator before it can be posted. Please choose an option.							
1.	1. When do you want the job to be reviewed for approval? As soon as possible •							
2	2. Do you want the job listed immediately after it is approved? Yes, immediately							
3.	3. Do you want JobMail to be sent when the job is listed? Yes, send JobMail 🔹							
4	For how mar	ıy days d	lo you want th	e job to be listed on	the site? Unt	il I close	the job ▼	
When	When all the above information looks correct Click here to finish!							

Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.

Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.

Applicants can create a JobMail account allowing them to define their job preferences. If you'd like to notify applicants with job preferences that match your job, please select 'Yes, send JobMail'. Otherwise, select 'No' and your job information will NOT be emailed to any potential applicants.







### Post a Job – Step 3 – Go Live

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Â	Students	JobX	Reporting	Access & Audit	Site Set up	Help			
You a	/ou are adding a brand new job to the web site. $$								
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2.	2. Do you want the job listed immediately after it is approved? Yes, immediately								
3.	3. Do you want JobMail to be sent when the job is listed? Yes, send JobMail								
4.	4. For how many days do you want the job to be listed on the site? Until I close the job 🔻								
When	When all the above information looks correct Click here to finish!								

- For the question, "For how many days do you want the job to be listed on the site? If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list. If you want the job to be posted until your close the job, select 'Until I close the job.'
- > Click the "Click here to Finish!" button.
- > Your job will be submitted to the Student Employment Office for review/approval.







## Post a Job – Completed!

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- You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the 'Pending Approval' queue.







### Edit a Job

671001101						job Title	Employer	Status	job Type
						test	Student Employment Office	Pending Approva	I On Campus Federal Work Study
		0				Additional deta	ils about this job's status:		
i 🖉		-	🕡 Sele	ct Action Below -		* This is a new	job that has not yet been approved. Bee upon approval.		
elete Export	Drint	Ernail		CLACION BEIOW	-	+ jobMail has b	een requested to be sent when the job	is approved and listed.	
elete Export	Print	Supervisors							
Select/Decele	ct All	Show 25 Tresults per par	10		1+				
Sciecobeseie	cu / m	Show 25 · results per pag	se .			Update St	tus -		
						Listed	- Click to update listing option	5	Manage Application
		- Jobs Curre uv Pending Adr	ninistrator Approval (* - Application undated)			Review M	dg - Oick to cancel approval and Click to cancel approval and	change to	- Edit or view the online application
	ROVAL	- jobs currently rending Adr	initiation Approvar ( Appression application			1.000		e an de an	
udent Employr	nent Off	fice				View Appl	tions have been submitted for this job		Hite Applicant
Ref #	Title	Lontact	Job Type	App #	Listed	nev approx	and the set incontra to part.		the carrier of popular most of polar most status.
4319	<u>test</u>	Taige Test Employer	On Campus Federal Work Study			17-17-17-1-17	-		
t Off Campus	FW/S					(East one job)			
. on campus						Below is a view	of approximately how this job appears	to applicants:	
Ref #	litle	Contact	Job Type	App #	Listed	6			
4315	ofof	Taige Test Employer	Off Campus Federal Work Study			best			
1010	9-9-	raige rescempioyer	on campast cacial from stady			Job ID	40.9	man Padaral Mark Paula	
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						Professional 1	rack Prote	tsional Track	
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						Monday Work	schedule Schedule		
						Tuesday Work	Science		
						The end to a Mine	ora screedule		
						Triday Work S	hechie		
						Saturday Wor	Schedule		
						Sunday Work	ichedule		
						Job Location?	t		
						Aid Year	16/17		
						Hourly Rate	\$10.0	0/hour to \$10.75/hour	
						Time Frame	fut A	rademic Year	
						Start Date	Mond	ay. August 1, 2016	
						End Date	Wedn	esday, May 31, 2017	
						Primary Conto	ct Taige	Test Employer	
						Primary Conta	ct's Email Laige.	haines@npwebsolutions.com	
						Phone Number	904.1	32.9001	
						Fax Number	904.3	32.0951	
						Work Location	6821	Southpoint Dr. N. Ste 220 Jacksonville FI 32225	

- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- > To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
- > To edit the application tied to your job, click 'Edit or View Online Application'.









#### Your Job is Approved!

#### What's Next?

#### Review and Respond to Online Applicant(s)







# Manage Applicants

			Welcome	e, Taige Test Employer   Log
Students JobX Report	ting Access & Audit Site Set up Help			
	To add a job, please select an employer fr presented in the filters to the left.	om the employer dropdown list	Search Title, Descriptio	n, Contact or Job
Your Selections: <u>Reset</u>	Job Actions:			
Job Filters Applied: Employer: All Available Job Status: Show All	Delete Export Print Supervisors		i Select Action Below	Apply Action
Job Filters	Select/Deselect All Show 25 results per	page		1 to 6 of 6   << < > >>
My Jobs: +				
Employer Name: -	LISTED – Jobs Currently Listed with Applicant Data	ata (if applicable)		
Show Jobs From All My Empl *	Student Employment Office Ref # Title	Contact Job Type	App #	Listed Actions
Job Status: -	4312 Test on Campus FWS Job-11/17/1	Gary Taylor On Campus	Federal Work Stur	11/18/16 🛛 💞 🛃 🔱
Listed Jobs (4) Pending Approval (2)	4313 Test on Campus FWS job-11/17/1	Gary Taylor On Campus	Federal Work Study <u>3 (3 New)</u>	11/17/16 🛛 🖓 🛃 🕹

You may view applicants to your listed job by clicking the 'View Applicants' link next to the applicable job.







# Manage Applicants

Employees JobX TimesheetX Reporting Access & Audit Help          ew Job Applications - ADMISSIONS - AB Tech - 061516         he list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magn assi icon (%). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application detail         Filter by Name:       You may filter the results by searching by First / Last name below.
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Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.  First Name:  Last Name:  Only show New?  Apply Filter(s)  Clear Filter(s)

- > Click the Applicants Name link to view the application in a full screen view.
- > Click the magnifying glass to get a quick view format of the application.
- > If the student has provided a resume, click on the "Resume" link next to their name.









Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?





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## Schedule an Interview with Applicant(s)

Employees     JobX     TimesheetX     Reporting     Access & Audit     Help     Help	<b>Temployees</b> JobX TimesheetX Reporting Access & Audit Help <b>Few Job Applications - ADMISSIONS - AB Tech - 061516</b> the list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying lass icon (%). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details. <b>Filter by Name:</b> You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records. First Name: Only show New? Apply Filter(s) Clear Filter(s)													We	elcome,	Taige T	est Employ	yer   <u>Log</u> e
ew Job Applications - ADMISSIONS - AB Tech - 061516 e list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying ss icon (%). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.	ew Job Applications - ADMISSIONS - AB Tech - 061516 e list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the application details.  Filter by Name: Vou may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records. First Name: Donly show New? Donly show New	ì	Employees	JobX	TimesheetX	Reporting	Access & Audit	Help										
You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records. First Name: Last Name:	Apply Filter(s) Clear Filter(s)	ew J e liss ass i Fi Y C Fi L	In the second se	ns - ADN ns all app wing allow e results ilter(s) bu	IISSIONS - AB T lications that hav ws you to view th by searching by utton to filter the	Fech - 061516 ve been receiv he application First / Last nar e results. Click t	ed for this job. You i without affecting the me below. the Clear Filter(s) bu	may view e "New!" s	an applicatii status. Clickir turn all reco	on by clickin ng the Appli	g either Appl cant name re	icant Name o moves the "N	or Preview th New!" status	ne appli	cation l splays t	by click he app	ing the m	agnifyin letails.
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Click the box next to one or more applicants you would like to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.







### Schedule an Interview with Applicant(s)

Student	JODY	Reporting	Access & Addit	Site Set up	пер										
ob Applica	itions - Stu	ident Employr	ment Office - Test o	on Campus FW	S Job-11	/17/16									
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con (🔍). Pr	eviewing a	llows you to vi	ew the application v	vithout affectin	g the "Ń	ew!" status. Cl	icking the	Applicant name	removes the "I	New!" status	and dis	splays	the ap	plication d	letails.
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ou may lin	it the resu	lts by searchin	g by First / Last nam	ne below.											
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This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.



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Now that you've reviewed the online applications for your job, how do you decline an applicant?







# Notify applicant(s) they did NOT get the Job

										We	elcome,	Taige	est Employ	/er   <u>Logo</u>
lents Jo	bbX Reporting	Access & Audit	Site Set up	Help										
plications	- Student Employ	ment Office - Test of	on Campus FW	S Job-11/1	7/16									
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You may view an application by clicking either Applicant Name or Preview the application by clicking the memory source or view the application without affecting the "Newt" status. Clicking the Applicant name removes the "Newt" status and displays the application or view the application by clicking the application to return all records.   Name:   'Imit the results by searching by First / Last name below.   .Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.   ne:  <tr< td=""></tr<></td>	All cations - Student Employment Office - Test on Campus FWS Job-11/17/16 c contains all applications that have been received for this job. You may view an application by clicking either Applicant Name e b reviewing allows you to view the application without affecting the "Newl" status. 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Click the Clear Filter(s) button to return all records.   ne: <tr< td=""></tr<>

Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Send Rejection' button.







# Notify applicant(s) they did NOT get the Job

							Welcome, Taige Test Emp	oloyer
Employees	JobX	TimesheetX	Reporting	Access & Audit	Help			
Application - ADM	AISSIONS -	AB Tech - 0615	16					
k here to return t	o reviewing	applications.						
gested use: To in	form applic	ants that they	did not get thi	s job.				
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NUT use for infor	ming appli	cations that the	e job nas been	filled. For that purp	ose, first f	ili the job, then you will be automatically	prompted to inform the other application.	
Email Applicants -	Rejection							
			D	efault: No applicants s	elected. Yo	u must select recipients.		
			N	ew! 🏳 🔲 Rogers1	, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Inteviewed	
				🏳 🗷 Rogers1	, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Inteviewed	
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15			G	omma-separated list o	of other rec	<i>iplents' email addresses</i> (i.e., walk in candidate	es), if any.	
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Subject			Ju	b: AB Tech - 001510 -	NOT Availat			
			Y O	ou recently submitted 61516 job opening.	an on-line	application for the AB Tech -		
				regret to inform you t	hat the nos	ition has been filled. Thank you		
Body			v	ery much for your inte	rest in the	position.		

- This feature is utilized to inform the specific students they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.







### You're Finished!!!









### **Questions?**



# Please contact the Office of Student Financial Assistance & Employment (305) 284-6000, option 6 or at ose@miami.edu





