



VUMC/Off-Campus Supervisor Training



= A Total Solution

- **JobX** helps schools automate the job posting, application submission, application review, and reporting process for students, employers, and site administrators.
- **JobX** is seamlessly integrated with your Vanderbilt University School information System (SIS).

JobX Benefits for Employers

- Easy job listing creation.
- Workflow job approval process ensures your jobs are reviewed in a timely manner and are compliant with institutional employment policies.
- Customize job specific questions on the application to get “best fit” candidates in your job(s).
- Systematic E-mail alerts ensure thorough and timely communications amongst all involved parties (e.g. employees, supervisors, site administrators).
- Systematic applicant compliance checks ensures all employment eligibility requirements are met.
- Broadcast e-mail tools for improved communications with your employees.

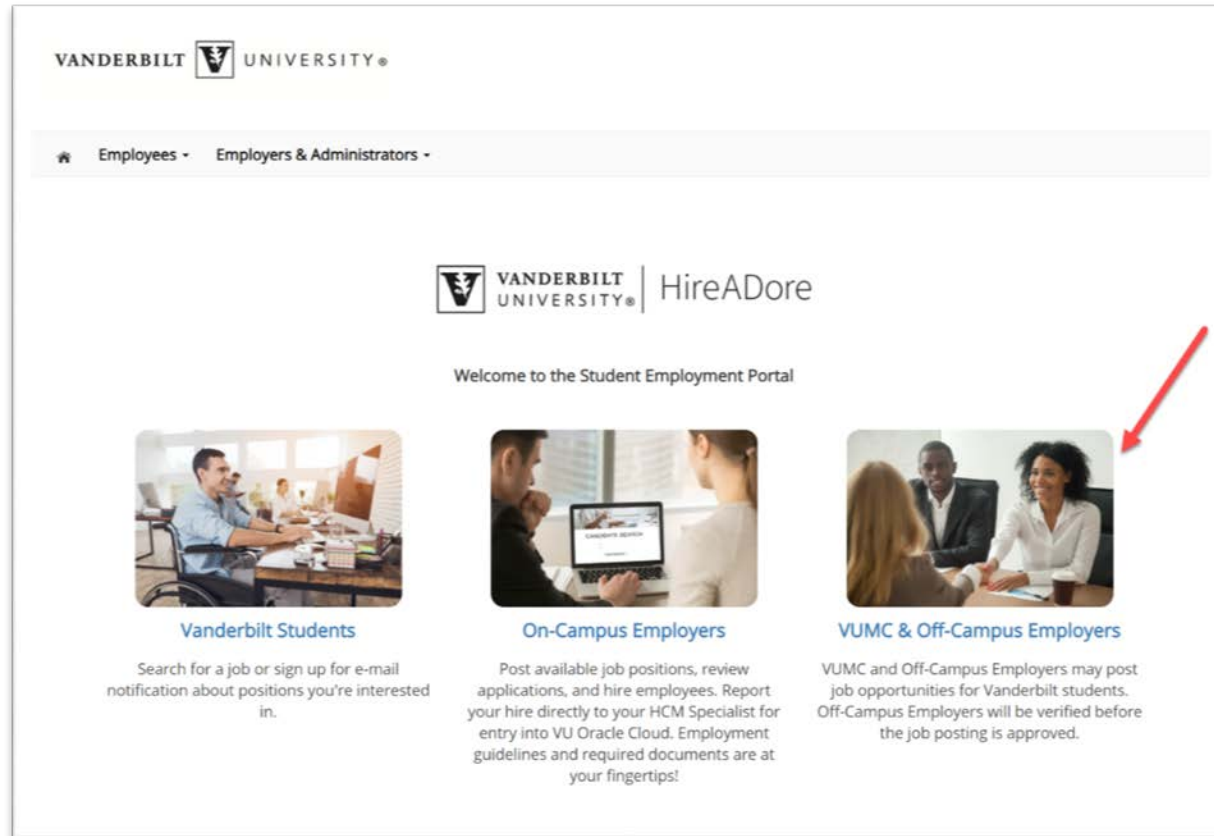
School Specific Customization

- Your JobX site has YOUR Vanderbilt University look and feel
- Your JobX site has YOUR Vanderbilt University Off-campus Employers.
- Your JobX has been configured to support YOUR Vanderbilt University business processes.

Training Agenda

- How to Login to JobX
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants

Login to JobX directly




- First, please navigate to:

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

- Click the 'VUMC & Off-Campus Employers' link.

Off-Campus/VUMC Employer Request Login



VUMC & Off-Campus Employer Home Page

This is the best way to reach applicants and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links below.

Student Employment News

[Suggestion Box](#)

Send us your suggestions, ideas, or concerns!


[VUMC & Off-Campus Employer Training Presentation](#)

Click here to review a customized training PowerPoint on how to manage jobs and applicants via our new and exciting JobX employment solutions.

Employer Tools

[JobX Login](#)

Login to post jobs, hire students, and access student applications.

[Request a Login](#) 

Click above if you are a VUMC or Off-Campus Employer who has never logged in before.

- Click the 'Request a Login' link if you do not already have an account

Off-Campus/VUMC Employer Request Login

Request Permission To Use This Site
You must be a registered user to post jobs on the HireADore website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name

Middle Name

Last Name

Full Email Address
Example: yourseif@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password Enter Password:
Passwords are case-sensitive. Re-Enter Password:


Please choose the employer for which you work from the list below.

Employer

Job Title


Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

This must be verified prior to submitting the form

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

- Enter all required fields and then click Submit.

VUMC/Off-Campus Employer Login Request



VUMC & Off-Campus Employer Home Page


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JobX Login 
Login to post jobs, hire students, and access student applications.

Request a Login
Click above if you are a VUMC or Off-Campus Employer who has never logged in before.

Click the 'Job Management Login' link.

VUMC/Off-Campus Employer Login to JobX

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please login below

Email Address

Password

[Login](#)

[Forgot Password?](#) [Employer – Create Account Request](#)


Login utilizing your 'Email Address' and 'Password'.

How to Add/Edit a JobX Job Listing



Add a Job

Job Control Panel

[Add a job](#) 

Search Title, Description [Search](#)


-- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 25 of 755 | << < > >> |

Data Analyst and Developer Applications: 5 (5 New) Employer: Altair Data Resources		
<input type="checkbox"/> Job Id: 5190 Contact Person: Cyndi Neal Wage: \$12.50 - \$15.00 /hr	Status: Listed Location: 1749 Mallory Ln. Ste. 201 Brentwood, Tennessee 37027	Listed: 12/16/19 Job Type: Off-Campus Actions

Student Fundraising Ambassador Applications: 1 (1 New) Employer: Annual Giving		
<input type="checkbox"/> Job Id: 5311 Contact Person: Emily Marie Sepe Wage: \$10.00 - \$12.00 /hr	Status: Listed Location: Baker Building Suite 708 110 21st Ave South Nashville, TN 37203	Listed: 02/21/20 Job Type: Institutional Employment Actions

Product Management Intern - Undergraduate Applications: 0 (0 New) Employer: Arthrex		
<input type="checkbox"/> Job Id: 5154 Contact Person: Alyssa McCoy Wage: \$12.50 - \$15.00 /hr	Status: Listed Location: 1370 Creekside Blvd, Naples, FL 34108	Listed: 12/04/19 Job Type: Off-Campus Actions

Supervisor Access:  [Application Search](#)

Employer Type:
-- Show all Employer Types --

Employer Name:
-- Show all Employers --

Job Status:
☐ Listed Jobs (114)
☐ Pending Approval (0)
☐ Review Mode (101)
☐ Storage Mode (471)
☐ Deleted (69)
[Approve External Jobs](#)

Job Type:
Choose Job Type

My Jobs:
☐ Show My Jobs Only

Click 'Add a job' to select your company and create a job.

Add a Job

The screenshot shows the Vanderbilt University JobX system interface. At the top, the Vanderbilt University logo is displayed. Below it, a navigation bar contains links for Home, Employees, JobX, Reporting, Access & Audit, and Help. On the right side of the navigation bar, the user is logged in as 'Test Off-Campus Supervisor' with a 'Logout' link. Below the navigation bar, a message states 'You are adding a brand new job to the web site.' followed by an information icon. A progress bar indicates the current step: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. The main content area is titled 'Please Choose a Job Type' and features a dropdown menu with the following options: 'Choose one...', 'Choose one...', 'Off-Campus', and 'VUMC'. A red arrow points to the 'Off-Campus' option. To the right of the dropdown menu is a 'Go to next step' button.

Select the appropriate job type from the drop down selection and click 'Go to next step'

Add a Job – Step 1 – Supply Job Profile (Off-Campus Job)

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 the Category*
- Select the Job Title*
- Enter Job Description*
- Enter Job Requirements*
- Select Required Skills
- Select Learning Outcomes
- Enter the Number of Available Openings*
- Enter the min and max Hours per Week for the job
- Enter the Start Date for the job
- Enter the End Date for the job
- Select the Time Frame for the job*
- Select the base pay rate for the job*
- Select the Supervisor* 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 school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Work Location so an applicant can contact you, if desired.

- Upload a company/department logo, if applicable
- Enter a Job Location
- Enter an Employer Website, if applicable
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

VANDERBILT UNIVERSITY

Welcome, Test Off-Campus Supervisor | LMS

Employees | Job | Reporting | Access & Audit | Help

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

Job Category: Choose one...

Job Title:

Job Description:

Job Requirements:

Required Skills:

Learning Outcomes:

Number of Available Openings:

Max Work Hours During Academic Year:

Max Work Hours During Non-Academic Year:

Start Date:

End Date:

Time Frame: Choose one...

Base Pay Rate:

Primary Contact Person:

Company/Department Logo:

Job Location:

Employer Website:

Submit

Add a Job – Step 2 – Review Job Application

The screenshot shows the 'Review Job Application' screen in the JobX system. At the top, the Vanderbilt University logo is displayed. A navigation bar includes links for Home, Employees, JobX, Reporting, Access & Audit, and Help. A welcome message for 'Test Off-Campus Supervisor' is visible. A message states: 'The job data was successfully saved. However, the job is not posted on the website. There are two more steps. First, please review the job application below and edit it to your preferences.' The job title is 'Pending Job Application - Apple - Test Off-Campus 5/10/19'. A timer shows 01:59:58. The 'General' tab is active, showing fields for First name, Middle name, Last name, E-mail Address, VUNet ID, and Primary Phone, each with a red asterisk indicating a required field. There are also fields for Cover Letter and Resume, each with a 'Choose File' button and 'No file chosen' text. A 'Save Application' button is at the bottom.

To ensure you get a “best fit” candidate for your job, you may add job specific questions to the institutional default application questions. Please Note: Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you can choose from an existing list of questions previously created by you by clicking the ‘Pick from Existing Questions’ tab or create a new question using a sophisticated application designer by clicking the ‘Create a new Question’ tab that will take you to the next screen.

Add a Job Specific Application Question

- 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 1st 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.

The screenshot shows a web form for adding a new question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". The "Create a New Question" tab is active. Below the tabs is the "Question Details" section, which contains a "Question Type" dropdown menu. A red arrow points to this dropdown, which is open and shows options: "Please select", "Single Line Text", "Multiple Line Text", "Single Choice", "Multiple Choice", "Date", "File Upload", and "Instructional Text". Below the "Question Details" section is the "Application Behavior" section. It contains an "Application Section" dropdown menu with a red arrow pointing to it, and a "Create a new section" text input field. Below these are "Other flags" with two checkboxes: "Application input is required" and "Prefill this question from previous answer?". A red arrow points to the "Application input is required" checkbox. Below the flags is a "Where To Add This Question?" dropdown menu with a red arrow pointing to it, showing "End of Application" as the selected option. At the bottom of the form is an "Add Question" button with a red arrow pointing to it.

Pick from Existing Questions Create a New Question

Question Details

Question Type ⓘ

Please select

Please select

Single Line Text

Multiple Line Text

Single Choice

Multiple Choice

Date

File Upload

Instructional Text

Application Behavior

Application Section ⓘ

Select an existing section Create a new section

-- Please select --

Other flags

☐ Application input is required ⓘ


☐ Prefill this question from previous answer? ⓘ

Where To Add This Question? ⓘ

End of Application


Add Question

Add a Job – Step 3 – Go Live

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Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Help](#)

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**

Academic Programming - Test Federal Work Study Job - 05/8/19

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

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.

Add a Job – Step 3 – Go Live (Continued)

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Welcome, Test On-Campus Supervisor | [Logout](#)

[Home](#) [Employees](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Help](#)

You are adding a brand new job to the web site. [i](#)

>> [Step 1: Supply Job Profile](#) >> [Step 2: Review Job Application](#) >> **Step 3: Go Live**

Academic Programming - Test Federal Work Study Job - 05/8/19

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?

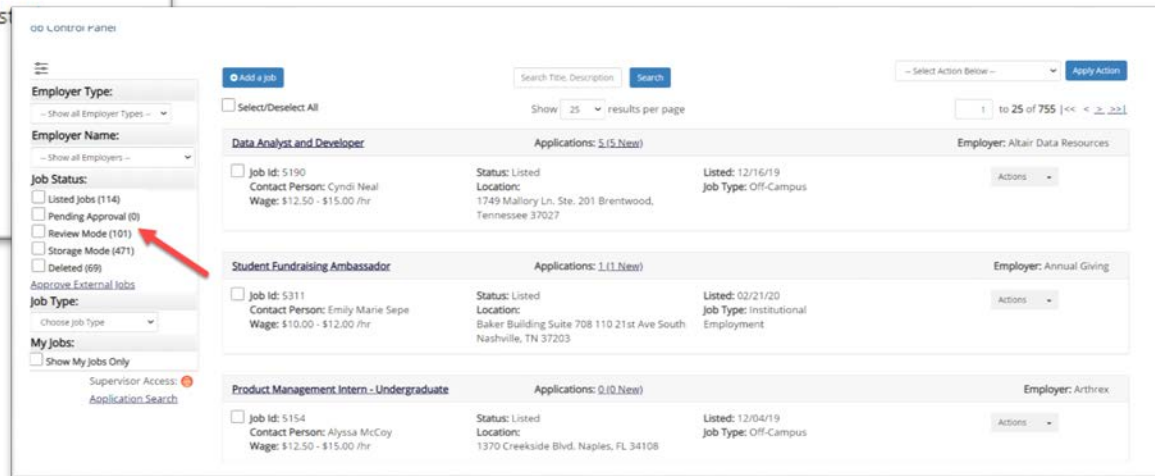
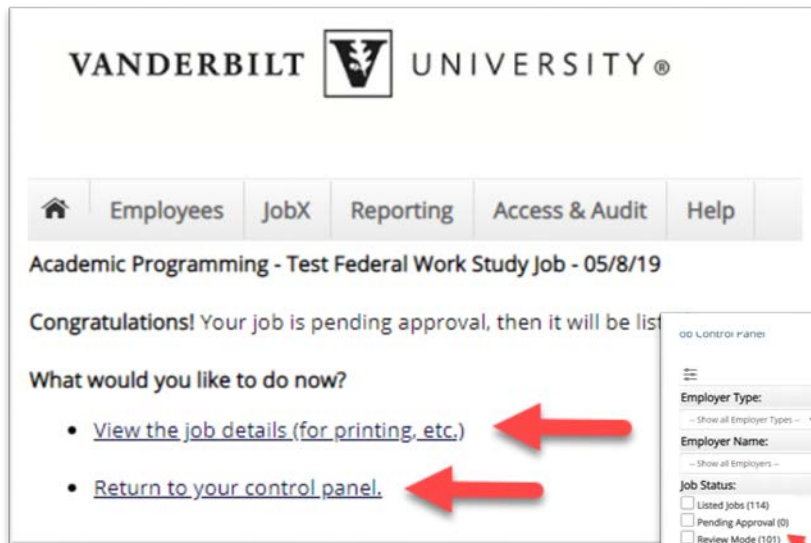
2. Do you want the job listed immediately after it is approved?

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!](#)

- 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.

Add a Job – Completed!



- 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

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Employees JobX Reporting Access & Audit Help

Welcome, Test On-Campus Supervisor | Logout

Manage Job

Job Title	Employer	Status	Job Type
Test Federal Work Study Job - 05/8/19	Academic Programming	Pending Approval	Federal Work Study

Additional details about this job's status:

- » This is a new job that has not yet been approved.
- » It is set to go live upon approval.

Job Actions:

Delete Export Print Email Supervisors

Select/Deselect All Show 25 results per page

PENDING APPROVAL - Jobs Currently Pending Administration

Ref #	Title	Col
4729	Test Federal Work Study Job - ...	Test

Update Status

- Listed: » Click to update listing options
- Review Mode: » Click to cancel approval and change to
- Storage: » Click to cancel approval and change to

View Applicants

No applications have been submitted for this job.

Manage Application

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

Hire Applicant

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

[Edit this Job](#)

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

Test Federal Work Study Job - 05/8/19	
Job ID	4729
Job Type	Federal Work Study
Employer	Academic Programming
Job Category	Athletics
Job Description	test

- 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 the Online Application'.

Manage Applicants

Job Control Panel

[Add a Job](#) [Search](#) -- Select Action Below -- [Apply Action](#)

☐ Select/Deselect All Show 25 results per page 1 to 25 of 755 << < > >>

Data Analyst and Developer		Applications: 5 (5 New)		Employer: Altair Data Resources
<input type="checkbox"/> Job Id: 5190 Contact Person: Cyndi Neal Wage: \$12.50 - \$15.00 /hr	Status: Listed Location: 1749 Mallory Ln. Ste. 201 Brentwood, Tennessee 37027	Listed: 12/16/19 Job Type: Off-Campus	Actions	
Student Fundraising Ambassador		Applications: 1 (1 New)		Employer: Annual Giving
<input type="checkbox"/> Job Id: 5311 Contact Person: Emily Marie Sepe Wage: \$10.00 - \$12.00 /hr	Status: Listed Location: Baker Building Suite 708 110 21st Ave South Nashville, TN 37203	Listed: 02/21/20 Job Type: Institutional Employment	Actions	
Product Management Intern - Undergraduate		Applications: 0 (0 New)		Employer: Arthrex
<input type="checkbox"/> Job Id: 5154 Contact Person: Alyssa McCoy Wage: \$12.50 - \$15.00 /hr	Status: Listed Location: 1370 Creekside Blvd. Naples, FL 34108	Listed: 12/04/19 Job Type: Off-Campus	Actions	

Supervisor Access: [Application Search](#)

You may hire an online applicant by clicking the 'Application' link.

Manage Applicants

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Welcome, Test On-Campus Supervisor | Logout

Employees JobX Reporting Access & Audit Help

New Job Applications - Academic Programming - Test Federal Work Study Job - 05/8/19

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 glass 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.

Filter by Name:

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:
☐ Only show New?

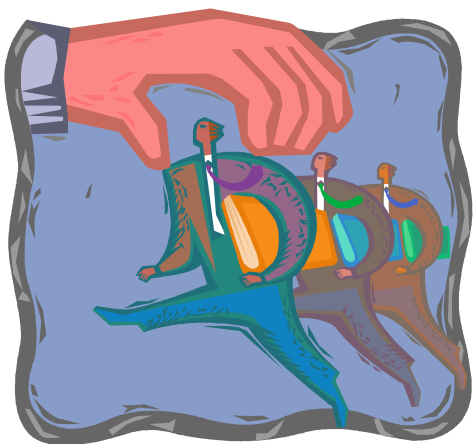
Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 1 of 1 << >>

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@rngwebsolutions.com	5/10/2019	New!	P			Video	1500.00		Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name 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?



Schedule an Interview with Applicant(s)

The screenshot shows the Vanderbilt University JobX interface. At the top, the Vanderbilt University logo is displayed. Below it, a navigation bar includes links for Employees, JobX, Reporting, Access & Audit, and Help. A welcome message for the Test On-Campus Supervisor is visible. The main heading is "New Job Applications - Academic Programming - Test Federal Work Study Job - 05/8/19". A note explains that the list contains all applications received for this job and provides instructions on how to view or filter applications. A "Filter by Name:" section allows users to search by First Name and Last Name, with an "Only show New?" checkbox and "Apply Filter(s)" and "Clear Filter(s)" buttons. Below the filter section, a row of icons represents various actions: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting, Reject Applicants, and Email Applicants. A "Select/Deselect All" checkbox and a "Show 25 results per page" dropdown are also present. The bottom section displays a table of applicants. The first applicant, Roy Rogers1, is shown with their email address, application date (5/10/2019), status (New!), and a "Send" button. A red arrow points to the "Send" button, and another red arrow points to the checkbox next to the applicant's name.

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Welcome, Test On-Campus Supervisor | Logout

Employees JobX Reporting Access & Audit Help

New Job Applications - Academic Programming - Test Federal Work Study Job - 05/8/19

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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:

☐ Only show New?

Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

☐ Select/Deselect All Show 25 results per page 1 to 1 of 1 | << < > >> |

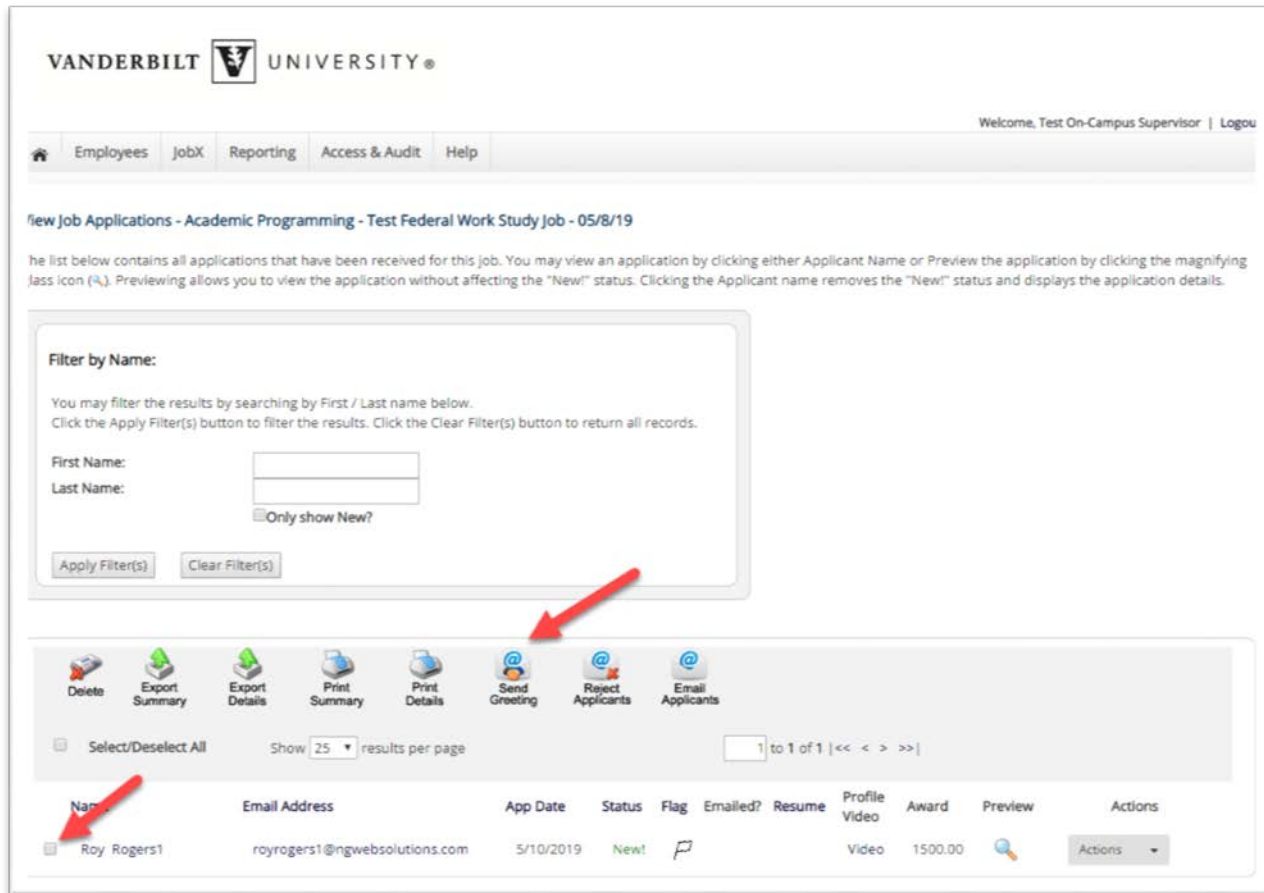
Name	Email Address	App Date	Status	Flag	Emailled?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	5/10/2019	New!	P			Video	1500.00		Actions

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.

Schedule an Interview with Applicant(s)



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VANDERBILT UNIVERSITY

Welcome, Test On-Campus Supervisor | Logou

Employees JobX Reporting Access & Audit Help

New Job Applications - Academic Programming - Test Federal Work Study Job - 05/8/19

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 glass 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.

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First Name:
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Apply Filter(s) Clear Filter(s)

Delete Export Summary Export Details Print Summary Print Details Send Greeting Reject Applicants Email Applicants

Select/Deselect All Show 25 results per page 1 to 1 of 1 << < > >>

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	5/10/2019	New!	P			Video	1500.00		Actions

Click the box next to one or more applicants you wish to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

Notify applicant(s) you wish to interview

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Welcome, Test On-Campus Supervisor | Logos

Employees JobX Reporting Access & Audit Help

Job Application - Academic Programming - Test Federal Work Study Job - 05/8/19

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do NOT use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Greeting

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

New! ☒ 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

studentemployment@hireadore.com

Subject

Job: Test Federal Work Study Job - 05/8/19

Body

I am interested in meeting with you to discuss your interest in the Test Federal Work Study Job - 05/8/19 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

- This feature is utilized to reach out to one or more students. If you select more than one student to interview, individual e-mails will be sent to each student selected. 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 other email recipients in the 'To' box, then click on the "Send" button.



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



Notify applicant(s) they did NOT get the Job

VANDERBILT UNIVERSITY

Welcome, Test On-Campus Supervisor | Logou

Employees JobX Reporting Access & Audit Help

New Job Applications - Academic Programming - Test Federal Work Study Job - 05/8/19

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Last Name:
☐ Only show New?

Apply Filter(s) Clear Filter(s)

☐ Select/Deselect All Show 25 results per page 1 to 1 of 1 | << < > >> |

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	5/10/2019	New!	f			Video	1500.00		Actions

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

Notify applicant(s) they did NOT get the Job

VANDERBILT UNIVERSITY

Welcome, Test On-Campus Supervisor | Logout

Employees JobX Reporting Access & Audit Help

Job Application - Academic Programming - Test Federal Work Study Job - 05/8/19

[Click here to return to reviewing applications.](#)

Suggested use: To inform applicants that they did not get this job.

Do NOT use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New! ☒ 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

studentemployment@hireadore.com

Subject

Job: Test Federal Work Study Job - 05/8/19 - Not Available

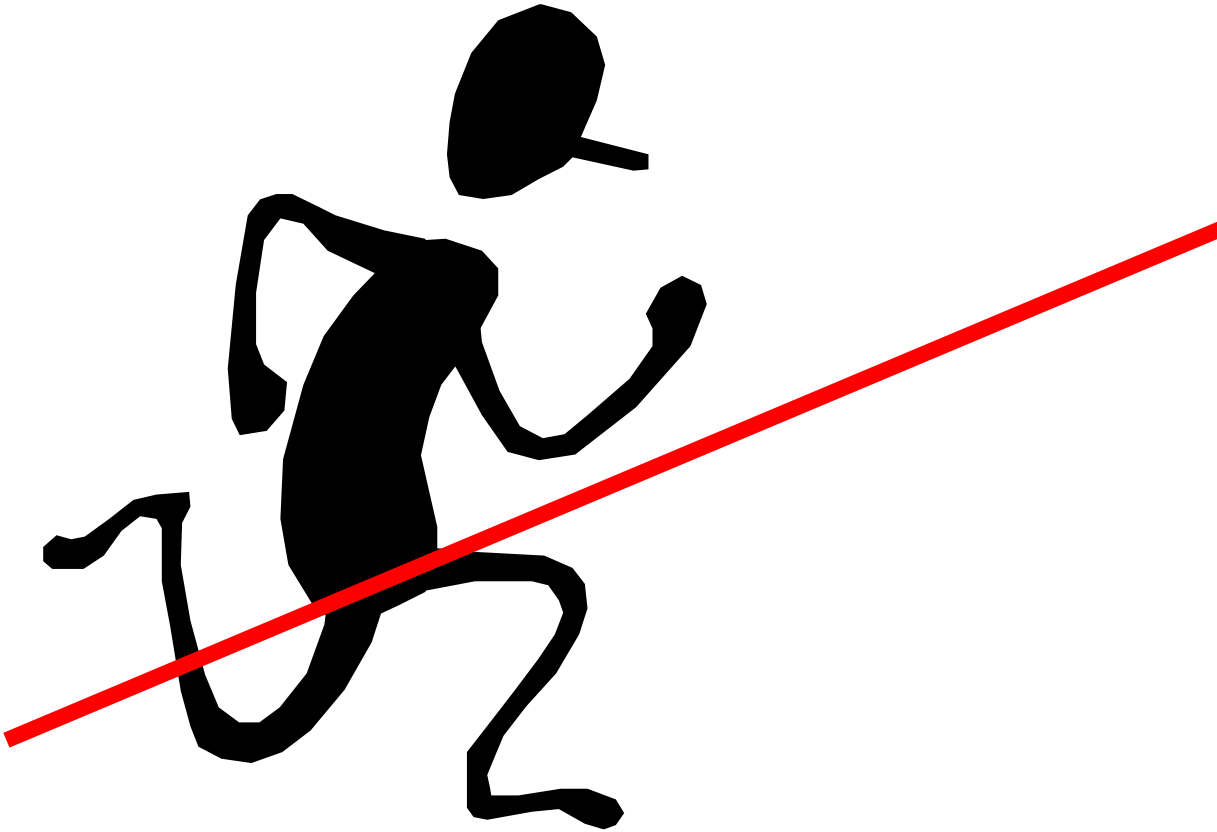
Body

You recently submitted an on-line application for the Test Federal Work Study Job - 05/8/19 job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

- This feature is utilized to inform one or more 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 **TBD**
Career Services Office
(000) 000-0000 or at seo@xxx.edu