VANDERBILT **V** UNIVERSITY ®

JobX
Powered by NextGen

On-Campus Supervisor Training

JobX = 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 On-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

➢ How to Hire Employees via JobX

Login to JobX directly
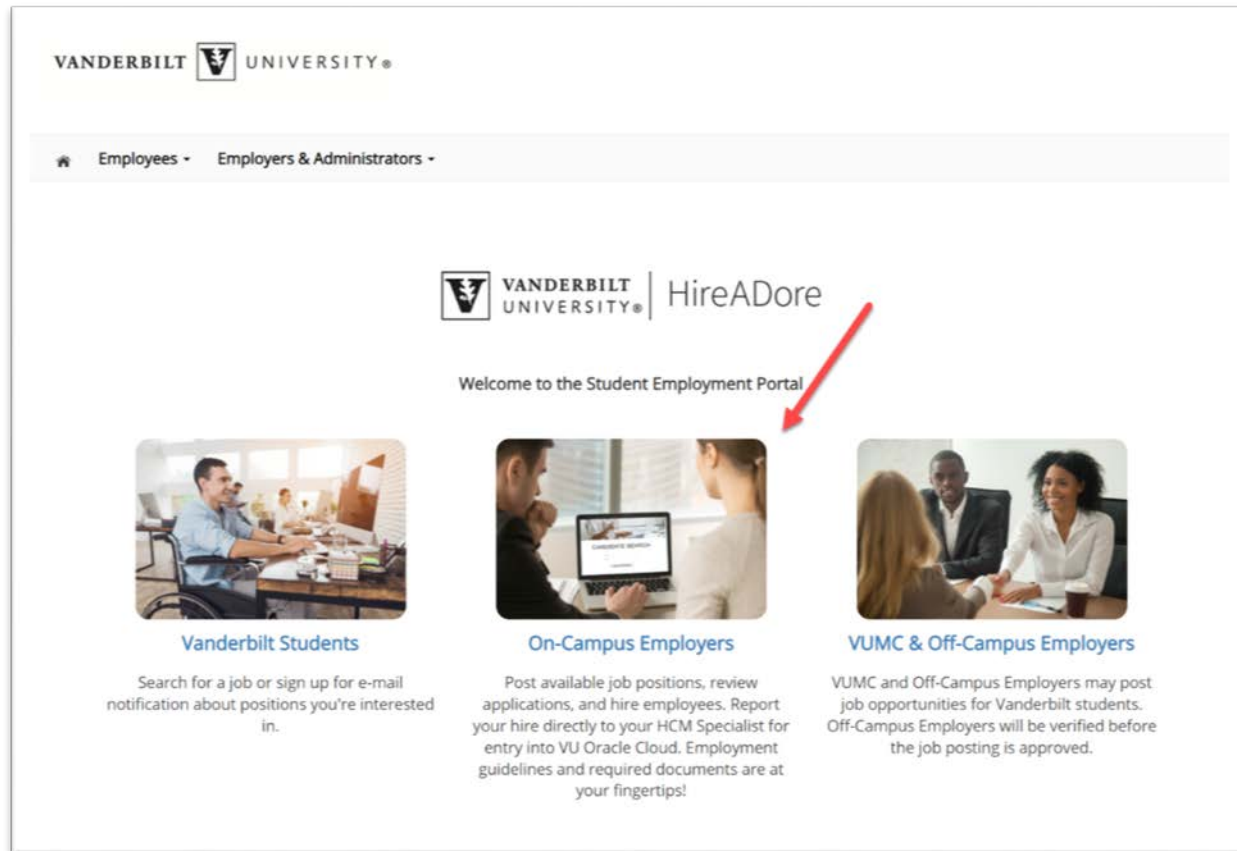
➢ First, please navigate to:

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

➢ Click the 'On-Campus Employers' link.

On-Campus Employer Login to JobX

Click the 'Job Management Login' link.

On-Campus Employer Login to JobX

Login utilizing your 'VUNet ID' and 'Password'.

How to Add/Edit a JobX Job Listing

Now Hiring!

Add a Job

Click the 'Add a job' button to select your department and create a new job.

Add a Job

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

Add a Job – Step 1 – Supply Job Profile (Federal Work Study 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
➤ Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.

Add a Job – Step 2 – Review Job Application

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.

Add a Job – Step 3 – Go Live

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)

VANDERBILT **V** UNIVERSITY®

Welcome, Test On-Campus Supervisor | Logou

🏠 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?   `As soon as possible          ▼`

2. Do you want the job listed immediately after it is approved?   `Yes, immediately    ▼`

3. For how many days do you want the job to be listed on the site?   `Until I close the job ▼`

When all the above information looks correct...   `Click here to finish!`

➤ 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

- ➤ 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

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

Manage Applicants

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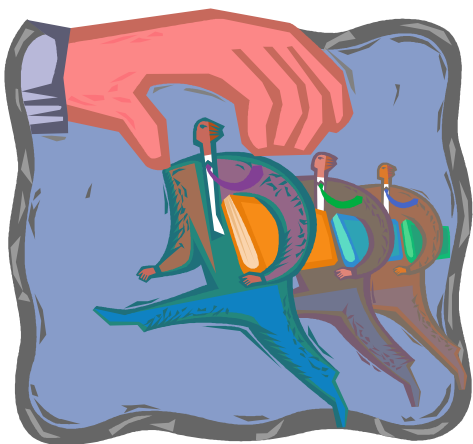
Now that you've reviewed the online applications for your job, how do you contact an applicant if you wish to set up an interview?

Schedule an Interview with Applicant(s)

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)

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

> ➤ 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

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

➤ 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.

How do you hire an employee?

Hire an Employee

If you wish to hire the student, after clicking the "App #" link next to the job on your control panel, please select 'Hire Applicant' from the Action dropdown list next to the applicant's name you wish to hire.

Hire an Employee

- ➤ The student's name will be automatically selected for you.

- ➤ Next, click 'Go to Step 2'.

Hire an Employee

- ➢ The Employee's VUNet ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student VUNet ID, you can correct their ID by typing over the pre-filled ID. *Please note: If their ID has been mistyped, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.*

- ➢ Next, click 'Check VUNet ID' to launch the hire validation service for this employee.

Hire an Employee Flow – Fail Validation

➢ The system will validate the employee's account to ensure they are eligible to be hired.

➢ If the employee does NOT pass one or more of the employment eligibility checks, the system will present a red X next to each eligibility requirement the employee did not meet.

➢ If the supervisor wishes to email the employee regarding the employment eligibility results in an effort to get them resolved, they can click the 'Email results' link to open an email. The results of their validation check will be pre-filled in the body of the email. The supervisor can type additional text in the body of the email and add other recipients of the email in the cc or bc fields.

➢ The supervisor will need to click the 'Continue' button to save their hire request or Cancel if the employee cannot be hired at that point in time.

Hire an Employee Flow – Pass Validation

If all the employment eligibility requirements have been successfully met, green check marks will be presented next to each eligibility requirement and a "Continue" button will be presented to continue the hire process.

Hire an Employee

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.

- You may edit the information prior to establishing the hire.

- Click on the "Submit Request" button.

Your hire will automatically be approved once you click the Email Hire Approval button! A confirmation message will be displayed stating the hire has been sent to the hire archive.

You're Finished!!!
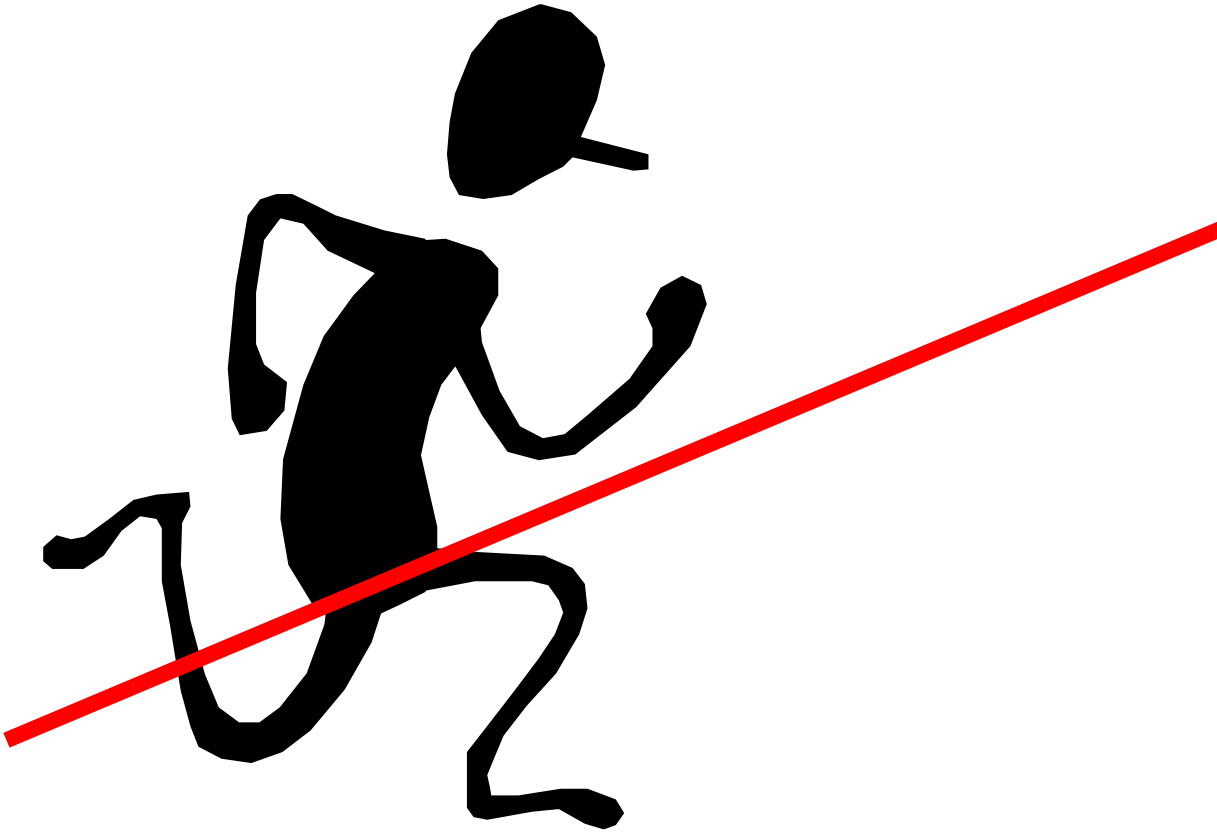
Questions?

Please contact the TBD
Career Services Office
(000) 000-0000 or at seo@clarion.edu