



## On-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.

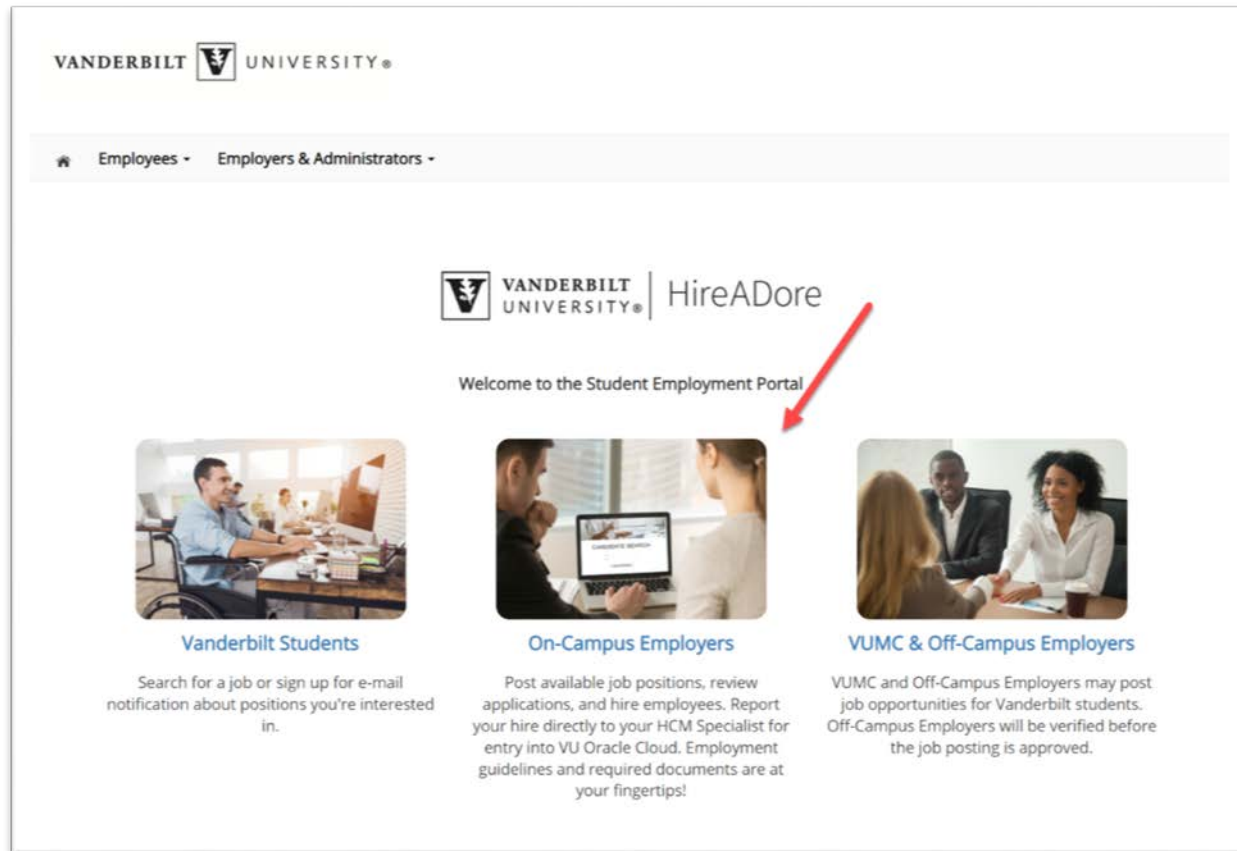
# School Specific Customization

- Your JobX site has YOUR Vanderbilt University look and feel
- Your JobX site has YOUR Vanderbilt University 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

On-Campus Employers

HireADore is **your** online job posting and hiring site for all student employment positions.



Employer Information


Forms & Information  
General information about posting jobs, hiring, and access to all University student employment forms.

HCR Specialist Report Information  
Click here to access more information regarding the HCM Specialist Report.

VU Student Work Study Eligibility Report  
Click here for instructions on running the VU Student Work Study Eligibility Report.

On-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

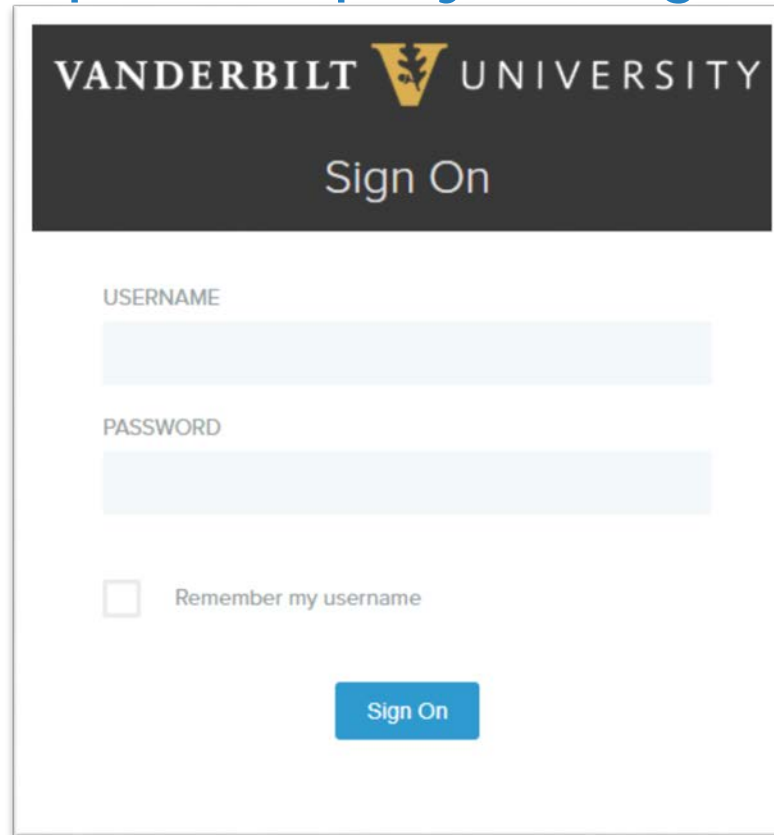
JobX Login   
Login to post jobs, hire students, and access student applications.

Request Login  
Click above if you are an On-Campus Employer who has **never** logged in before.

Suggestion Box  
Send us your suggestions, ideas, or concerns!

Click the 'Job Management Login' link.

# On-Campus Employer Login to JobX



The image shows a login form for Vanderbilt University. At the top, there is a dark banner with the Vanderbilt University logo and the text "VANDERBILT UNIVERSITY" and "Sign On". Below the banner, there are two input fields: "USERNAME" and "PASSWORD". Below the "PASSWORD" field, there is a checkbox labeled "Remember my username". At the bottom, there is a blue button labeled "Sign On".

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

# How to Add/Edit a JobX Job Listing



# Add a Job

Job Control Panel

[Add a job](#)   -- Select Action Below --

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

<b>Data Analyst and Developer</b>		Applications: <a href="#">5 (5 New)</a>		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	
<b>Student Fundraising Ambassador</b>		Applications: <a href="#">1 (1 New)</a>		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	
<b>Product Management Intern - Undergraduate</b>		Applications: <a href="#">0 (0 New)</a>		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	

Click the 'Add a job' button to select your department and create a new 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 Employees, JobX, Reporting, Access & Audit, and Help. A welcome message for 'Test On-Campus Supervisor' is visible on the right. The main content area indicates that the user is adding a brand new job to the website. It shows a progress bar with three steps: Step 1: Supply Job Profile, Step 2: Review Job Application, and Step 3: Go Live. Below the progress bar, there is a section titled 'Please Choose a Job Type' with a dropdown menu. The dropdown menu is open, showing three options: 'Choose one...', 'Federal Work Study', and 'Institutional Employment'. A red arrow points to the 'Federal Work Study' option. To the right of the dropdown menu is a button labeled 'Go to next step'.

VANDERBILT UNIVERSITY®

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

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

Please Choose a Job Type

Choose one...  
Choose one...  
Federal Work Study  
Institutional Employment

Go to next step

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.

The screenshot shows the 'VANDERBILT UNIVERSITY' logo at the top. Below it, a navigation bar includes 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. A message states 'You are adding a brand new job to the web site.' and a progress bar shows 'Step 1: Supply Job Profile' as the current step. The form fields are as follows:

- Job Category**: A dropdown menu.
- Job Title**: A text input field.
- Job Description**: A large text area with a 'NEW' button.
- Job Requirements**: A large text area with a 'NEW' button.
- Required Skills**: A dropdown menu.
- Learning Outcomes**: A dropdown menu.
- Number of Available Openings**: A text input field.
- Max Work Hours During Academic Year**: A section with three rows: 'International students = 19 hrs/week', 'Undergraduate students = 19 hrs/week', and 'Graduate/Professional = 20.5 hrs/week'.
- Max Work Hours During Non-Enrollment**: A section with one row: 'All students = 40 hrs/week'.
- Hours per Week**: A dropdown menu with '10.0' and 'No Same' options.
- Start Date**: A text input field.
- End Date**: A text input field.
- Time Frame**: A dropdown menu.
- Base pay rate**: A dropdown menu.
- Primary Contact Person**: A dropdown menu.
- Phone Number**: A text input field.
- Email**: A text input field.
- Location**: A text input field.
- Company/Department Logo**: A section with a 'Choose File' button and a note 'This will be displayed on the job listing.'.
- Job Location**: A text input field.
- Submit**: A button at the bottom.

# Add a Job – Step 2 – Review Job Application

The screenshot shows the 'VANDERBILT UNIVERSITY' logo at the top left. A navigation bar includes links for 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. A user greeting 'Welcome, Test On-Campus Supervisor | Logout' is on the right. 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 delete any questions you do not want. Also, you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator.' Below this, the job title 'Pending Job Application - Academic Programming - Test Federal Work Study Job - 05/8/19' is displayed. A 'Timer' box shows '01:59:46'. The 'General' tab is selected, showing fields for 'First name', 'Middle name', 'Last name', 'E-mail Address', 'VUNet ID', 'Primary Phone', 'Class Standing' (with a 'Please select' dropdown), 'What is your Program of Study?', 'Please enter your work availability (days and times)', and 'List the computer applications you have experience using.' Each field has a red asterisk indicating a required field and a green checkmark icon. A 'Save Application' button is at the bottom left.

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 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.


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 "Select an existing section" and "Create a new section" options. A red arrow points to this dropdown. Below the "Application Section" dropdown is the "Other flags" section, which includes 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 "Other flags" section is the "Where To Add This Question?" dropdown menu, which is set to "End of Application". A red arrow points to this dropdown. At the bottom of the form is an "Add Question" button. A red arrow points to this button.

# Add a Job – Step 3 – Go Live

**VANDERBILT**  **UNIVERSITY**®

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**

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**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)

VANDERBILT UNIVERSITY®

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**

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**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!

The screenshot displays the Vanderbilt University JobX interface. At the top, the Vanderbilt University logo is visible. Below it, a navigation bar includes links for Home, Employees, JobX, Reporting, Access & Audit, and Help. A message states: "Academic Programming - Test Federal Work Study Job - 05/8/19" and "Congratulations! Your job is pending approval, then it will be listed." Below this, a section titled "What would you like to do now?" offers two options: "View the job details (for printing, etc.)" and "Return to your control panel." Two red arrows point from these links to the corresponding sections in the Job Control Panel on the right. The Job Control Panel includes a sidebar with filters for Employer Type, Employer Name, Job Status (Listed Jobs (114), Pending Approval (0), Review Mode (101), Storage Mode (471), Deleted (69)), Approve External Jobs, Job Type, and My Jobs. The main area shows a list of jobs with columns for Job Id, Contact Person, Wage, Status, Location, Listed date, Job Type, and Employer. Three jobs are listed: Data Analyst and Developer, Student Fundraising Ambassador, and Product Management Intern - Undergraduate. A red arrow points from the "Return to your control panel" link to the "Job Status" section in the sidebar.

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Home Employees JobX Reporting Access & Audit Help

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

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

Job Control Panel

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

Supervisor Access: Application Search

Add a Job

Select/Deselect All

Search Title, Description Search

Show 25 results per page

1 to 25 of 755 << < > >>

Job Id	Contact Person	Wage	Status	Location	Listed	Job Type	Employer
5190	Cyndi Neal	\$12.50 - \$15.00 /hr	Listed	1749 Mallory Ln. Ste. 201 Brentwood, Tennessee 37027	12/16/19	Off-Campus	Altair Data Resources
5311	Emily Marie Sepe	\$10.00 - \$12.00 /hr	Listed	Baker Building Suite 708 110 21st Ave South Nashville, TN 37203	02/21/20	Institutional Employment	Annual Giving
5154	Alyssa McCoy	\$12.50 - \$15.00 /hr	Listed	1370 Creekside Blvd. Naples, FL 34108	12/04/19	Off-Campus	Arthrex

- 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

**VANDERBILT UNIVERSITY**

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	<a href="#">Test Federal Work Study Job - ...</a>	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  results per page 1 to 25 of 755 << < > >>

<b>Data Analyst and Developer</b> Applications: <a href="#">5 (5 New)</a>  Employer: Altair Data Resources			
<input type="checkbox"/> Job Id: S190 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
<b>Student Fundraising Ambassador</b> Applications: <a href="#">1 (1 New)</a> Employer: Annual Giving			
<input type="checkbox"/> Job Id: S311 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
<b>Product Management Intern - Undergraduate</b> Applications: <a href="#">0 (0 New)</a> Employer: Arthrex			
<input type="checkbox"/> Job Id: S154 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 'Applications' link.

# Manage Applicants

VANDERBILT UNIVERSITY

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?

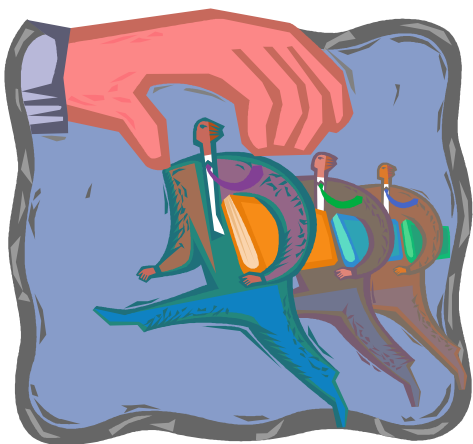
Apply Filter(s) Clear Filter(s)

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 is a toolbar with icons for 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 is a table of applicants. The first applicant, Roy Rogers1, is highlighted with a red arrow pointing to the checkbox in the "Name" column. Another red arrow points to the "Send Greeting" icon in the toolbar.

VANDERBILT UNIVERSITY

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 << < > >>

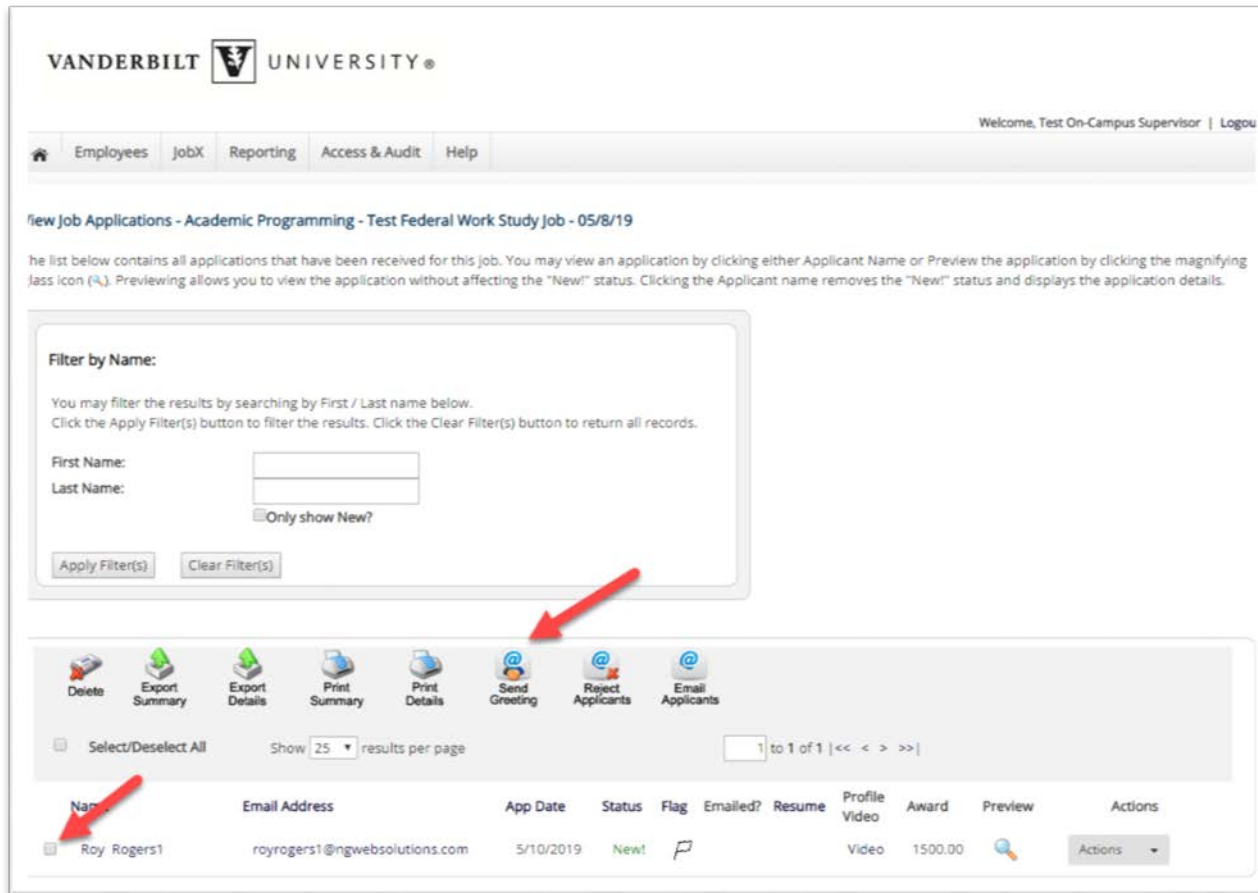
Name	Email Address	App Date	Status	Flag	Emailled?	Resume	Profile Video	Award	Preview	Actions
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	5/10/2019	New!	P			Video	1500.00		Actions

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)



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 section is titled 'New Job Applications - Academic Programming - Test Federal Work Study Job - 05/8/19'. It explains that the list contains all applications received for this job and provides instructions on how to view or preview an application. A filter 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 is a toolbar with icons for Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting, Reject Applicants, and Email Applicants. A red arrow points to the 'Send Greeting' button. Below the toolbar is a table of applicants. The first applicant is Roy Rogers1, with email address royrogers1@ngwebsolutions.com, application date 5/10/2019, and status 'New!'. A red arrow points to the checkbox next to the applicant's name. The table has columns for Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Profile Video, Award, Preview, and Actions.

**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?

☐ 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		<input type="button" value="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

VANDERBILT UNIVERSITY

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

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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 checked="" 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 would like to send a rejection email. Next, click the 'Reject Applicants' button.

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

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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.



How do you hire an employee?



# Hire an Employee

The screenshot displays the Vanderbilt University JobX system interface. The top navigation bar includes links for Employees, JobX, Reporting, Access & Audit, and Help. The main content area is titled "To add a job, please select an employer from the employer dropdown list presented in the filters to the left." Below this, there are sections for "Your Selections" (Reset), "Job Filters Applied" (Employer: All Available), and "Job Filters" (My Jobs, Employer Name, Job Status, Job Type). The "Job Actions" section includes icons for Delete, Export, Print, and Email Supervisors, along with a "Select Action Below" dropdown and an "Apply Action" button. The main table lists jobs with columns for Ref #, Title, Contact, Job Type, App #, Listed, and Actions. A red arrow points to the "App #" link for the job with Ref # 4729. Another red arrow points to the "Hire Applicant" option in the Actions dropdown menu for the job with Ref # 4726.

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To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Search Title, Description, Contact or Job Search

Your Selections: Reset

Job Filters Applied: Employer: All Available

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Empl

Job Status: -

Listed Jobs (4)

Pending Approval (0)

Review Mode (0)

Storage Mode (0)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 4 of 4

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

Academic Programming

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4730	Test Institutional Employment ...	Test On-Campus Supervisor	Institutional Employment	1 (1 New)	05/09/19	
4729	Test Federal Work Study Job - ...	Test On-Campus Supervisor	Federal Work Study	1 (1 New)	05/08/19	
4725	Test Federal Work Study Job - ...	Test On-Campus Supervisor	Federal Work Study	2 (1 New)	05/01/19	

Development Teams

Ref #	Title	Contact	Job Type	App #	Listed	Actions
4726	Test Institutional Employment ...	Test On-Campus Supervisor	Institutional Employment	1 (0 New)	05/01/19	

1 to 4 of 4

05/8/19

view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon. Clicking the Applicant name removes the "New!" status and displays the application details.

return all records.

Project Applicants Email Applicants


1 to 1 of 1

Status	Flag	Emailled?	Resume	Profile Video	Award	Preview	Actions
New!				Video	1500.00		

Email Applicant Print Application Delete Application Hire Applicant

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

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

### Hire Students

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

There are 5 openings for this position. Please select 5 or fewer applicants to fill this job.

 <-- Click for help on completing this step.

Hire On-line Applicants	Hire Candidates who did not apply On-line																								
<input checked="" type="checkbox"/> Roy a Rogers1	<table><thead><tr><th>First Name</th><th>Middle Initial</th><th>Last Name</th><th>VUNet Id</th></tr></thead><tbody><tr><td>1. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>2. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>3. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>4. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>5. <input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	First Name	Middle Initial	Last Name	VUNet Id	1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name	VUNet Id																						
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																						
<a href="#">Go to step 2</a>																									

- The student's name will be automatically selected for you.
- Next, click 'Go to Step 2'.

# Hire an Employee

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Home Employees JobX Reporting Access & Audit Help

**Hire Student(s) Step 2: Fill Out Hire Info**  
For Job: Test Federal Work Study Job - 05/8/19

Validate Employees

Employee: ☒ Roy a Rogers1

Enter VUNet ID:

- 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 mis-typed, 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

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Employees | JobX | Reporting | Access & Audit | Help

**Hire Student(s) Step 2: Fill Out Hire Info**  
For Job: Test Federal Work Study Job - 05/8/19

Validate Employees

Employee: Roy a Rogers1  
Enter VUNet ID: 111111111  
Check VUNet ID

**Validation Lookup Results**

Roy a Rogers1:	Awarded	Student does not have a valid Award
✓	Enrolled	Student is enrolled
✓	Fed Verification	Student has Fed Verification
✓	SAP	Student meets SAP

[Email Results](#)

The employee did not pass validation and cannot be hired at this time.  
Click the "Cancel" button to cancel this hire.

[Cancel](#)

**Compose Email**

From: studentemployment@hireadore.com  
To: royrogers1@ngwebsolutions.com  
Cc:   
Bcc:   
Subject: Hire Validation Results

Below are the results of an attempt to hire. If there are issues preventing a successful hire please visit the financial aid office to resolve.


**Roy a Rogers1:**

✗	Awarded	Student does not have a valid Award
✓	Enrolled	Student is enrolled
✓	Fed Verification	Student has Fed Verification
✓	SAP	Student meets SAP

[Send Email](#)

- 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

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

### Hire Student(s) Step 2: Fill Out Hire Info

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

Validate Employees

Employee

☒ Roy a Rogers1

Enter VUNet ID:

Validation Lookup Results

Roy a Rogers1:		
✓	Awarded	Student has a valid Award
✓	Enrolled	Student is enrolled
✓	Fed Verification	Student has Fed Verification
✓	SAP	Student meets SAP

[Email Results](#)

This employee has passed validation and may be hired.  
Click the "Continue" button to proceed to the next step.

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.

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Hire Student(s) Step 2: Fill Out Hire Info  
for job: Test Federal Work Study Job - 05/8/19

Please fill out hire info for this student.

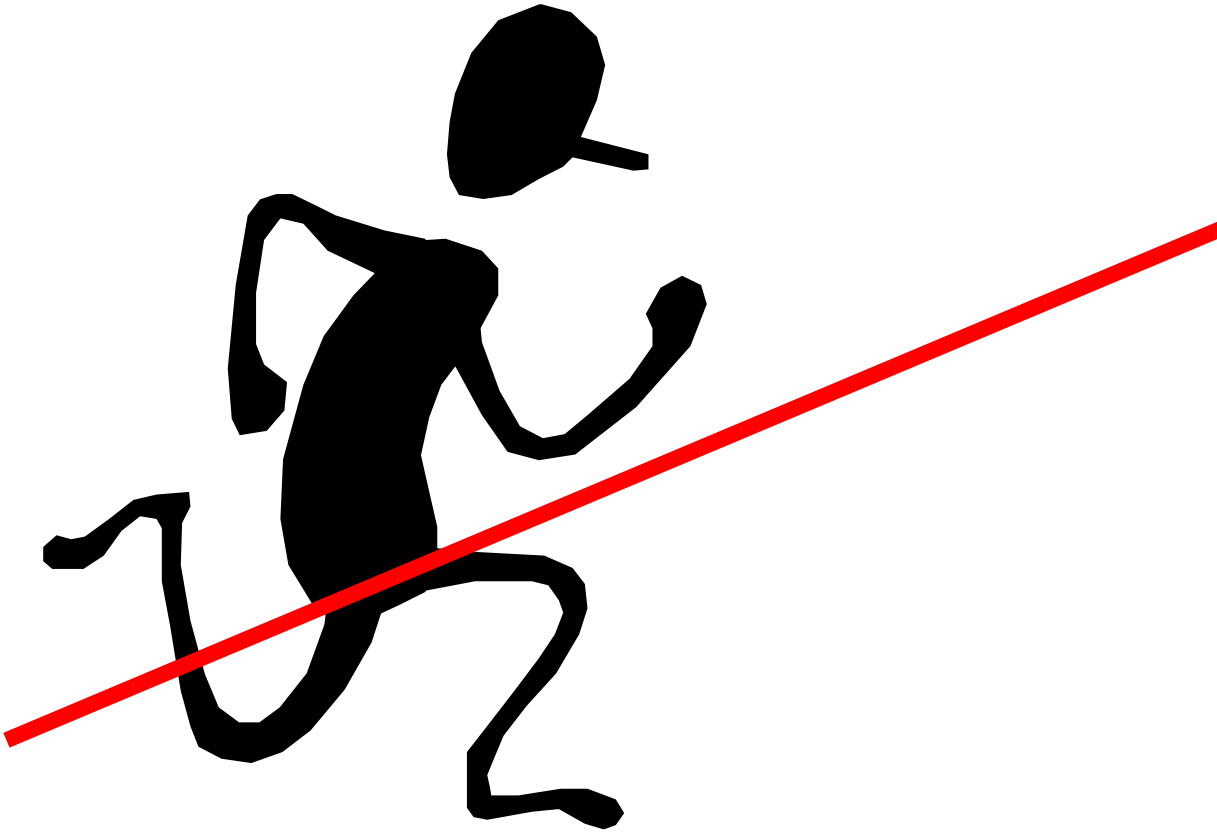
Department	Academic Programming
Title	Test Federal Work Study Job - 05/8/19
Student First Name	Roy
Student Middle Name	a
Student Last Name	Rogers1
VUNet ID	111111111
Email Address of Employee Hired	royrogers1@ngwebsolutions.com
Wage which will be paid to Employee	7.25
Hours per week	10.0
Estimated Employment Start Date (mm/dd/yyyy)	01-01-0001
Estimated Employment End Date (mm/dd/yyyy)	01-01-0001
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	
Position	FWS Graduate Student Worker
Biweekly or Monthly	Biweekly
<input type="button" value="Submit Request"/>	



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](mailto:seo@clarion.edu)