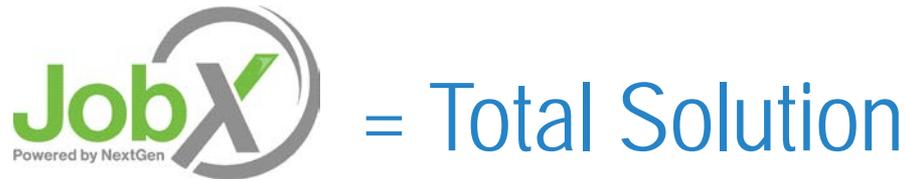




Employee Training



JobX helps schools automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.

Benefits for Students/Applicants

- Apply for multiple jobs with one online application
- JobMail enables student employees to be notified immediately about jobs that match their job preferences
- Job search skills development
- Accelerated online hiring process
- Eliminated paper forms
- Automated notices throughout the JobX lifecycle
- Web accessibility
- 24-hour service

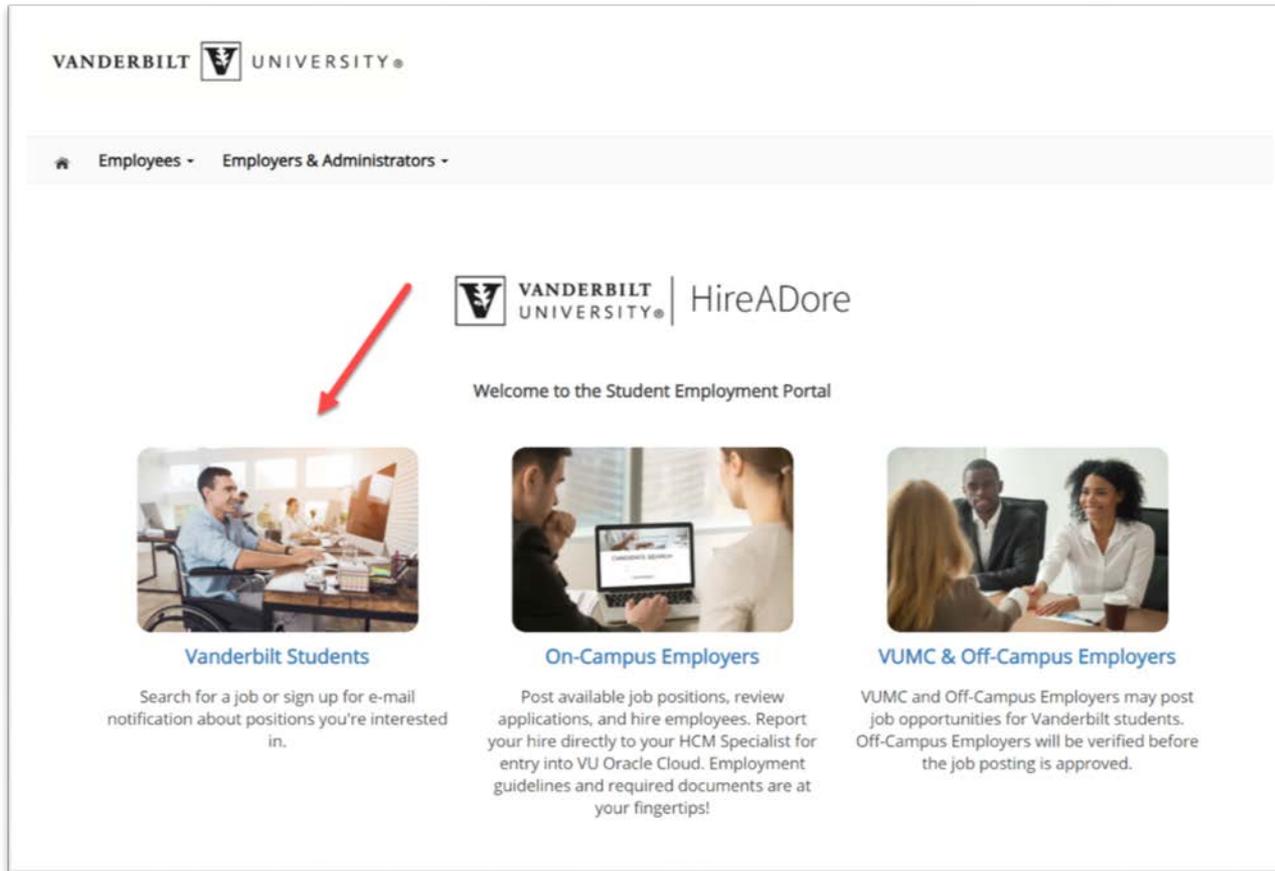
School Specific Customization

- Your site has YOUR school's look and feel
- Your site has YOUR school departments
- Your site has YOUR school customer fields
- Your site has been configured to support YOUR specific Vanderbilt University processes.

Training Agenda

- How to login to JobX
- How to complete a JobMail subscription
- How to find a job
- How to apply for a job
- What is the JobX 'My Dashboard' feature?

First time visiting Vanderbilt University's site?



The screenshot shows the top of the HireADore website. At the top left is the Vanderbilt University logo. Below it is a navigation bar with 'Employees' and 'Employers & Administrators'. The main header features the 'Vanderbilt University | HireADore' logo. Below the header is a 'Welcome to the Student Employment Portal' message. Three main sections are visible: 'Vanderbilt Students', 'On-Campus Employers', and 'VUMC & Off-Campus Employers'. A red arrow points from the 'Vanderbilt Students' section towards the top left of the page.

VANDERBILT UNIVERSITY

Employees - Employers & Administrators -

VANDERBILT UNIVERSITY | HireADore

Welcome to the Student Employment Portal

Vanderbilt Students

Search for a job or sign up for e-mail notification about positions you're interested in.

On-Campus Employers

Post available job positions, review applications, and hire employees. Report your hire directly to your HCM Specialist for entry into VU Oracle Cloud. Employment guidelines and required documents are at your fingertips!

VUMC & Off-Campus Employers

VUMC and Off-Campus Employers may post job opportunities for Vanderbilt students. Off-Campus Employers will be verified before the job posting is approved.

Please navigate to the following URL and click the 'Vanderbilt Students' link to access the JobX Students home page.

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

How to Login to JobX

Students

Looking for a job? Here are some quick tips:

1. Search on HireADore for on-campus & off-campus opportunities
2. You will need your VUNet ID and Password to Login
3. Complete the application within HireADore
4. If you are a new student worker please complete the onboarding requirements
5. Get Paid!

Information

[Student Requirements](#)

All student employees must have a social security number to work on campus. An I-9 must be completed before you can begin to work. A W-4 will be required in order to properly process your take home pay.

[Getting Paid](#)

Click here for Important Payroll Information.

[FAQ](#)

View FAQ's at our Student Employment website.

Training

[Student Training Presentation](#)

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

[Watch Our How-To Video Tutorials](#)

Timekeeping

Other Links

[Dashboard](#)

Click here to review jobs you've recently applied for and to update your JobMail Subscription.

[Find a Job](#)

Conduct either quick or advanced searches for available jobs. Submit an online job application.

[Manage JobMail](#)

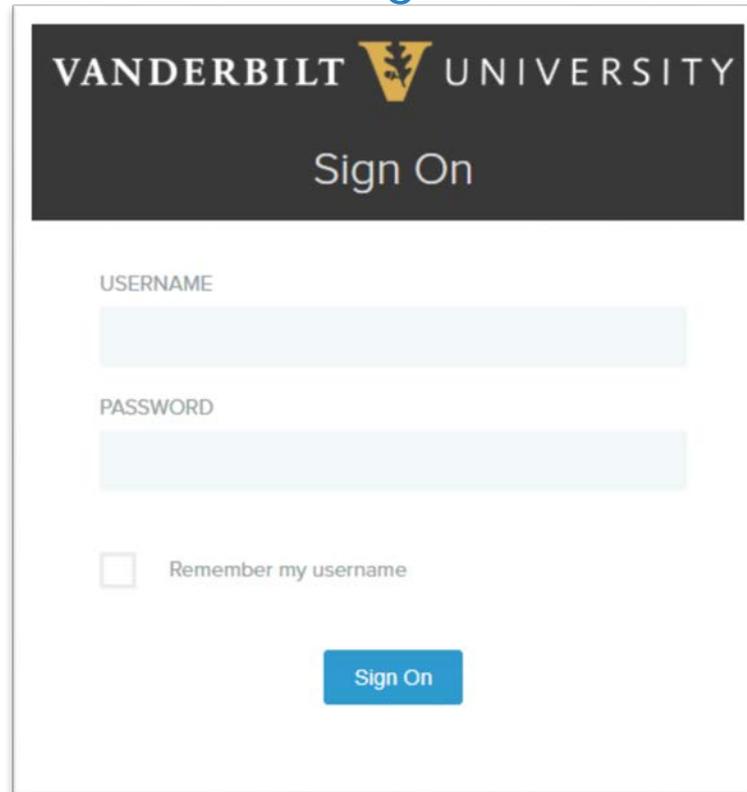
Be the first to know when jobs matching your criteria become available.

[Contact Us](#)

Have questions? Click here and send us your questions, suggestions, or concerns.

- Step 1: Click 'User Dashboard', 'Find a Job', or 'Manage JobMail' link on the Students home page.

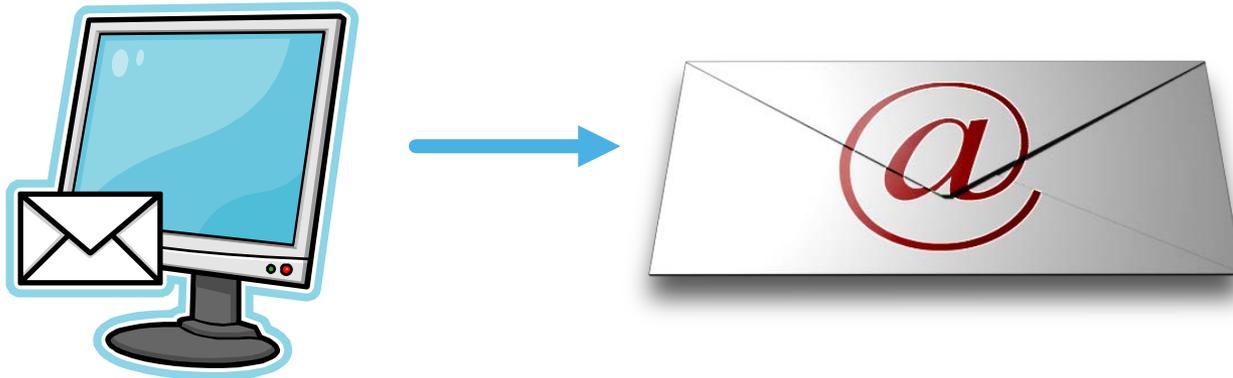
How to Login to JobX



The screenshot shows the login interface for JobX at 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 of the form, there is a blue "Sign On" button.

- Step 2: Login utilizing your 'VUNet ID' and 'Password'

How to Complete your JobMail Subscription



What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you've updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.



Configure your JobMail Subscription

The screenshot displays the JobMail configuration interface. At the top, the Vanderbilt University logo is visible. A modal dialog box is open, titled "vanderbilt.studentemployment.ngwebsolutions.com says", with the instruction "Edit this subscription name." Below this, there is a text input field containing "Academic_Year", with a red arrow pointing to it. To the right of the input field are "OK" and "Cancel" buttons. Below the dialog, the main interface shows a list of subscriptions. The first category is "Federal Work Study", which contains a subscription named "Subscription1", also indicated by a red arrow. Other categories include "Off-Campus", "Institutional Employment", and "VUMC", each with an "Add New Subscription" link. The interface also shows navigation links like "Employees" and "Help", and a user greeting "Welcome, Roy a Rogerst | Logout".

- You may create multiple subscriptions and name them as desired for each Job Type (Federal Work Study, Off-Campus, Institutional Employment, VUMC) supported by JobX
 - For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ▶ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
 - ▶ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ▶ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Configure your JobMail Subscription

VANDERBILT UNIVERSITY

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

Employees Help

My JobMail Subscriptions

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

Federal Work Study ↔	[Add New Subscription]
Academic Year	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Off-Campus ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Institutional Employment ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
VJMC ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

- Click 'View/Modify' to add preferences for each Job Type criterion.

Configure your JobMail Subscription

VANDERBILT UNIVERSITY

Welcome, Roy a Rogers1 | Logout

Employees Help

My JobMail Subscriptions

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

Federal Work Study

Academic Year

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Off-Campus

There are no subscriptions for this job type.

Institutional Employment

There are no subscriptions for this job type.

VUMC

There are no subscriptions for this job type.

Choose Employer(s)

Selected Items [Remove All]

None selected

Available Items

- Acad and Strategic Affairs: Office of Vice Provost [add]
- Academic Affairs: Office of the Provost [add]
- Academic Programming [add]
- Accounting and Tax [add]
- Active Student Citizenship [add]
- Administration: Office of the Vice Chancellor [add]
- Administrative Solutions [add]
- Advanced Computing Center for Research and Education [add]
- Advancement Services: Business Affairs [add]
- African American and Diaspora Studies [add]
- Alumni Relations [add]
- American Economic Association [add]

[Done]

Click 'add' next to each item you wish to add to your JobMail subscription

Configure your JobMail Subscription

VANDERBILT UNIVERSITY

Welcome, Roy a Rogers1 | Logout

Employees Help

My JobMail Subscriptions

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

Federal Work Study [?](#)

Academic Year

- » Employer 0 selected
- » Category 0 selected
- » Time Frame 0 selected

Off-Campus [?](#)

There are no subscriptions for this job type.

Institutional Employment [?](#)

There are no subscriptions for this job type.

VUMC [?](#)

There are no subscriptions for this job type.

Choose Employer(s)

Selected Items [Remove All]

- Acad and Strategic Affairs: Office of Vice Provost [remove]
- Accounting and Tax [remove]

Available Items [Add All]

- Academic Affairs: Office of the Provost [add]
- Academic Programming [add]
- Active Student Citizenship [add]
- Administration: Office of the Vice Chancellor [add]
- Administrative Solutions [add]
- Advanced Computing Center for Research and Education [add]
- Advancement Services: Business Affairs [add]
- African American and Diaspora Studies [add]
- Alumni Relations [add]
- American Economic Association [add]
- American Studies [add]
- Annual Giving [add]

[Done]

Your selection(s) will appear in the top under 'Selected Items'.

Configure your JobMail Subscription

VANDERBILT UNIVERSITY

Welcome, Roy a Rogers1 | Logout

Employees Help

My JobMail Subscriptions

The JobMail system sends email to you when jobs of interest are posted. Add and edit your jobMail subscriptions below to determine which jobs you want to receive.

Federal Work Study [↔](#)

Academic Year

» Employer 0 selected

» Category 0 selected

» Time Frame 0 selected

Off-Campus [↔](#)

There are no subscriptions for this job type.

Institutional Employment [↔](#)

There are no subscriptions for this job type.

VUMC [↔](#)

There are no subscriptions for this job type.

Choose Employer(s) [✕](#)

Selected Items [\[Remove All\]](#)

Acad and Strategic Affairs: Office of Vice Provost [\[remove\]](#)

Accounting and Tax [\[remove\]](#)

Available Items [\[Add All\]](#)

Academic Affairs: Office of the Provost [\[add\]](#)

Academic Programming [\[add\]](#)

Active Student Citizenship [\[add\]](#)

Administration: Office of the Vice Chancellor [\[add\]](#)

Administrative Solutions [\[add\]](#)

Advanced Computing Center for Research and Education [\[add\]](#)

Advancement Services: Business Affairs [\[add\]](#)

African American and Diaspora Studies [\[add\]](#)

Alumni Relations [\[add\]](#)

American Economic Association [\[add\]](#)

American Studies [\[add\]](#)

Annual Giving [\[add\]](#)

[Done]

- When you're finished adding search criteria, click 'Done.'
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).

Configure your JobMail Subscription

VANDERBILT UNIVERSITY

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

Home Employees Help

My JobMail Subscriptions

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

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

Federal Work Study ↔	[Add New Subscription]
<u>Academic Year</u>	[Delete Subscription]
» Employer 2 selected <i>modified</i>	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Off-Campus ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Institutional Employment ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
VUMC ↔	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

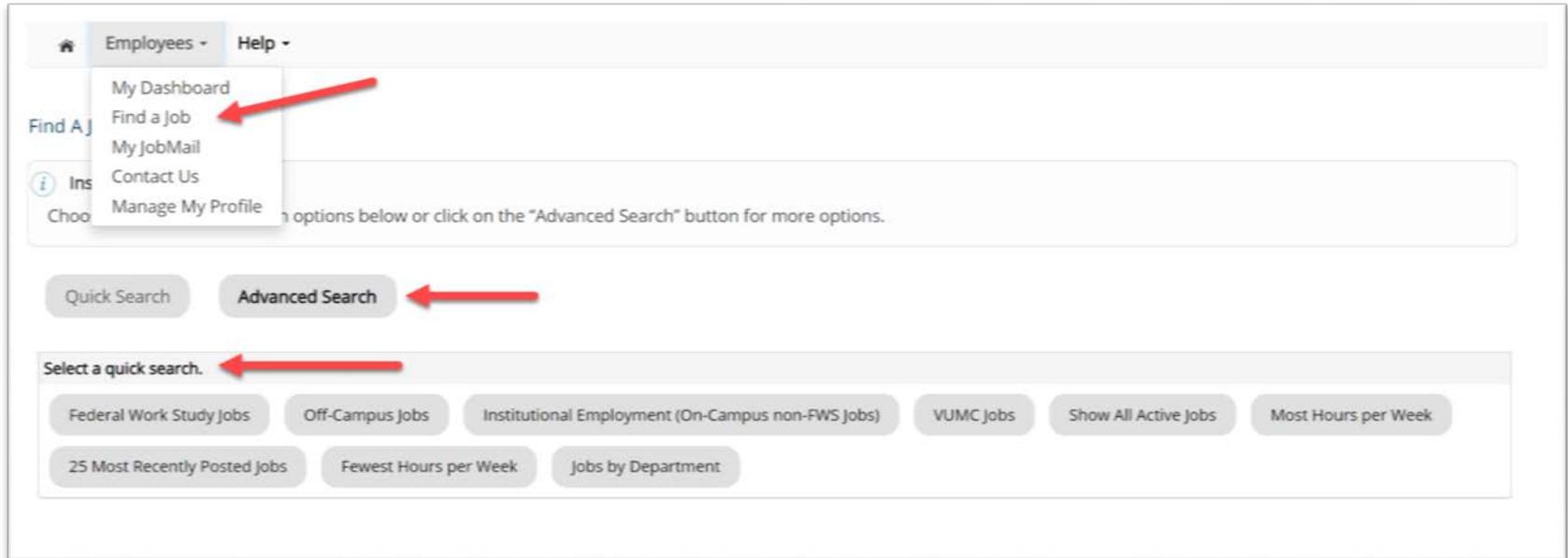
Click one of the 'Save Subscription(s)' buttons to save your subscription.



How to search for a job



Quick Search: A search containing pre-defined criteria



- Click the 'Find a Job' function from the Applicants Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search: Define your own custom job criteria

The screenshot displays the Vanderbilt University job search interface. At the top, it says 'VANDERBILT UNIVERSITY' and 'Welcome, Roy a Rogers1 | Log'. Below this is a navigation bar with 'Employees' and 'Help'. The main heading is 'Find A Job'. There is an 'Instructions' section with a link to '(Run a New Search)'. Below that are two buttons: 'Quick Search' and 'Advanced Search', with a red arrow pointing to the 'Advanced Search' button. The 'Advanced Search' section includes radio buttons for 'Federal Work Study', 'Institutional Employment', 'Off-Campus', and 'VUMC', with red arrows pointing to these options. A 'Keywords' input field is present. Below that is a section for 'Categories' with three dropdown menus for 'Select Job Category (Up to 3)', with a red arrow pointing to the first dropdown. The 'Employers' section has three dropdown menus for 'Select Job Employer (Up to 3)', with a red arrow pointing to the first dropdown. The 'Time Frames' section has a dropdown for 'Select Time Frame(s)', with a red arrow pointing to it. The 'Wage' section has a dropdown for 'Greater than:', with a red arrow pointing to it. The 'Hours per Week' section has a dropdown for 'Between | Doesn't matter | and | Doesn't matter |', with a red arrow pointing to it.

- Click the 'Advanced Search' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ▶ Keyword(s) Search
 - ▶ Search by Job Type Population (Federal Work Study, Institutional Employment, Off-Campus, VUMC)
 - ▶ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

How to apply for a job



Vanderbilt University Disclaimer Statements

- In order to view available job listings, you may be required to review and agree to one or more Vanderbilt University Disclaimer statements.
- A Vanderbilt University Disclaimer statement will be presented for each Job Type (Federal Work Study, Institutional Employment, Off-Campus, VUMC) you selected.
- After you've successfully reviewed the applicable Vanderbilt University Disclaimer Statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

VANDERBILT UNIVERSITY

Welcome, Roy a Rogers1 | Logout

Employees Help

Find A Job

Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.

In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[\[Run a New Search \]](#)

Disclaimer: Off-Campus

Student Employment, in the Office of Student Financial Aid at Vanderbilt University, acts only as a referral service and makes no particular recommendations regarding employers. We make no representations or guarantees about positions posted on this website. The Office of Student Financial Aid is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility yourself.

Disclaimer: Institutional Employment

Student Employment, in the Office of Student Financial Aid at Vanderbilt University, acts only as a referral service and makes no particular recommendations regarding employers. We make no representations or guarantees about positions posted on this website. The Office of Student Financial Aid is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility yourself.

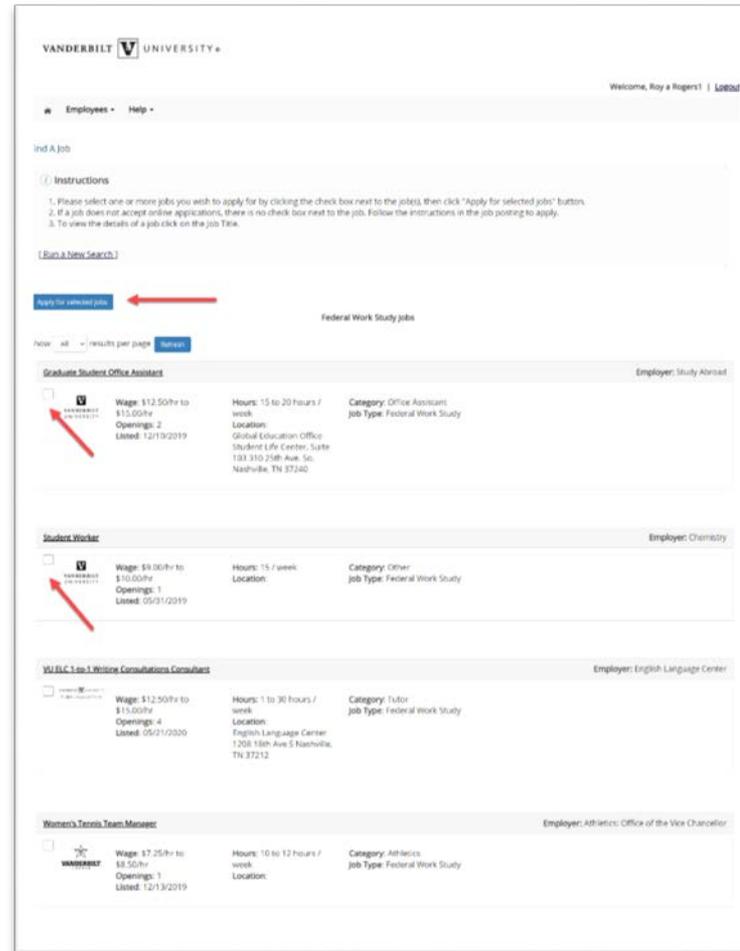
Disclaimer: Federal Work Study

Student Employment, in the Office of Student Financial Aid at Vanderbilt University, acts only as a referral service and makes no particular recommendations regarding employers. We make no representations or guarantees about positions posted on this website. The Office of Student Financial Aid is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility yourself.

Disclaimer: VUMC

Student Employment, in the Office of Student Financial Aid at Vanderbilt University, acts only as a referral service and makes no particular recommendations regarding employers. We make no representations or guarantees about positions posted on this website. The Office of Student Financial Aid is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. Due to the volume of jobs received by this office, we are unable to research the integrity of each organization or person that lists a job with us. Therefore, you are urged to undertake this responsibility yourself.

Apply for one or more jobs with one single application!



- Simply click the box next to one or more jobs you wish to submit an application.
- Then, click the 'Apply for Selected Jobs' link.

Apply for one or more jobs with one single application!

- Please fill out the questions on the application. Any fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update if the information is no longer accurate.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open',
- Lastly, to submit your application to the hiring supervisors for all the jobs you selected, please click the "Submit" button at the end of the application.

VANDERBILT UNIVERSITY

Welcome, Roy a Rogers1 | Logout

Employees Help

Apply To Job

Instructions

Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered.

Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.

By submitting the application below, you will be applying for the following jobs:

- Test Federal Work Study Job - 05/01/19 - Academic Programming
- Test Federal Work Study Job - 05/08/19 - Academic Programming

General

First name	Roy	*
Middle name	a	
Last name	Rogers1	*
E-mail Address	royrogers1@ngwebsolutions.com	*
VUNet ID	11111111	*
Primary Phone	<input type="text"/>	*
Class Standing	Please select	*
What is your Program of Study?	<input type="text"/>	*

Please enter your work availability (days and times).

What is the JobX 'My Dashboard' Feature?

- The JobX 'My Dashboard' feature provides a centralized location to access all your JobX data.
- 'My Dashboard' data includes:
 - Current / Future / Old / Hires
 - Current / Future / Old / Awards
 - Applications (Status, View, Print, Withdraw)
 - JobMail Subscriptions



What is the 'My Dashboard' Feature?

The image displays two screenshots of the Vanderbilt University HR system interface. The left screenshot shows the 'My Dashboard' option highlighted in the 'Use' menu. The right screenshot shows the 'User Dashboard' with tabs for 'Employee Information', 'Applications', and 'Job Mail', and two tables for 'Hires' and 'Awards'.

Hires Table (Left Screenshot):

Job Title	Cost Center
Test Federal Work Study Job - 05/8/19	Academic Program
Test Federal Work Study Job - 05/01/19	Academic Program

= Active = Pending

Awards Table (Left Screenshot):

Award Name	Amount
Federal Work Study	\$1,500.00
Graduate Assistant Stipend	\$1,000.00

Hires Table (Right Screenshot):

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test Federal Work Study Job - 05/8/19	Academic Programming	\$7.25	05/10/2019	06/22/2020	Test On-Campus Supervisor
Test Federal Work Study Job - 05/01/19	Academic Programming	\$10.00	08/01/2018	06/30/2019	Test On-Campus Supervisor

= Active = Pending

Awards Table (Right Screenshot):

Award Name	Amount	Term
Federal Work Study	\$1,500.00	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)
Graduate Assistant Stipend	\$1,000.00	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)

- To access your 'My Dashboard' feature, click the 'My Dashboard' feature from the Applicants menu.
- To access the current/future/old hires, applications, and/or JobMail subscription, simply click the respective tab you wish to view.

What is the 'My Dashboard' Feature?

VANDERBILT  UNIVERSITY®

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

Home Employees Help

User Dashboard

Employee Information Applications Job Mail

Display: Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor
Test Federal Work Study Job - 05/8/19	Academic Programming	\$7.25	05/10/2019	06/22/2020	Test On-Campus Supervisor
Test Federal Work Study Job - 05/01/19	Academic Programming	\$10.00	08/01/2018	06/30/2019	Test On-Campus Supervisor

= Active = Pending

Awards

Award Name	Amount	Term
Federal Work Study	\$1,500.00	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)
Graduate Assistant Stipend	\$1,000.00	FWS Academic Year 2018 - 2019 (07/01/2018 - 06/30/2019)

- Current/Future/Old/Pending hire information can be accessed to ensure accuracy of employment history when creating resumes.

Applications

VANDERBILT UNIVERSITY®

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

Employees Help

User Dashboard

Employee Information Applications Job Mail

Display 1 Year Application Data

Applications

Job Id	Job Title	Employer	Status ⓘ	Application Date	Job Openings	Details	Print	Withdraw
4725	Test Federal Work Study Job - 05/01/19	Academic Programming	Submitted	5/10/2019	4			
4729	Test Federal Work Study Job - 05/8/19	Academic Programming	Hired	5/10/2019	4			

- No more waiting in lines to find out the status (submitted, pending hire, hired) of the applications you submitted for your 'best fit' jobs. My dashboard provides real-time self-service access to this information.
- Applicants can customize their application view and print applications.
- Applicants can simply withdraw a previously submitted application by clicking the red 'X' next to the applicable application if they no longer have any interest in the job. Please note: If the applicant has already been hired, there will be no red 'X' displayed. Applicant's have two options when withdrawing their application.
 - ▶ Withdraw an application and email the supervisor to explain why you're withdrawing your application; OR
 - ▶ Withdraw an application without emailing the supervisor.

Congratulations, You're Finished!



What are the next steps?

Next Steps....

TO BE COMPLETED BY School– See Example Text Below

For example...

Once you receive your “You’ve been hired” email you will need...

**YOU MAY NOT BEGIN WORK UNTIL THIS HAS BEEN COMPLETED
and your supervisor authorizes you to begin work.**

Questions?



TO BE UPDATED BY School – See Example Text Below

Please email the Student Employment Office at:

seo@xxx.edu

or call us at:
000-000-0000