



SUNY
DOWNSTATE
Health Sciences University



On-Campus
Supervisor Training



=Total Solution

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



Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

JobX solution in this training, assist institutions to automate the job posting, application review, and reporting process for employees, employers, and site administrators. The JobX solution also assists in compliance validations based on various regulations and institutional policies.

JobX Benefits



Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant.



Customize job specific questions on the application to find the “most qualified” candidates in your job(s).



Systematic e-mail alerts ensure timely communications amongst everyone (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

School Specific
Customization



Your JobX site has YOUR SUNY-
Downstate Health Sciences
University look and feel



Your JobX site has YOUR SUNY-
Downstate Health Sciences
University On-Campus Employers



Your JobX site has been
configured to support YOUR
SUNY-Downstate Health Sciences
University business processes

Training Agenda

Access JobX

Job Posting

Review and Hire Applicants

Approved for Hire

Questions



Access JobX

Access JobX

Navigate to your school's customized JobX Site

Then click on the 'On-Campus Employers' link.

SUNY DOWNSTATE
Health Sciences University

Employees - Employers & Administrators -

JobX
Powered by NextGen

Welcome to the Student Employment Portal

Student Applicants & Employees
Search for a job or sign up for e-mail notification about positions you are interested in applying.

On-Campus Employers
Post available job positions, review applications, and hire employees. Employment guidelines and required documents are at your fingertips!


SUNY – Downstate Health Sciences University's JobX Site:

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

On-Campus Employer Request Login

Click the 'Request Login' link.

On-Campus Employers



Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Supervisor Resources


[Downstate Supervisor Manual](#)
Click here to access the Downstate Supervisor Manual.

[JobX Supervisor Training Guide](#)
Click here to download the JobX Supervisor training guide.

[SUNY HR Supervisor Notifications](#)
Click here to view the supervisor notifications for time and attendance.

Supervisor 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!

On-Campus Employer Request Login


Complete Request Login Form

Please Note: Your email address is not set as your NetID. *** Your NetID is typically not more than 8 characters long. If you have questions, please contact your IT department.

The screenshot shows the 'Request Log in permission' form on the SUNY Downstate Health Sciences University website. The form is titled 'Request Permission To Use This Site' and includes a header with the university logo and navigation links for 'Employees' and 'Employers & Administrators'. The main heading is 'Request Log in permission'. Below this, a light blue box contains the text: 'Request Permission To Use This Site. You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.' The form fields include: First Name (required), Middle Name, Last Name (required), Full Email Address (required), NetID (required), Street 1, Street 2, City, State, Zip Code, Phone, Fax Number, and Website. A password section requires 'Enter Password' and 'Re-Enter Password'. Below this, a section titled 'Please choose the employer for which you work from the list below.' contains a dropdown for 'Employer' (set to 'Choose one...') and a text input for 'Job Title' (set to 'Nextgeniv'). A 'Notes' section with a text area is also present. At the bottom, there is a checkbox for 'I'm not a robot' and a 'Submit' button.

On-Campus Employer Login

After access approval, click the 'JobX Login' link to login to the system.


 **SUNY DOWNSTATE**
Health Sciences University

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

Home Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

On-Campus Employers


Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

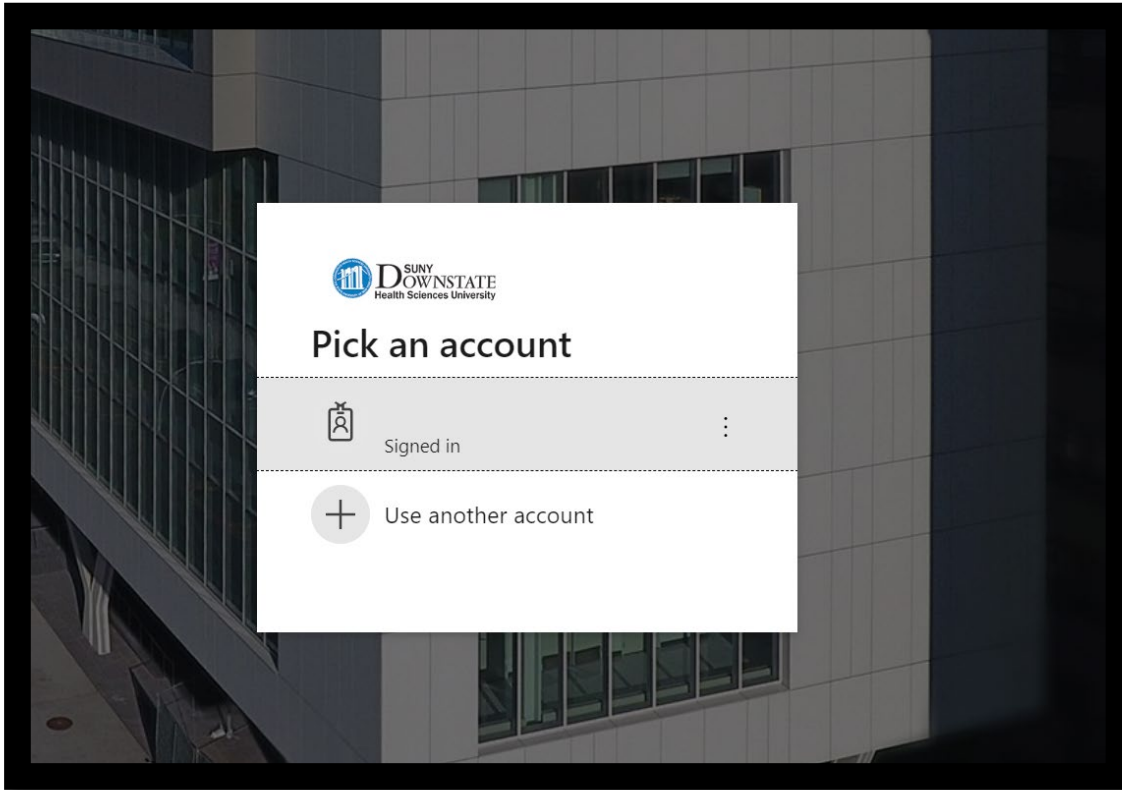


Supervisor Resources

- [Downstate Supervisor Manual](#)
Click here to access the Downstate Supervisor Manual.
- [JobX Supervisor Training Guide](#)
Click here to download the JobX Supervisor training guide.

Supervisor Tools

- [JobX Login](#) 
Login to post jobs, hire students, and access student applications.
- [Suggestion Box](#)
Send us your suggestions, ideas, or concerns!



On-Campus Employer Login to JobX

Login utilizing your Downstate SSO 'User Name' and 'Password'.



Job Postings

Create a Job Posting

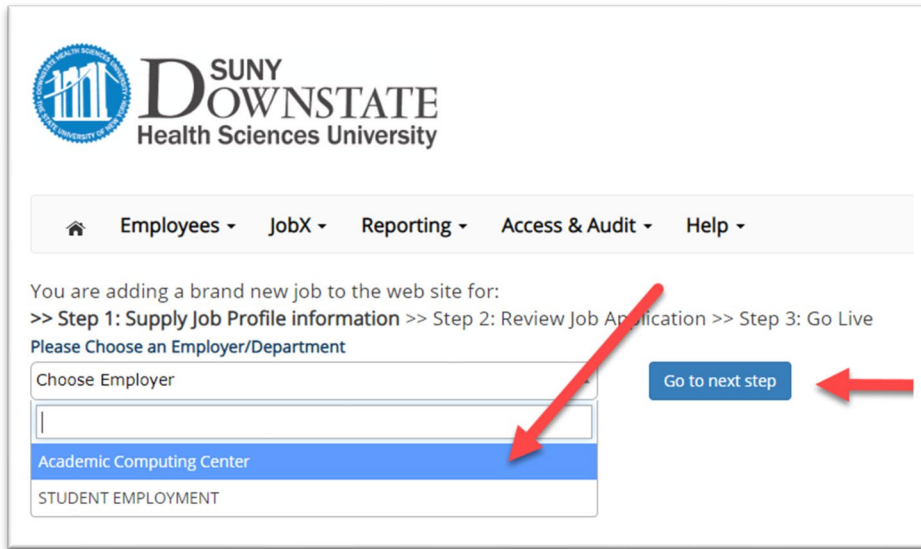
HOW DO I POST A JOB IN JOBX?


Create a Job Posting – Add a Job

Click 'Add a Job' button to start the process to create a job.

The screenshot displays the SUNY Downstate Health Sciences University Job Control Panel. The header includes the university logo and name, a user greeting for 'Test On-Campus Supervisor', and a navigation menu with options like 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. The main content area is titled 'Job Control Panel' and features a sidebar with filters for 'Employer Name', 'Job Status', and 'Job Type'. The main panel shows 'Result Filters: Employer: All Available' and a search bar. A red arrow points to the 'Add a Job' button. Below the search bar, there are options to 'Select/Deselect All', 'Show 25 results per page', and a pagination control showing '1 to 1 of 1'. A table of job listings is visible, with one entry for 'Test On-Campus FWS Jobs – 052020' under the 'Academic Computing Center' employer. The job details include Job Id: 4495, Status: Review, Location: (blank), Listed: 05/22/20, Contact person: Test On-Campus Supervisor, Wage: \$17.00 /hr, and Job Type: On-Campus FWS Jobs. An 'Actions' dropdown menu is present for this job entry.

Create a Job Posting - Department



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Health Sciences University

Home Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live
Please Choose an Employer/Department

Choose Employer

Academic Computing Center

STUDENT EMPLOYMENT

Go to next step


If you have posting permissions for more than one department, **Select** the department for which you want to post a job from the **'Department Name'** drop down list.

Next click **'Go to next step'** button to proceed.

Note: If you only have permissions to post for one department, please proceed to the next slide.

Create a Job Posting – Job Type

If you have posting permissions for more than one job type, **Select** the job type for which you want to post a job from the **'Job Type Name'** drop down list. Then click **'Go to next step'** to proceed.

 **SUNY**
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Health Sciences University

🏠 Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:
Employer: STUDENT EMPLOYMENT [Change](#)

>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose a Job Type

Choose one... ▾

- Choose one...
- On-Campus FWS Jobs
- Community Service FWS Jobs

Go to next step

Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template

The Job Posting Template may vary depending on the job type selected

Fields denoted with a red * are required fields

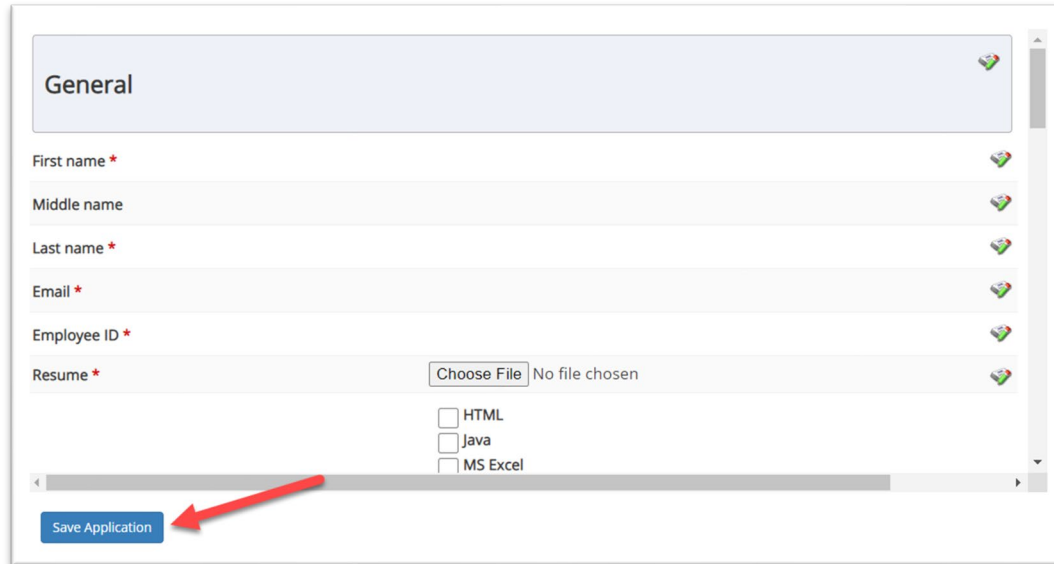
Lastly, click **‘Submit’** to continue the next steps in the process.

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 Location so an applicant can contact you, if desired.*

The screenshot shows a web form for creating a job posting. The form is organized into several sections:

- Job Category:** A dropdown menu with the text "Choose one..."
- Job Title:** A text input field with a red asterisk and a small "Required" icon. Below it is a small example text: "Example: First-Desk Receptionist".
- Job Description:** A rich text editor area with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image.
- Job Requirements:** Another rich text editor area with a similar toolbar.
- Required Skills:** A section with a red asterisk and a "Required Skills" label. It includes a text input field and a "Choose Skills" dropdown.
- Number of Available Openings:** A text input field with a red asterisk.
- Hours per Week:** A dropdown menu with "10.0" selected and a "Same" option.
- Start Date:** A text input field with a red asterisk and a "Start Date" label. Below it is a small note: "Please enter either an exact date in the form MM/DD/YYYY or an interval expression (i.e., '2007').".
- End Date:** A text input field with a red asterisk and an "End Date" label. Below it is a small note: "Please enter either an exact date in the form MM/DD/YYYY or an interval expression (i.e., 'through end of semester').".
- Time Frame:** A dropdown menu with a red asterisk and the text "Choose one..."
- Base pay rate:** A dropdown menu with a red asterisk and the text "Choose one..."
- Primary Contact Person:** A dropdown menu with a red asterisk and the text "Choose one...". Below it is a note: "Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.".
- Phone Number:** A text input field with a red asterisk.
- Fax Number:** A text input field.
- Email:** A text input field with a red asterisk.
- Location:** A text input field with a red asterisk.
- Secondary Contact People:** A section with a red asterisk and a "Secondary Contact People" label. It includes a text input field with a "Select some Options" dropdown and a "Ctrl + click to select multiple" instruction.
- Do you wish to collect online applications for this job?:** A radio button section with "Yes" selected and "No" as an option.
- Company/Department Logo:** A section with a red asterisk and a "Logo" label. It includes a "Choose File" button and the text "No file chosen" and "This will be displayed on the job listing.".
- Submit:** A blue button at the bottom left of the form.

Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with the following fields and options:

- First name *
- Middle name
- Last name *
- Email *
- Employee ID *
- Resume * with a "Choose File" button and "No file chosen" text.

Below the Resume field, there are three checkboxes:

- HTML
- Java
- MS Excel

A red arrow points to the "Save Application" button located at the bottom left of the form.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

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 may use the customized tool, see next slide for additional information.

Create a Job Posting – Add Customized Questions

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 the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to the 'Question Type' dropdown. Below this is the 'Application Behavior' section, which includes an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. A red arrow points to the 'Application Section' dropdown. Below this are 'Other flags' with checkboxes for 'Application input is required?' and 'Prefill this question from previous answer?'. A red arrow points to the 'Prefill this question from previous answer?' checkbox. Below the flags is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. A red arrow points to the 'Where To Add This Question?' dropdown. At the bottom of the form is an 'Add Question' button. A red arrow points to the 'Add Question' button.

Create a Job Posting – Finalize Job Posting – Step 1

The screenshot shows the SUNY Downstate Health Sciences University website. The header includes the university logo and name, and a navigation menu with options: Employees, JobX, Reporting, Access & Audit, and Help. A user is logged in as 'Test On-Campus Supervisor'. The main content area displays the job title 'STUDENT EMPLOYMENT - Test - On-Campus - FWS Jobs - 06/11/2020' and a message: 'Your job will be approved by an administrator before it can be posted. Please choose an option.' Below this are four questions with dropdown menus:

1. When do you want the job to be reviewed for approval? (Selected: As soon as possible)
2. Do you want the job listed immediately after it is approved? (Selected: Yes, immediately)
3. Do you want JobMail to be sent when the job is listed? (Selected: Yes, send JobMail)
4. For how many days do you want the job to be listed on the site? (Selected: Until I close the job)

At the bottom, there is a blue button labeled 'Click here to finish!'.

Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately.

- 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.

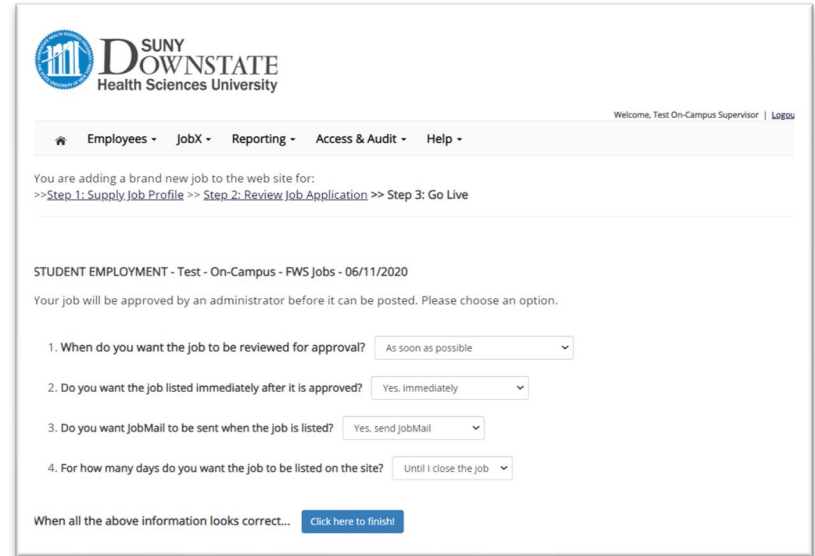
Create a Job Posting – Finalize Job Posting – Step 2

For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specific 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 you 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.

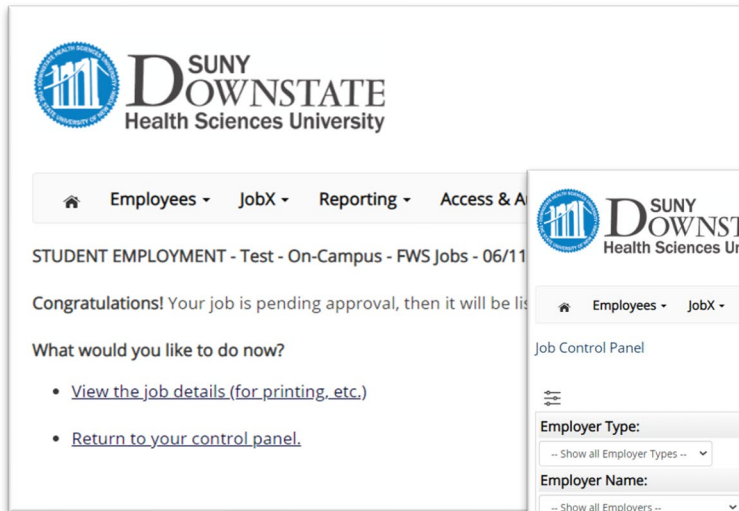


The screenshot shows the SUNY Downstate Health Sciences University website interface for finalizing a job posting. The header includes the university logo and navigation links: Home, Employees, JobX, Reporting, Access & Audit, and Help. A user is logged in as 'Test On-Campus Supervisor'. The main content area displays the job title 'STUDENT EMPLOYMENT - Test - On-Campus - FWS Jobs - 06/11/2020' and a message: 'Your job will be approved by an administrator before it can be posted. Please choose an option.' Below this are four numbered questions with dropdown menus:

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. Do you want JobMail to be sent when the job is listed? (Yes, send JobMail)
4. For how many days do you want the job to be listed on the site? (Until I close the job)

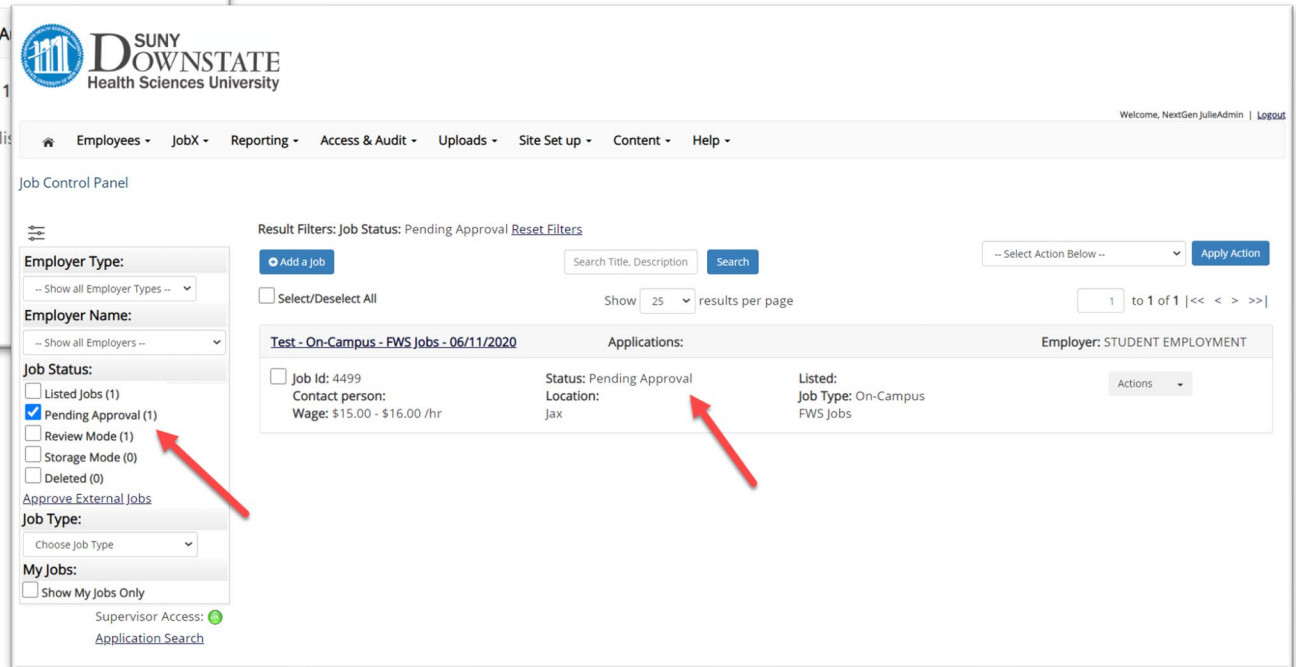
At the bottom, there is a blue button labeled 'Click here to finish!' next to the text 'When all the above information looks correct...'.

Create a Job Posting – Pending Approval



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 Posting

WHAT STEPS DO I TAKE IF MY JOB
POSTING NEEDS UPDATING?

Edit a Job Posting

SUNY DOWNSTATE Health Sciences University

Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help

Job Control Panel

Employer Type: -- Show all Employer Types --

Employer Name: -- Show all Employers --

Job Status: Listed Jobs (2) Pending Approval (0) Review Mode (1) Storage Mode (0) Deleted (0)

Approve External Jobs

Job Type: Choose Job Type

My Jobs: Show My Jobs Only

Supervisor Access: ●

Application Search

Search Title, Description Search

Select/Deselect All Show 25 results per page

Test - Community Service FWS Jobs - 052020 Applications: 7 (7 New)

Job Id: 4496 Contact person: Farah Burnett Wage: \$15.00 - \$16.00 /hr Status: Listed Location: List Job T Serv

Test - On-Campus - FWS Jobs - 06/11/2020 Applications: 0 (0 New)

Job Id: 4499 Contact person: NextGen JulieAdmin Wage: \$15.00 - \$16.00 /hr Status: Listed Location: Jax List Job T FWS

Test - On-Campus FWS Jobs - 052020 Applications: 7 (7 New)

Job Id: 4495 Contact person: Test On-Campus Supervisor Wage: \$17.00 /hr Status: Review Location: List Job T FWS

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'** button on the 'Manage Job' page.

To edit the application tied to your job, click **'Edit or View the Online Application'**.

SUNY DOWNSTATE Health Sciences University

Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help

Manage Job

Job Title	Employer	Status	Job Type
Test - On-Campus - FWS Jobs - 06/11/2020	STUDENT EMPLOYMENT	Listed	On-Campus FWS Jobs

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.

Update Status

» Current Status -- Click to update remaining days listed on site

» Click to change to

» Click to change to

View Applicants

No applications have been submitted for this job.

Manage Application

This job is configured to collect online applications.

Hire Applicant

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



Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB
POSTING?

Manage Applications

SUNY DOWNSTATE Health Sciences University

Welcome, NextGen JulieAdmin | Logout

Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Uploads ▾ Site Set up ▾ Content ▾ Help ▾

Job Control Panel

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

Select/Deselect All Show 25 results per page 1 to 3 of 3 |<< < > >>|

Test - Community Service FWS Jobs - 052020	Applications: 7 (7 New)	Employer: JM Knight Elementary
<input type="checkbox"/> Job Id: 4496 Contact person: Farah Burnett Wage: \$15.00 - \$16.00 /hr	Status: Listed Location:	Listed: 05/21/20 Job Type: Community Service FWS Jobs Actions
Test - On-Campus - FWS Jobs - 06/11/2020	Applications: 0 (0 New)	Employer: STUDENT EMPLOYMENT
<input type="checkbox"/> Job Id: 4499 Contact person: NextGen JulieAdmin Wage: \$15.00 - \$16.00 /hr	Status: Listed Location: Jax	Listed: 06/11/20 Job Type: On-Campus FWS Jobs Actions
Test On-Campus FWS Jobs - 052020	Applications: 7 (7 New)	Employer: Academic Computing Center
<input type="checkbox"/> Job Id: 4495 Contact person: Test On-Campus Supervisor Wage: \$17.00 /hr	Status: Review Location:	Listed: 05/22/20 Job Type: On-Campus FWS Jobs Actions

1 to 3 of 3 |<< < > >>|

- You may hire an online applicant by clicking the 'Applications' link next to the job title or 'Manage Application' from the action drop down menu.

Manage Applications

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Welcome, NextGen JulieAdmin | [Logout](#)

Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

View Job Applications - Academic Computing Center - Test On-Campus FWS Jobs - 052020

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\(s\)](#)

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

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	<input checked="" type="checkbox"/>	Greeted	Resume	1000.00	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	<input type="checkbox"/>		Resume		<input type="checkbox"/>	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.

Interview and Selection

HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

Schedule an Interview

Select/Deselect All Show 25 results per page 1 to 6 of 6 |<< < > >>|

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	⚡	Greeted	Resume	1000.00	🔍
<input checked="" type="checkbox"/>	Larry Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	⚡		Resume		🔍

Actions

- Select Action Below --
- Delete
- Export Summary
- Export Details
- Print Summary
- Print Details
- Send Greeting Email
- Send Rejection Email
- Send Custom Email

- 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

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Welcome, NextGen JulieAdmin | Logout

Employees • JobX • Reporting • Access & Audit • Uploads • Site Set up • Content • Help •

job Application - Academic Computing Center - Test On-Campus FWS Jobs - 052020

[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.

To	Default	Selected	Email	Status
New! <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy [royrogers1@ngwebsolutions.com]	
New! <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy [royrogers1@ngwebsolutions.com]	
New! <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogers2, Ted [tedrogers2@ngwebsolutions.com]	
New! <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogers4, Samuel [samuelrogers4@ngwebsolutions.com]	
New! <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rogers6, Larry [larryrogers6@ngwebsolutions.com]	
New! <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy [royrogers1@ngwebsolutions.com]	Greeted/Interviewed

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: joe@yahoo.com, Mary@hotmail.com

From: jule@ngwebsolutions.com

Subject: job: Test On-Campus FWS jobs - 052020

Body: I am interested in meeting with you to discuss your interest in the Test On-Campus FWS Jobs - 052020 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.

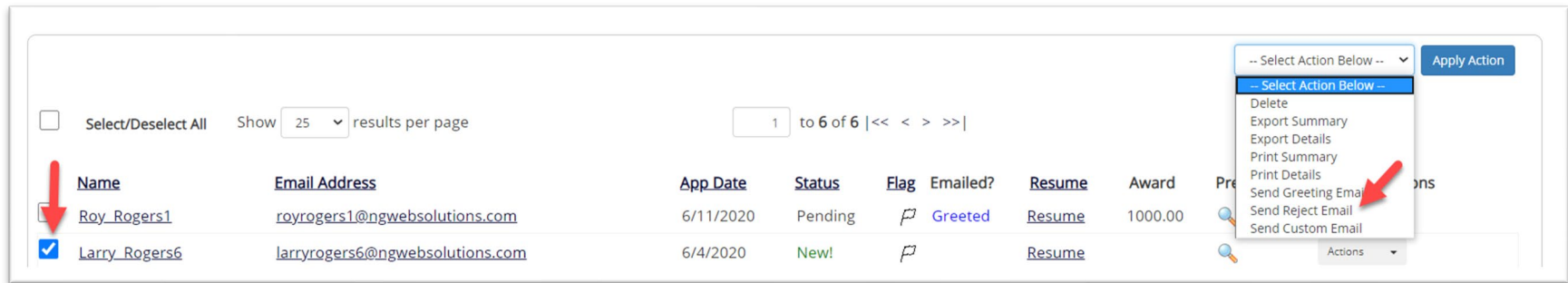
Send Cancel

- 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.

Decline Applicants

HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?

Notify applicant(s) they were NOT Selected



The screenshot shows a web application interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy_Rogers1 (Pending, Greeted) and Larry_Rogers6 (New!). A red arrow points to the checkbox next to Roy_Rogers1. Another red arrow points to the 'Send Reject Email' option in a dropdown menu that is open over the 'Pre' column of the second row. The dropdown menu also includes options like 'Delete', 'Export Summary', 'Print Summary', and 'Send Greeting Email'. An 'Apply Action' button is visible to the right of the dropdown.

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
<input checked="" type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- Click the box next to one or more applicants you would like to send a rejection email. Next, select the 'Send **Reject Email**' action. Finally click, 'Apply Action'

Notify applicant(s) they were NOT Selected

- 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.

>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!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers4, Samuel	[samuelrogers4@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers6, Larry	[larryrogers6@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com] Greeted/Interviewed

To

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From julie@ngwebsolutions.com

Subject Job: Test On-Campus FWS Jobs - 052020 - Not Available

Body

You recently submitted an on-line application for the Test On-Campus FWS Jobs - 052020 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**

Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant

The screenshot displays the 'Job Control Panel' for SUNY Downstate Health Sciences University. The interface includes a navigation menu at the top with options like 'Employees', 'JobX', 'Reporting', 'Access & Audit', 'Uploads', 'Site Set up', 'Content', and 'Help'. A 'Job Control Panel' section on the left contains filters for 'Employer Type', 'Employer Name', 'Job Status', 'Job Type', and 'My Jobs'. The main area shows a list of job postings with columns for job details, application counts, and action menus. Two red arrows point to the 'Applications' links and an 'Actions' dropdown menu.

Job Title	Applications	Employer
Test - Community Service FWS Jobs - 052020	7 (7 New)	JM Knight Elementary
Job Id: 4496 Contact person: Farah Burnett Wage: \$15.00 - \$16.00 /hr	Status: Listed Location:	Listed: 05/21/20 Job Type: Community Service FWS Jobs
Test - On-Campus - FWS Jobs - 06/11/2020	0 (0 New)	STUDENT EMPLOYMENT
Job Id: 4499 Contact person: NextGen JulieAdmin Wage: \$15.00 - \$16.00 /hr	Status: Listed Location: Jax	Listed: 06/11/20 Job Type: On-Campus FWS Jobs
Test On-Campus FWS Jobs - 052020	7 (7 New)	Academic Computing Center
Job Id: 4495 Contact person: Test On-Campus Supervisor Wage: \$17.00 /hr	Status: Review Location:	Listed: 05/22/20 Job Type: On-Campus FWS Jobs

- To hire an applicant click on the 'Applications' link or select 'Hire Applicant' from the action drop down menu. This is also used to hire or rehire an applicant that did not submit an application.

Hire an Applicant – Select Applicant who Applied

View Job Applications - Academic Computing Center - Test On-Campus FWS Jobs - 052020

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?

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 6 of 6 |<< < > >> Show Deleted?

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Preview	Actions
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00		Actions
<input type="checkbox"/> Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume			Actions
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	5/29/2020	Hired	P		Resume	1000.00		Actions
<input type="checkbox"/> Ted_Rogers2	tedrogers2@ngwebsolutions.com	5/29/2020	New!	P		Resume	1000.00		Actions
<input type="checkbox"/> Samuel_Rogers4	samuelrogers4@ngwebsolutions.com	5/29/2020	New!	P		Resume			Actions
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	5/22/2020	New!	P		Resume	1000.00		Actions

Note: A red arrow points to the 'Hire Applicant' option in the Actions dropdown for the second row (Larry_Rogers6).

- If you wish to hire the applicant, please select 'Hire Applicant' from the Actions dropdown list next to the applicant's name you wish to hire.

Hire an Applicant – Applied to Job Posting

Hire Students
For Job: Test - Community Service FWS Jobs - 052020

There is **one** opening for this position. Please select one applicant to fill this job.

① <-- Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:
Roy a Rogers1, Ted b Rogers2, Larry f Rogers6

There is one pending hire for this job.

Student	Status	Cancel Request
Ted b Rogers2	Pending Acceptance	Cancel Request

Hire On-line Applicants

<input checked="" type="checkbox"/> Samuel d Rogers4
--

Hire Candidates who did not apply On-line

First Name	Middle Initial	Last Name
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

[Go to step 2](#)

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click 'Go to Step 2'.

Hire an Applicant – Verification of Student ID

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="4444444444"/>

- The Employee's Downstate ID provided by the applicant in their job application will be defaulted into the ID field. If the applicant mis-keyed their student ID, you may 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 Employee ID'** to launch the hire validation service for this employee.

Hire an Applicant– Compliance Validation - Warning

- 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 Student(s) Step 2: Fill Out Hire Info
For Job: Test - Community Service FWS Jobs - 052020

Validate Employees

Employee	Enter ID:
<input checked="" type="checkbox"/> Samuel d Rogers4	<input type="text" value="444444444"/>
Check Employee ID	

Validation Lookup Results

Samuel d Rogers4:

×	Awarded	Student does not have a valid Work Study Award - Warning
×	I9 Status	Student does not have a valid I9 on file.
×	W4 Status	Student does not have a valid W4 on file.

[Email Results](#)

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

[Cancel](#)

Hire an Applicant– Compliance Validation - Pass

Validate Employees


Employee	Enter ID:
<input checked="" type="checkbox"/> Roy a Rogers1	<input type="text" value="111111111"/>
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results

Roy a Rogers1:

✓	Awarded	Student has a valid Work Study Award
✓	I9 Status	Student has a valid I9 on file.
✓	W4 Status	Student has a valid W4 on file.


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 Applicant – Hire Approval Request

- 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.
- If you would like to request a different wage for this hire, please enter the requested wage in the Additional Notes field.
- Click on the “Submit Request” button.

 **SUNY DOWNSTATE**
Health Sciences University

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

🏠 Employees ▾ JobX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test - On-Campus - FWS Jobs - 06/11/2020

Please fill out hire info for this student.

Employee First Name	<input type="text" value="Roy"/>
Employee Middle Name	<input type="text" value="a"/>
Employee Last Name	<input type="text" value="Rogers1"/>
Employee ID number	<input type="text" value="111111111"/>
Email Address of Employee Hired	<input type="text" value="royrogers1@ngwebsolutions.com"/>
Wage which will be paid to Employee *	<input type="text" value="15.00"/>
Hours per week * <small>While school is in session, student can't work more than 20 hours.</small>	<input type="text" value="10.0"/>
Employment Start Date (mm/dd/yyyy) *	<input type="text" value="01-01-2020"/>
Employment End Date (mm/dd/yyyy) *	<input type="text" value="06-15-2020"/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Account Number	<input type="text" value="584"/>
Additional Notes	<input type="text"/>

Hire Requests – Pending Approval & Acceptance

- To view pending hire requests you may click on the 'JobX' menu drop down and select 'Hire Requests'
- You have the option to '**preview**' the hire information, '**cancel**' the hire, or send a follow-up '**email**' to the student from this dashboard.

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

Home Employees - JobX - Reporting - Access & Audit - Help -

Hires Pending

Hires Requests - Supervisor Search Student Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Preview	Cancel	Email
Status: Pending Final Approval									
05/20/20	On-Campus FWS Jobs	test 052020	Ted Rogers2	22222222	AIB / Admissions Office - 123		Preview	Cancel	Email
09/23/19	On-Campus FWS Jobs	Test On-Campus FWS Job - Taige	Roy Rogers1	11111111	AIB / Academic Computer Lab		Preview	Cancel	Email



Approved for Hire

Next Step: Approved for Hire

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.

Now that your hire has been approved, please remember to carefully review each electronic timesheet for accuracy. Your electronic approval indicates you have verified the hours worked.

- Time sheets must be submitted and approved no later than 2 days after the end of the pay period. It is the responsibility of both the student and the supervisor to make sure time sheet are submitted on time.
- Remind the student that they may not exceed their College Work-Study award. The Department will then be responsible for paying the student any amount over their award. It does not benefit anyone for a student to go over his or her award amount.
- Ensure that students stop working immediately once they are informed that the student is no longer eligible to work.

Questions?

**Please contact the Financial Aid
Office at:**

workstudy@downstate.edu

or call us at: 718-270-2488

