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's JobX Site:
https://downstate.studentemployment.ngwebsolutions.com/

On-Campus Employer Request Login

Click the 'Request Login' link.

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.

On-Campus Employer Login

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

On-Campus Employer Login to JobX

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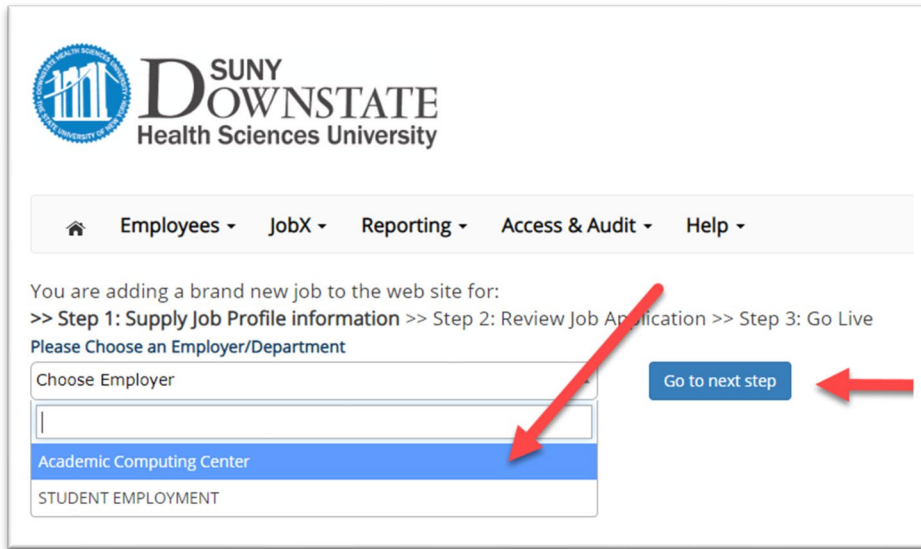
Job Postings

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.

Create a Job Posting - Department

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.

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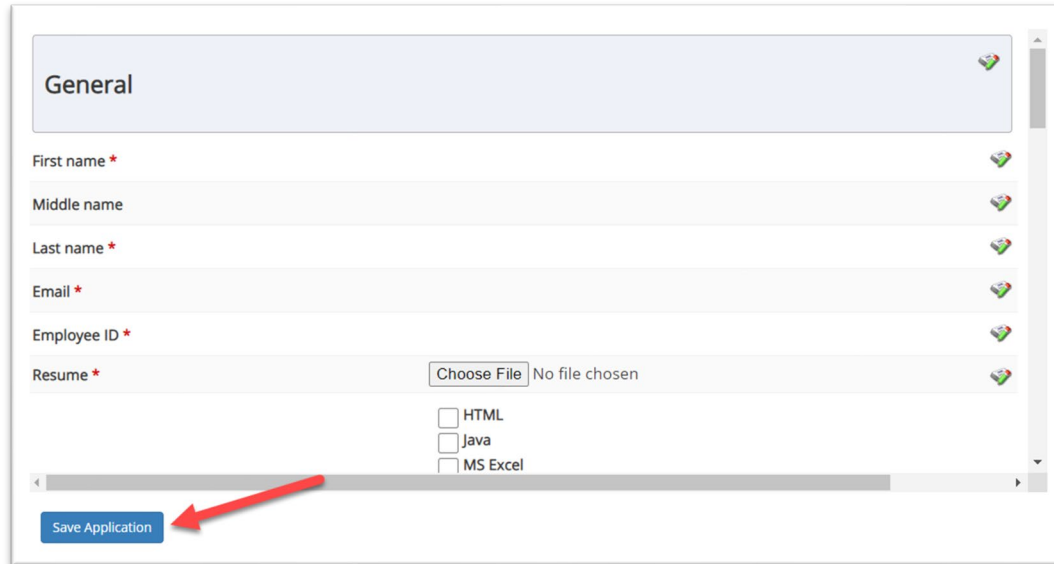
Lastly, click '**Submit**' to continue the next steps in the process.

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.

Create a Job Posting – Review Default Application

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.

Create a Job Posting – Finalize Job Posting – Step 1

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.
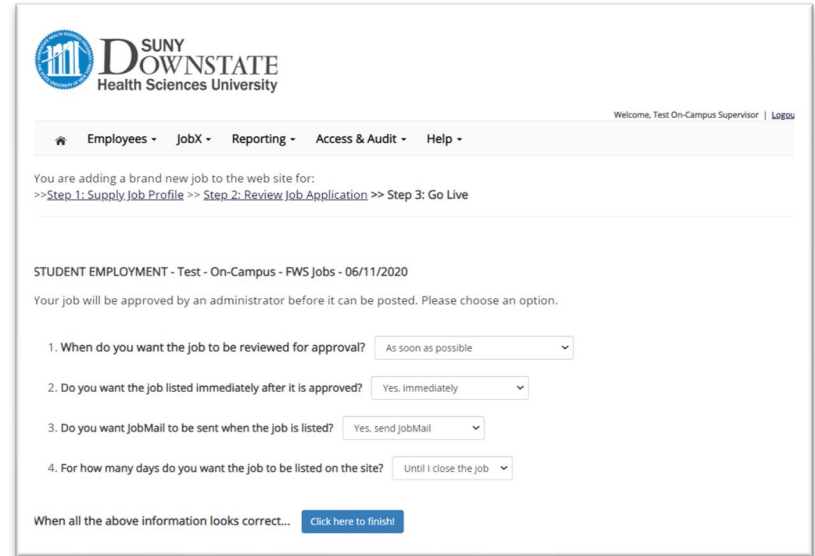
Create a Job Posting – Finalize Job Posting – Step 2

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.

Create a Job Posting – Pending Approval
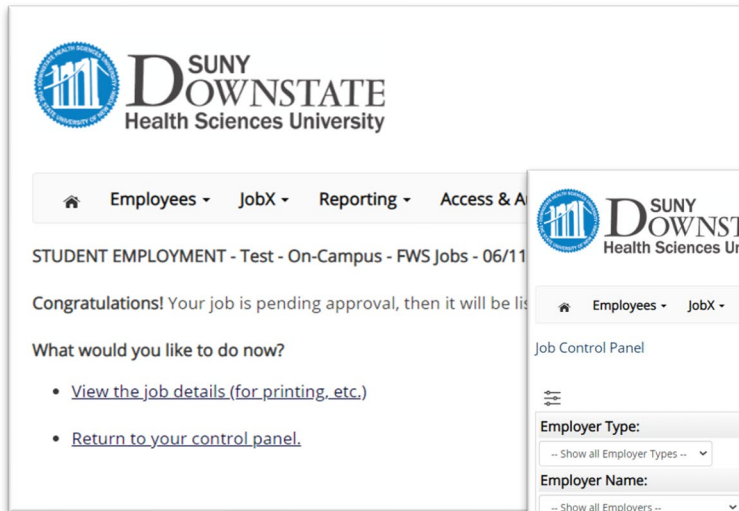
You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.
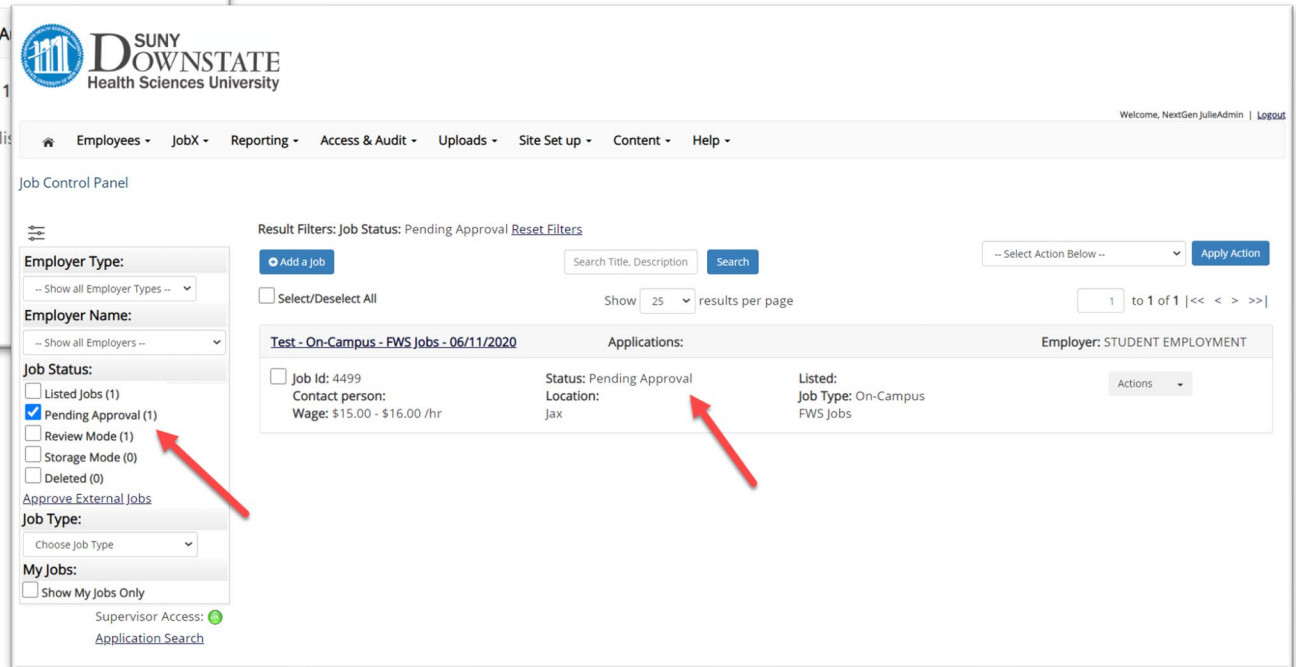
Edit a Job Posting

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

Edit a Job Posting

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**'.

Review & Hire Applicant(s)

Manage Applications

HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

Manage Applications

> ➢ 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

> ➤ 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

> 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

➢ 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

➤ 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.

Hire Applicants

HOW DO I HIRE AN APPLICANT OR APPLICANTS?

Hire an Applicant – Select Applicant

➢ 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.

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

☐ 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
Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	⚑	Greeted	Resume	1000.00	🔍	Actions ▾
Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	⚑		Resume		🔍	Actions ▾
Roy_Rogers1	royrogers1@ngwebsolutions.com	5/29/2020	Hired	⚑		Resume	1000.00		Email Applicant
Ted_Rogers2	tedrogers2@ngwebsolutions.com	5/29/2020	New!	⚑		Resume	1000.00	🔍	Print Application
Samuel_Rogers4	samuelrogers4@ngwebsolutions.com	5/29/2020	New!	⚑		Resume		🔍	Delete Application / Hire Applicant
Roy_Rogers1	royrogers1@ngwebsolutions.com	5/22/2020	New!	⚑		Resume	1000.00	🔍	Actions ▾

➢ **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.

ⓘ <-- 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	Hire Candidates who did not apply On-line		
☑ Samuel d Rogers4	First Name	Middle Initial	Last Name
	1.		

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:
[X] Samuel d Rogers4	444444444

Check Employee ID

➤ 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 an Applicant– Compliance Validation - Pass

> ➢ 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.

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.

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