JobX helps schools automate the job posting, application submission, application review, hiring and reporting process for students, employers, and site administrators.

JobX is seamlessly integrated with your Delaware State 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/Student, supervisors, site administrators).
- Systematic applicant compliance checks ensures all employment eligibility requirements are met.
- Broadcast e-mail tools for improved communications with your Employees/Student.
School Specific Customization

- Your JobX site has YOUR Delaware State University look and feel

- Your JobX site has YOUR Delaware State University On-Campus Employers.

- Your JobX has been configured to support YOUR Delaware State 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/Student via JobX
- Post-Hire Confirmation Forms via Next Gen’s Dynamic Forms solution
First, please navigate to [https://desu.studentemployment.ngwebsolutions.com/](https://desu.studentemployment.ngwebsolutions.com/)

Click the ‘On-Campus Employers’ link.
On-Campus Employer Login to JobX

Click the ‘Job Management Login’ link.
On-Campus Employer Login to JobX

Login utilizing your Delaware State University ‘User Id’ and ‘Password’.
How to Add/Edit a JobX Job Listing

Now Hiring!
If you have posting permissions for more than one department, select the department for which you want to post a job from the 'Employer Name' drop down list. If you only have permissions to post for one department, please proceed to the next slide.
Click the ‘Add a new job for {Your Department Name will be Prefilled here}’ button.
Add a Job

Please choose a Job Type for the job listing you wish to post and click the “Go to next step” button.
Add a Job – Step 1 – Supply Job Profile (Non-FWS Departmental On-Campus)

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 Job Category*
- Enter the Job Title.*
- Enter Job Description*, Job Requirements*
- Enter the Number of Available Openings*
- Enter the min and max Hours per Week for the job
- Enter Start Date for the job*
- Enter End date for the job*
- Select the Time Frame for the job*
- Select the Supervisor* from the drop down list. This will be the person who receives e-mail when an Employee/Student 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.

- Select a Secondary Contact* Please Note: The Secondary Contact must be different than the Primary Contact.
- To select a Secondary Contact, place your cursor in the field to view all users approved to be a JobX Supervisor for the applicable department you are creating the job.
- Next, click an individual’s name you wish to be the Secondary contact.
- If you wish to have more than one Secondary Contact, press CTRL and select all applicable Secondary Contact names you wish to add to the job.
- Max Award*
- Funds in student wage line*
- Job Pay Range or other compensation
- Work Authorization
- Position Type
- Desired Major
- Desired Class Level
- Travel Percentage
- Degree Level
- Minimum GPA
- Desired Start Date
- Phone Number – pre-filled as explained above
- Fax Number – pre-filled as explained above
- Email Address – pre-filled as explained above
- Location – pre-filled as explained above
- Graduate Assistant, Internship, or Teaching Assistant*

Lastly, click ‘Submit’ to continue to Step 2 of the ‘Add a Job’ process.
To ensure you get a “best fit” candidate for your job, you may add job specific questions to the institutional default application questions. Please Note: Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you can choose from an existing list of questions previously created by you by clicking the ‘Pick from Existing Questions’ tab or create a new question using a sophisticated application designer by clicking the ‘Create a new Question’ tab that will take you to the next screen.
Add a Job Specific Application Question

- When creating a new question, please select a type of question from the ‘Question Type’ drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text).

- Use an abbreviated name for the question you’ll be adding for retrieval purposes in the “Pick from Existing Questions” library. Please Note: This will not be presented to the applicant.

- The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

- You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you’d like to add a new section for a question to be within, please enter the name of the section in the “Create a new section” at the same time you’re adding the 1st new field being presented within this new section.

- Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the “Select an existing section’ drop down list.

- You can place any new question exactly where you want it by selecting the desired location in the “Where to Add this Question” drop down list.

- When you are completed adding a question, click the “Add Question” button. Lastly, to save the application, please click the “Save Application” button.

- Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.
Add a Job – Step 3 – Go Live

Select ‘As soon as possible’ from the list on question #1 if you want the job to be reviewed for approval immediately. However, if you want to save the job for later, select ‘Later, I need to review it myself first’. The job will go to Storage for later review.

Select ‘Yes, immediately’, from the list on question #2 if you want the job to be listed immediately upon approval.

Applicants can create a JobMail account allowing them to define their job preferences. If you’d like to notify applicants with job preferences that match your job, please select ‘Yes, send JobMail’. Otherwise, select ‘No’ and your job information will NOT be emailed to any potential applicants.
For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.

- If you want the job to be posted until your close the job, select ‘Until I close the job.’

- Click the “Click here to Finish!” button.

- Your job will be submitted to the Student Employment Office for review/approval.
Add a Job – Completed!

You may either print your job details or click ‘Return to your control panel’ to view and/or manage your jobs further.

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

- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.

- To edit the job, click ‘Edit this Job’ link on the ‘Manage Job’ page.

- To edit the application tied to your job, click ‘Edit or View the Online Application’.
Your Job is Approved!

What’s Next???

Review and Respond to Online Applicant(s)!!!
You may hire an online applicant by clicking the link under the ‘App#’ column link next to the applicable job.
Click the Applicants Name link to view the application in a full screen view. This will remove the “New!” status under the Status column.

Hover over 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?
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 Greeting” 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.
Click the box next to one or more applicants you wish to send a greeting email to schedule an interview. Next, click the ‘Send Greeting’ button.
Notify applicant(s) you wish to Interview

- This feature is utilized to reach out to one or more students. If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don’t wish to interview an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail or add other email recipients in the ‘To’ box, then click on the “Send” button.
Now that you’ve reviewed the online applications for your job, how do you reject an applicant?
Notify applicant(s) they did NOT get the Job

Click the box next to one or more applicants you would like to send a rejection email. Next, click the ‘Reject Applicants’ button.
Notify applicant(s) they did NOT get the Job

- This feature is utilized to inform one or more students they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don’t wish to reject an applicant, please be sure the box next to that candidate is not checked.

- You may change the text in the body of the e-mail or add other email recipients in the ‘To’ box, then click on the “Send” button.
How do you hire an Employee/Student?
Hire an Employee/Student

If you wish to hire the student, after clicking the “# Applicants” link next to the job on your control panel, please select ‘Hire Applicant’ from the Actions dropdown list next to the applicant’s name you wish to hire.
The student’s name will be automatically selected for you.

Next, click ‘Go to Step 2’ to launch the hire validation engine.
The Employee/Student’s 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 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/Student ID provided to JobX by your institution.

Next, click ‘Check Student ID’ to launch the hire validation service for this Employee/Student.
The system will validate the Employee/Student's account to ensure they are eligible to be hired.

If the Employee/Student 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/Student did not meet.

If the supervisor wishes to email the Employee/Student 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.
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/Student

- If the Employee/Student is currently hired in any other jobs or has awards, this information will be presented for your consideration when completing this step of the hiring process.

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

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

- Click on the “Submit Request” button.
Your hire will be reviewed by a Delaware State University Site Administrator for approval! Depending on the job type you are hiring for, the hire request may require interim approval before receiving final approval by the Administrator. If this is the case, it will be noted in the confirmation message with a status of “Pending Initial Approval”.

If there is no interim approval required, it will be noted in the confirmation message with a status of “Pending Final Approval”.

You will receive an approval or rejection email depending on the results of the Delaware State University Site Administrator’s review.
Post-Hire Confirmation Forms
Dynamic Forms Benefits for Employers & Students

- JobX will email a link to the student for the specific confirmation form that the student needs to complete.
  - No need to follow up with a paper or PDF form for a student to complete.
- The link will direct students to log in via the school portal, using their school user name and password.
  - No need to remember another set of login credentials.
- The form will require the fields the student needs to complete thereby preventing students from submitting incomplete forms.
- Fields are assigned to the user that needs to complete them.
  - Simplifies the form for the student.
  - Ensures the right signee completes the correct fields.
- Form will route electronically for signature
  - Student only needs to provide the contact data for their supervisors.
  - All other signee data is programmed into the form to ensure it routes as required for the form.
Post-Hire Confirmation Forms

- Student receives email notifying them to complete a form
- Student clicks the link to the form
- Student logs in via SSO
Post-Hire Confirmation Forms

- Form renders with student name and email prefilled
- Fields on the form are assigned to the participant who needs to complete them
  - Student will complete only those fields assigned to the student
  - Fields assigned to other form participants will be locked
- Required fields prevent student from submitting an incomplete form
Post-Hire Confirmation Forms

- Student completes form
- Student clicks Next
- Student is prompted for Supervisor’s contact information
Post-Hire Confirmation Forms

- Student signs and submits the form

Confirmation of submission page renders
Post-Hire Confirmation Forms

➢ Supervisor receives an email with a link to the form

From: <studentemployment@desu.edu>
Date: December 10, 2018 at 3:28:20 PM MST
To: <knoedel@yahoo.com>
Subject: Dynamic Forms: Non-FWS Departmental (On-Campus) Confirmation Form - Signature Request
Reply-To: <studentemployment@desu.edu>

You are receiving this e-mail because Chris Rivera needs your help in completing the Non-FWS Departmental (On-Campus) Confirmation Form.

Please click the link below to login to your site and then proceed to Pending / Draft Forms to complete the form.

Click here to complete your section of the form.

➢ Supervisor clicks the link and logs in via the portal
Post-Hire Confirmation Forms

- Supervisor can review the fields completed by the student
  - If the form needs a correction, the supervisor can reject the form to the student
    - Student would receive an email listing required corrections
    - Student would correct the data, resign and submit the form
    - Supervisor would receive a new email with a link to the form
  - If the form data is correct, the supervisor will complete the fields assigned to them, sign and submit the form
    - The form will proceed to the next signee
    - This process will repeat until all cosigners have completed the form
Post-Hire Confirmation Forms

- Student Employment Office (SEO) can monitor the progress of forms via the Dynamic Forms queue system

- When the SEO administrator clicks a number in a queue, the queue will open
  - From the queue, the administrator can access a PDF of the form to view form data, send reminder emails to cosigners, and process completed forms
You’re Finished!!!
Questions?

Please contact the Student Employment Office
(302) 857-6138 or at studentemployment@desu.edu