



On-Campus Supervisor Training



=Total Solution

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



Training Agenda

Access JobX

Job Posting

Review Applicants

Questions



Access JobX

Access JobX

Navigate to your school's customized JobX Site

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

MIT Student Financial Services

Students • Employers & Administrators •

JobX
POWERED BY NEXTGEN

Welcome to the Student Employment Portal

Student Workers

- [Search and apply for jobs](#)
- Sign up for [JobMail](#) notifications.

On-Campus Employers

- [Create and post jobs](#)
- [Review applications](#)
- [Request Login to Site](#)

Off-Campus Employers

- [Create and post jobs](#)
- [Review applications](#)
- [Request Login to Site](#)

JobX Portal:

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

On-Campus Employer Request Login

Select 'On-Campus' from the dropdown menu.

Then click 'Go to next step' button to proceed to the form.

The image displays two screenshots of a web application interface. The top screenshot shows a navigation bar with 'Employees' and 'Employers & Administrators' menus. Below the navigation bar, there is a section titled 'Request Log in permission'. The main content area contains a message: 'Thank you for your interest in registering to post job employer that best describes you from the list below'. Below this message is a dropdown menu with the text 'Choose one...' and three options: 'Choose one...', 'On Campus', and 'Off Campus'. A red arrow points to the 'On Campus' option. The bottom screenshot shows the same navigation bar and 'Request Log in permission' section. The main content area contains a message: 'Thank you for your interest in registering to post jobs on the Employment website. To begin, please choose the type of employer that best describes you from the list below.' Below this message is a dropdown menu with the text 'Choose one...'. Below the dropdown menu is a blue button labeled 'Go to next step'. A red arrow points to the 'Go to next step' button.

On-Campus Employer Request Login

Complete Request Login Form.

Then click '**Submit**' button to submit your request for an approved login.

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.

First Name *

Middle Name

Last Name *

Full Email Address *
Example: jsmith@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password * Enter Password:

Passwords are case sensitive. Re-Enter Password:


Please choose the employer for which you work from the list below.


Employer

Job Title

Notes
If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to include if you hold appointments in more departments than the one you indicated with the pull-down menu above.

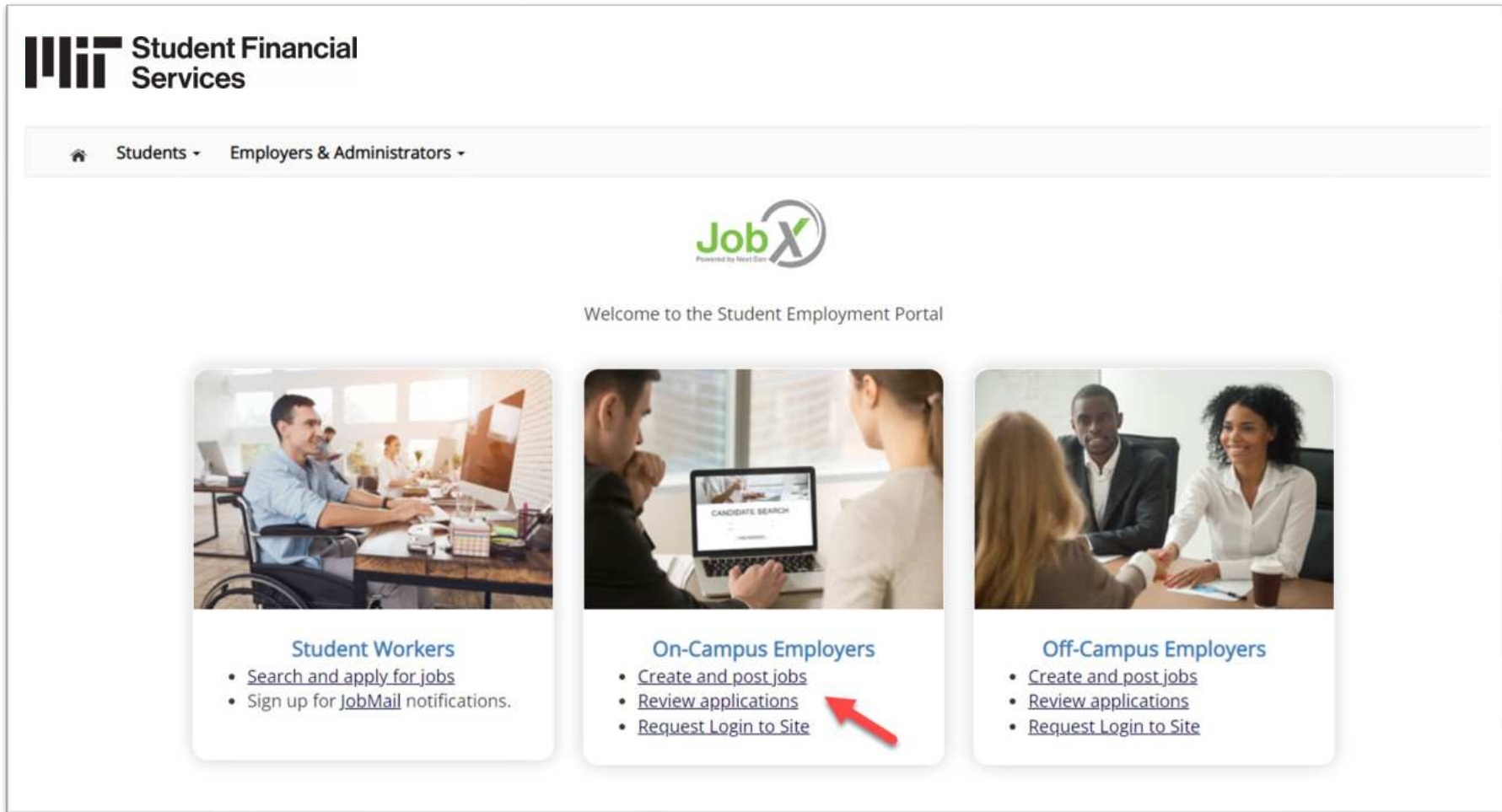
This must be verified prior to submitting the form

I'm not a robot 



On-Campus Employer JobX Login

After access approval, click the 'Create and post jobs' link to login to the system.



MIT Student Financial Services

Students ▾ Employers & Administrators ▾

JobX
Powered by NextGen

Welcome to the Student Employment Portal

Student Workers

- [Search and apply for jobs](#)
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On-Campus Employers

- [Create and post jobs](#)
- [Review applications](#)
- [Request Login to Site](#)

Off-Campus Employers

- [Create and post jobs](#)
- [Review applications](#)
- [Request Login to Site](#)

Touchstone@MIT

Welcome, please identify yourself to access MIT services.

Have an MIT certificate?

Use Certificate - Go

Always login with this

No certificate? Use Kerberos username

Username: @mit.edu

Password: Login

Have Kerberos tickets?

Use existing tickets - Go

Always login with this

On-Campus
Employer
Login to JobX

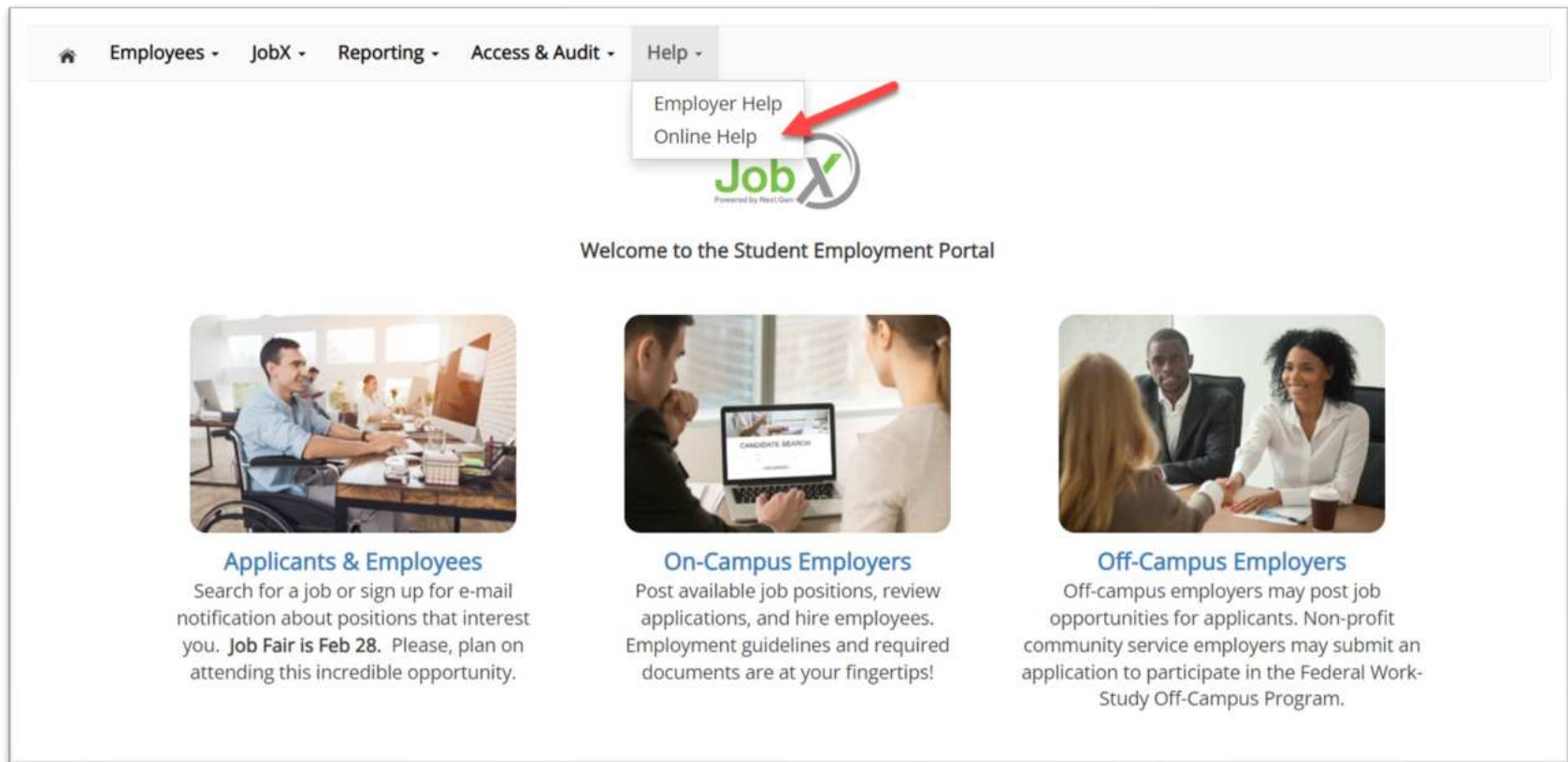
Login utilizing your Kerberos





Online Help

Online Help



The screenshot shows the top navigation bar with a home icon and menu items: Employees, JobX, Reporting, Access & Audit, and Help. The Help menu is open, showing Employer Help and Online Help, with a red arrow pointing to Online Help. Below the navigation is the JobX logo (Powered by NextGen) and the text 'Welcome to the Student Employment Portal'. The main content area features three columns: 'Applicants & Employees' with an image of a man in a wheelchair at a desk, 'On-Campus Employers' with an image of two people at a laptop, and 'Off-Campus Employers' with an image of three people in a meeting.

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

Employer Help
Online Help

JobX
Powered by NextGen

Welcome to the Student Employment Portal

Applicants & Employees
Search for a job or sign up for e-mail notification about positions that interest you. **Job Fair is Feb 28.** Please, plan on attending this incredible opportunity.







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

Off-Campus Employers
Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

Click the **'Help'** menu after you login and select **'Online Help'**.

Online Help

JobX & TimesheetX Manuals

 0 articles JobX - Administrators Online Help	 21 articles JobX - Supervisors Online Help	 7 articles JobX - Employee / Student Online Help
 0 articles TimesheetX - Administrator Online Help	 7 articles TimesheetX - Supervisor Online Help	 5 articles TimesheetX - Employee / Student Online Help

The image shows a grid of six help manual cards. Two red arrows point to the 'JobX - Supervisors Online Help' and 'TimesheetX - Supervisor Online Help' cards, indicating they are visible to supervisors.

Online guides are available based on your login role.

Supervisors will be able to see Supervisor and Employee/Student.

Employee/Students can only see Online Help for Employee/Students.

You have the ability to search by keyword or topics in the search field.



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 a web application interface for job management. At the top, there is a navigation menu with 'Employees', 'JobX', 'Reporting', 'Access & Audit', and 'Help'. Below this is a 'Job Control Panel' with a sidebar on the left containing filters for 'Employer Name', 'Job Status', 'Job Type', and 'Wage Filter'. The main area shows 'Result Filters' for 'My Jobs Only' with an 'Add a Job' button and a search bar. Below the search bar, there are controls for 'Select/Deselect All', 'Show 25 results per page', and a pagination bar showing '1 to 25 of 28'. The main content area lists three job postings:

Job Title	Applications	Employer
Student Employee Admin Assistant	3 (3 New)	ACADEMIC AFFAIRS
<input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs
Baseball Student Assistant	3 (2 New)	ATHLETICS - BASEBALL
<input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs
Student Basketball Assistant	2 (2 New)	ATHLETICS - BASKETBALL
<input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$10.00 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 07/31/22 Job Type: On-Campus FWS Jobs

Create a Job Posting - Department

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 AFFAIRS
- Academic Learning Center
- ACCESS & ACCOMMODATIONS
- ADMISSIONS
- ALUMNI RELATIONS
- ARTS AND SCIENCES

Go to next step

NG WebSolutions, LLC, Jacksonville, FL Phone: 904.332.9001
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If you have posting permissions for more than one department, Select the department for which you want to post a job from the **'Employer/Department Name'** drop-down list.

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

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

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 includes the following sections and fields:

- Job Category ***: A dropdown menu with "Choose one..." selected.
- Job Title ***: A text input field with a "Remove From Our Requests" link.
- Job Description ***: A rich text editor with a toolbar.
- Job Requirements ***: Another rich text editor with a toolbar.
- Required Skills**: A section with a "Choose skills" button.
- Number of Available Openings ***: A text input field.
- Hours per Week**: A dropdown menu with "10.0", "10", and "Same" options.
- Start Date**: A date input field.
- End Date**: A date input field.
- Time Frame ***: A dropdown menu with "Choose one..." selected.
- Base pay rate ***: A dropdown menu with "Choose one..." selected.
- Primary Contact Person ***: A dropdown menu with "Choose one..." selected. 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." This is followed by input fields for **Phone Number ***, **Fax Number**, **Email ***, and **Location ***.
- Secondary Contact People**: A section with a "Click + click to select multiple" and "Remove From Contacts" link, and a text input field.
- Do you wish to collect online applications for this job?**: Radio buttons for **Yes** (selected) and **No**.
- Company/Department Logo**: A section with a "Choose File" button and "No file chosen" text.
- Submit**: A blue button at the bottom.

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.
- Three checkboxes: HTML, Java, and MS Excel.
- A "Save Application" button at the bottom left, highlighted by a red arrow.

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'. The form is divided into two main sections: 'Question Details' and 'Application Behavior'. In the 'Question Details' section, the 'Question Type' dropdown menu is open, showing options like 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to this dropdown. Below it, there is a text input field for the question label. In the 'Application Behavior' section, there is a dropdown for 'Application Section' with options 'Select an existing section' and 'Create a new section'. A red arrow points to this dropdown. Below it, there are two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required' checkbox. Below these are two more dropdowns: 'Where To Add This Question?' with 'End of Application' selected, and 'Add Question' button. Red arrows point to both of these dropdowns and the button.

Create a Job Posting – Finalize Job Posting – Step 1

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

1. When do you want the job to be reviewed for approval?
 - a. Select '**As soon as possible**' from the list if you want the job to be reviewed for approval immediately.
 - b. Select '**Later – I need to review it myself first**' if you wish to review the job further before approval. The job will be placed in Active, Not Listed until you are ready for approval.
2. Do you want the job listed immediately after it is approved?
 - a. Select '**Yes, immediately**' from the list if you wish upon approval for the job status to be **Active, Listed**.
 - b. Select '**No, put it in inactive for me**' from the list if you wish upon approval for the job status to be **Inactive**.
 - c. Select '**No, put it in Active, Not Listed for me**' from the list if you wish upon approval for the job status to be **Active, Not Listed**.
3. Do you want JobMail to be sent when the job is listed?
 - a. Select '**Yes, send JobMail**' from the list is you want this posting to be included in JobMail that will send a notification to students if your job is in an **Active, Listed** status.
 - b. Select '**No, do not send JobMail**' from the list is you do not want this posting to be included in JobMail notification student message.

Create a Job Posting – Finalize Job Posting – Step 2

Your job will be approved by an administrator before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct... [Click here to finish!](#)

4. For how many days do you want the job to be listed on the site?

- If you want the job to be posted until you close the job, select **‘Until I close the job.’**
- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.

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

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

What would you like to do now?

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

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.

The screenshot displays the 'Job Control Panel' interface. On the left is a sidebar with filters for 'Employer Name', 'Job Status' (with 'Pending Approval (1)' selected), 'Job Type', 'My Jobs', and 'Wage Filter'. The main area shows a search bar and a table of job listings. A red arrow points to the job title 'Assistant to the Dean', and another red arrow points to the 'Applications' link. The job details shown are: Job Id: 4422, Contact Person: NextGen TimAdmin, Wage: \$10.00 - \$11.50 /hr, Status: Pending Approval, Location: 6821 Southpoint Dr. N. Ste 220 FL 32216, and Listed Job Type: On-Campus Non-FWS Jobs.

Edit a Job Posting

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

Edit a Job Posting

The image displays two screenshots of the JobX system interface. The left screenshot shows the 'Job Control Panel' with filters for Employer Name, Job Status, and Job Type. The right screenshot shows the 'Manage Job' page for a 'Fitness Center Attendant' job, with buttons for 'Edit this job' and 'Edit, view or remove the online application'.

Job Control Panel (Left Screenshot):

- Result Filters: Employer: All Available, Job Status: Pending Approval
- Job Status: Pending Approval (1) (checked)
- Job Type: Choose job Type
- My Jobs: Show My Jobs Only

Manage Job (Right Screenshot):

Job Title	Employer	Status	Job Type
Fitness Center Attendant	STUDENT RECREATION	Pending Approval	On-Campus Non-FWS Jobs

Additional details about this job's status:

- This is a new job that has not yet been approved.
- It is set to go live upon approval.
- JobMail has been requested to be sent when the job is approved and listed.

Update Status:

- Listed: Click to update listing options
- Review Mode: Click to cancel approval and change to
- Storage: Click to cancel approval and change to

Manage Application: Edit, view or remove the online application.

View Applicants: No applications have been submitted for this job.

Hire Applicant: You cannot hire employees while the job is in this status.

Edit this job

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

Fitness Center Attendant
Job ID: 4496

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

Job Control Panel

Result Filters:
My Jobs Only
Job Status: Active, Listed [Reset Filters](#)

[Add a Job](#) Search Title, Description, Requirements, Contact or Job ID [Search](#) -- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 11 of 11 << < > >>

Student Employee Admin Assistant	Applications: 3 (3 New)	Employer: ACADEMIC AFFAIRS
<input type="checkbox"/> Job Id: 4526 Contact Person: Test On-Campus Supervisor Wage: \$11.51 - \$12.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs Actions

Baseball Student Assistant	Applications: 3 (2 New)	Employer: ATHLETICS - BASEBALL
<input type="checkbox"/> Job Id: 4503 Contact Person: Test On-Campus Supervisor Wage: \$8.00 - \$9.50 /hr	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL 32216	Listed: 01/30/23 Job Type: On-Campus Non-FWS Jobs Actions

Student Basketball Assistant	Applications: 2 (2 New)	Employer: ATHLETICS - BASKETBALL
<input type="checkbox"/> Job Id: 4527 Contact Person: Test On-Campus Supervisor	Status: Active, Listed Location: 6821 Southpoint Dr. N Jacksonville FL	Listed: 07/31/22 Job Type: On-Campus FWS Jobs Actions

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

Manage Applications

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/Deselect All Show 25 results per page 1 to 2 of 2 | < > >> |

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

<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/> Frank_Rogers3	frankrogers3@ngwebsolutions.com	9/24/2020	New!	🚩		Resume	940.00	🔍	Actions
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	9/24/2020	New!	🚩		Resume	2500.00	🔍	Actions

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

Interview and Selection

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

Schedule an Interview

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		

- 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

[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.

<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]

To

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

From: teston@ngwebsolutions.com

Subject: job: Your Institution Job Title

Body

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" 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.

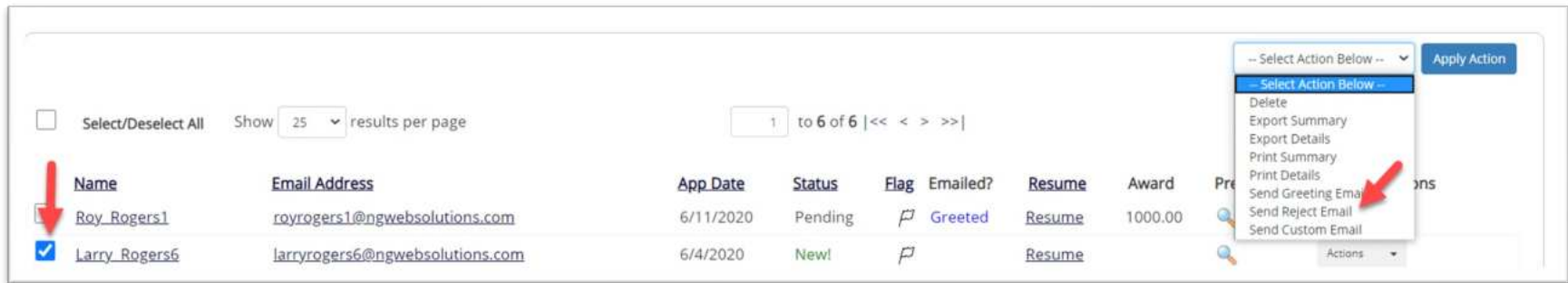
Send Cancel

- 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 header. 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.

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
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.

Suggestion: Use the "Notify" application that they will get the 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]
To	<input checked="" type="checkbox"/>	Rogers6, Larry	[larryrogers6@ngwebsolutions.com]
	<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: Julie@ngwebsolutions.com

Subject: Job: Test On-Campus FWS Jobs - 05/2020 - Not Available

Body:

You recently submitted an on-line application for the Test On-Campus FWS Jobs - 05/2020 job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Questions?

Please contact the **Student
Employment** at:

seo@mit.edu

