On-Campus Supervisor Training
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.

JobX Portal:
https://mit.studentemployment.ngwebsolutions.com/
Select ‘On-Campus’ from the dropdown menu.

Then click ‘Go to next step’ button to proceed to the form.
Complete Request Login Form.

Then click ‘Submit’ button to submit your request for an approved login.
After access approval, click the ‘Create and post jobs’ link to login to the system.
On-Campus Employer
Login to JobX

Login utilizing your Kerberos
Online Help

Welcome to the Student Employment Portal

Click the ‘Help’ menu after you login and select ‘Online Help’.
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.
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.
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.
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.
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.
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

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?
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

- 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.
Questions?

Please contact the Student Employment at:
seo@mit.edu