



On-Campus Student
Training



=Total Solution

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

Training Agenda



Login to JobX



Complete a JobMail Subscription



Find a Job



Apply for a Job



JobX 'My Dashboard' Feature



Login JobX

How to Login to JobX

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

Step 1: Click JobX link to access the 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

Student
Employee
Login to JobX

Step 2: Login utilizing your Kerberos





JobMail

What is JobMail?



JobMail notifies you about potential jobs matches based on your interest



Must complete a JobMail Subscription to receive notifications



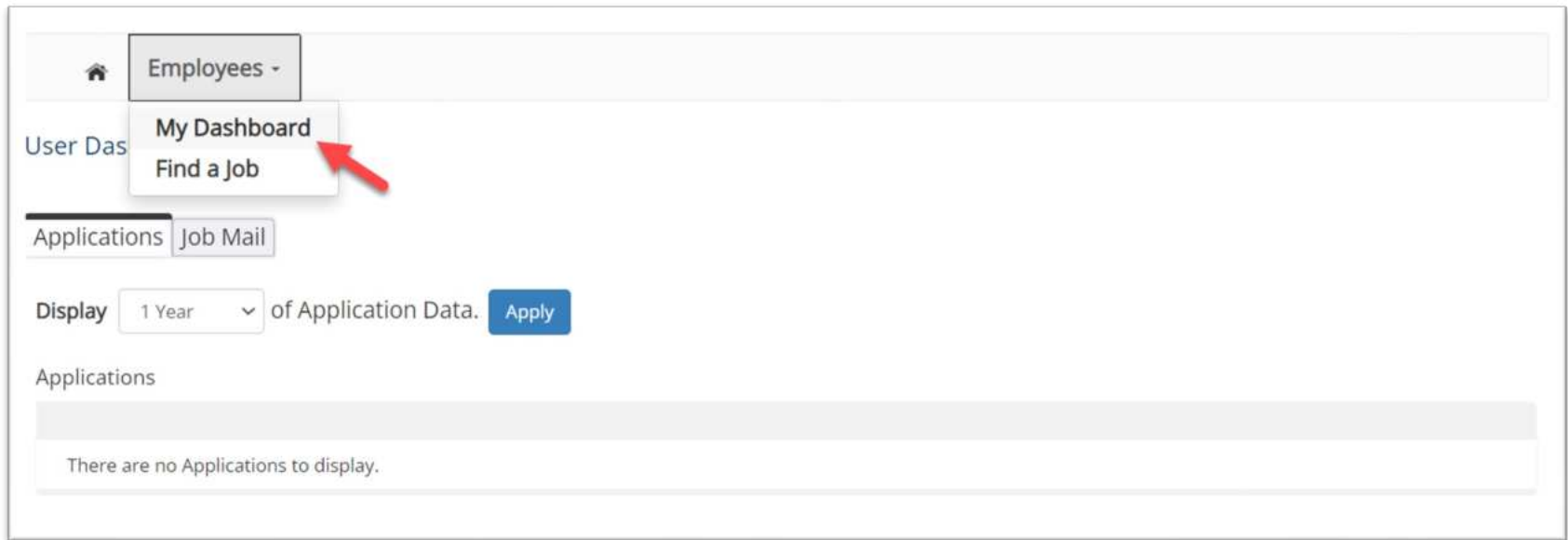
After JobMail setup you will receive notification on new job listings that interest you



The email will provide all details about the job to assist you in identifying a great job opportunity

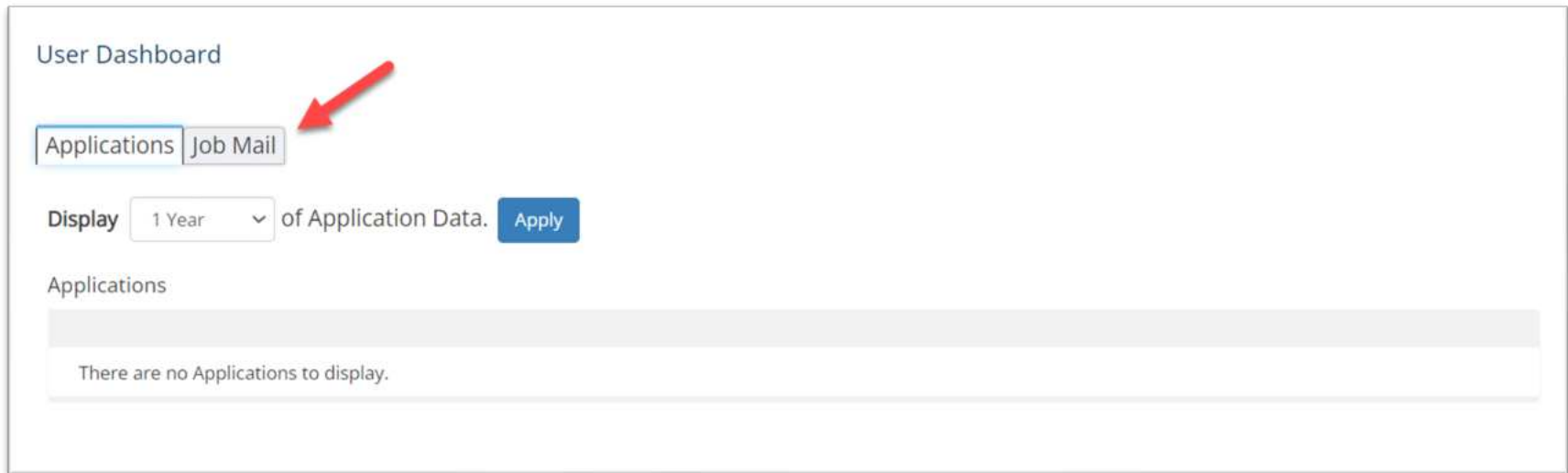
How to Access JobMail

Step 1: Click the 'Employees' menu and click 'My Dashboard'



How to Access JobMail

Step 2: Click the 'Job Mail' tab.



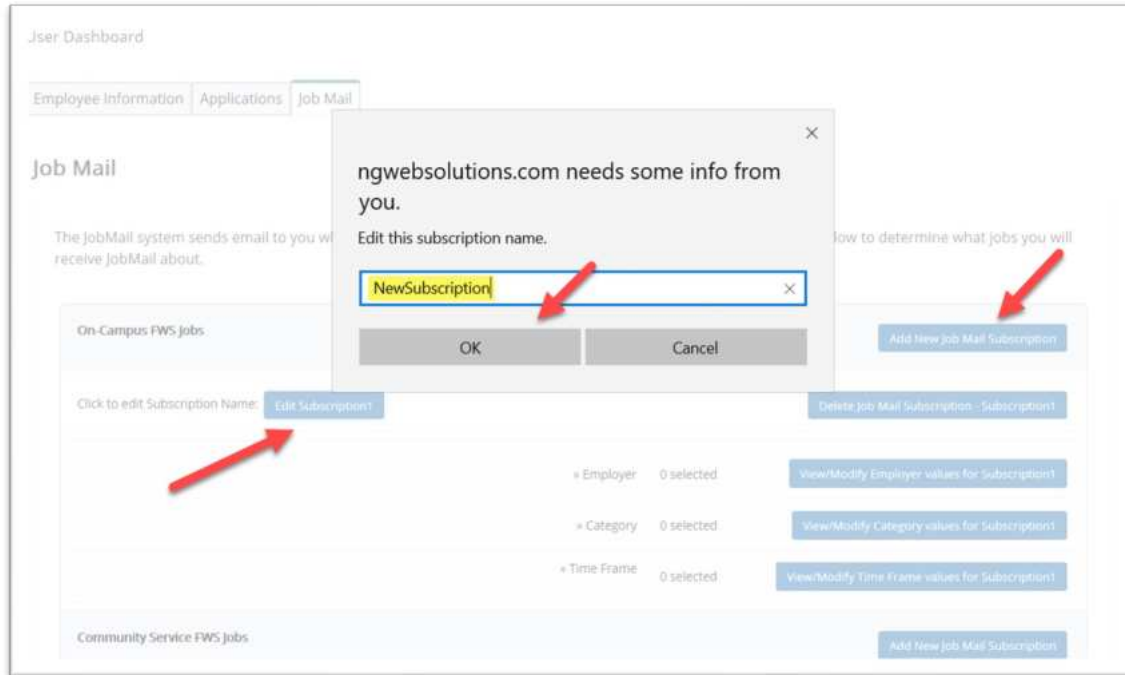
The screenshot shows a 'User Dashboard' interface. At the top left, the text 'User Dashboard' is displayed. Below this, there are two tabs: 'Applications' and 'Job Mail'. A red arrow points to the 'Job Mail' tab, indicating it should be selected. To the right of the tabs, there is a 'Display' section with a dropdown menu set to '1 Year' and a blue 'Apply' button. Below the tabs and filters, the text 'Applications' is shown above a large, empty grey rectangular area. At the bottom of this area, the text 'There are no Applications to display.' is visible.

Configure your JobMail Subscription

The screenshot shows a web interface for configuring Job Mail subscriptions. The title is "Job Mail". Below the title is a brief explanation: "The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about." There are two subscription forms. The first form is titled "On-Campus FWS Jobs" and has a button "Add New Job Mail Subscription". It includes a field for "Edit Category Name" with a "Delete Job Mail Subscription - Category" button. Below this are three rows for "Employer", "Category", and "Time Frame", each with a "0 selected" status and a "View/Modify [Attribute] values for Category" button. The second form is titled "Edit Subscription2 Name" and has a "Delete Job Mail Subscription - Subscription2" button. It also has three rows for "Employer", "Category", and "Time Frame", each with a "0 selected" status and a "View/Modify [Attribute] values for Subscription2" button.

- You may create multiple subscriptions and name them as desired for each Job Type (On-Campus FWS, On-Campus Scholarship Hours) supported by JobX
 - ❖ For Example: You can create a Summer Subscription that has different attributes than your Academic Year Subscription
- For each subscription, you may set criteria
 - ❖ Desired Departments (a.k.a. JobX Employers) you wish to work (e.g. Biology & English)
 - ❖ Desired Job Categories you're interested in (e.g. Tutoring, Clerical, etc.)
 - ❖ Desired Time Frames you're interested in working (e.g. Summer Only, Academic Year, etc.)

Configure your JobMail Subscription



- Click 'Add New JobMail Subscription' button to start the setup process to creating a JobMail subscription.
- When the subscription name window pops up, update to your desired name.
- If you need to edit the subscription name, click the 'Edit Subscription' button.

Configure your JobMail Subscription

User Dashboard

Employee information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Changes must be saved to take effect. Save Subscriptions

On-Campus FWS Jobs Add New Job Mail Subscription

Click to edit Subscription Name: Edit NewSubscription Delete Job Mail Subscription - NewSubscription

= Employer 3 selected *modified* View/Modify Employer values for NewSubscription

= Category 1 selected *modified* View/Modify Category values for NewSubscription

= Time Frame 2 selected *modified* View/Modify Time Frame values for NewSubscription

Community Service FWS Jobs Add New Job Mail Subscription

There are no subscriptions for this job type.

Changes must be saved to take effect. Save Subscriptions

Red arrows point to the 'View/Modify' buttons for Employer, Category, and Time Frame.

View/Manage Employer values Close

Selected Items
Click Remove to remove an item to the list Remove All Options

None selected

Available Items
Click Add to add an item to the list

- ACADEMIC AFFAIRS Add
- ACCESS & ACCOMMODATIONS Add
- ADMISSIONS Add
- ALUMNI RELATIONS Add

Click Save when complete Save

Red arrows point to the 'Add All Options' and 'Add' buttons.

➤ Click **'Add all Options'** or **'Add'** next to each item you wish to add to your JobMail subscription.

Configure your JobMail Subscription

User Dashboard

Employee Information Applications Job Mail

Job Mail

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.
Changes must be saved to take effect. [Save Subscriptions\(s\)](#)

On-Campus FWS Jobs [Add New Job Mail Subscription](#)

Click to edit Subscription Name: [Edit NewSubscription](#) [Delete Job Mail Subscription - NewSubscription](#)

= Employer **3 selected** *modified* [View/Modify Employer values for NewSubscription](#)

= Category **1 selected** *modified* [View/Modify Category values for NewSubscription](#)

= Time Frame **2 selected** *modified* [View/Modify Time Frame values for NewSubscription](#)

Community Service FWS Jobs [Add New Job Mail Subscription](#)

There are no subscriptions for this job type.

Changes must be saved to take effect. [Save Subscriptions\(s\)](#)

View/Manage Category values [Close](#)

Selected Items [Remove All Options](#)

Click Remove to remove an item to the list.

Administrative and Office Support [Remove](#)

Athletics [Remove](#)

Food and Hospitality [Remove](#)

Information Technology [Remove](#)

Available Items [Add All Options](#)

Click Add to add an item to the list

None available

Click Save when complete. [Save](#)

- Your selection(s) will appear in the top under **'Selected Items'**.
- When you're finished adding search criteria, click **'Save'**.
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
- You may return to this screen any time to modify your subscription.



Find a Job

Quick Search

The screenshot displays the top navigation bar with 'Employees' and 'Employers & Administrators' menus. A dropdown menu is open under 'Employees', showing 'My Dashboard', 'Find a Job' (highlighted in yellow), and 'Contact Us'. Below the navigation is an 'Instructions' box with the text: 'Choose from the quick search options below or click on the "Advanced Search" button for more options.' Underneath are two buttons: 'Quick Search' and 'Advanced Search' (circled in red). A red arrow points from the 'Advanced Search' button to the 'Select a quick search.' section. This section contains ten buttons: 'On-Campus WS Jobs', 'On-Campus Non-WS Jobs', 'Human Subject Research Volunteers', 'Off-Campus WS Jobs', 'Off-Campus Non-WS Jobs', 'Show All Active Jobs', '25 Most Recently Posted Jobs', 'Most Hours per Week', 'Fewest Hours per Week', and 'Jobs by Department'.

- Click the 'Find a Job' function from the **Employees** Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

- Click the '**Advanced Search**' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
 - ❖ Search by Job Type Population (On-Campus FWS, Off-Campus FWS Jobs, etc.)
 - ❖ Keyword(s) Search
 - ❖ Job Category, Employers/Department, Time Frame, Wage, and Hours per Week

The screenshot shows the 'Advanced Search' interface. At the top, there are navigation links for 'Employees' and 'Help'. Below that is a 'Find A Job' section with instructions and a 'Run a New Search' link. Two buttons, 'Quick Search' and 'Advanced Search', are visible, with 'Advanced Search' circled in red. Below the buttons, the 'Job Type(s)' section has radio buttons for 'On-Campus FWS Jobs', 'Off-Campus FWS Jobs', 'On-Campus Non-FWS Jobs', 'Off-Campus Non-FWS Jobs', and 'Internship Jobs'. A blue 'Update Job Type' button is next to the 'On-Campus FWS Jobs' option. A red arrow points to this button. Below this is a 'Narrow your search with the following options. Selecting none for any search criteria implies all.' section with a 'Keyword(s):' input field. A red arrow points to this field. Below that is a 'Click @ and @ to expand and collapse search criteria.' section. The 'Categories' section has a '+/-' icon and a 'Select Job Category (Up to 3):' dropdown menu with three sub-dropdowns. The 'Employers' section has a '+/-' icon and a 'Select Job Employer (Up to 3):' dropdown menu with three sub-dropdowns. The 'Time Frames' section has a '+/-' icon and a 'Select Time Frame(s):' dropdown menu with an 'Academic Year' checkbox. The 'Wage' section has a '+/-' icon and a 'Greater than:' dropdown menu with a 'Doesn't Matter' option. The 'Hours per Week' section has a '+/-' icon and a 'Between' dropdown menu with 'Doesn't matter' options and an 'and' dropdown menu with 'Doesn't matter' options. A red arrow points to the 'Search' button at the bottom left.



Apply for a Job

Disclaimer Statements

Find A Job


1 Instructions

1. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s), then click "Apply for selected jobs" button.
2. If a job does not accept online applications, there is no check box next to the job. Follow the instructions in the job posting to apply.
3. To view the details of a job click on the Job Title.


In order to view available jobs, if any disclaimers are presented below, you must first click the "I Agree" button in order for those jobs to be presented for your consideration.

[Run a New Search]


Disclaimer: On-Campus Non-FWS Jobs
Non-FWS Jobs provides employment opportunities which are not associated with the Federal or Institutional Work Study programs offered by Sample School. Use of this system is solely at the risk of the users and Sample College expressly disclaims any and all liabilities. Please note that Sample College reserves the right to edit or cancel any job postings which it deems unsuitable for Sample College applicants.




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Disclaimer: Off-Campus FWS Jobs
Before we can allow you to see the details of an off-campus job, you must agree to the disclaimer below. Sample College is not responsible for transporting you to an off-campus employment location. By applying for an off-campus job, you agree that you have a reliable personal vehicle for transport to work.



Disclaimer: On-Campus FWS Jobs
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25 Most Recently Posted Jobs

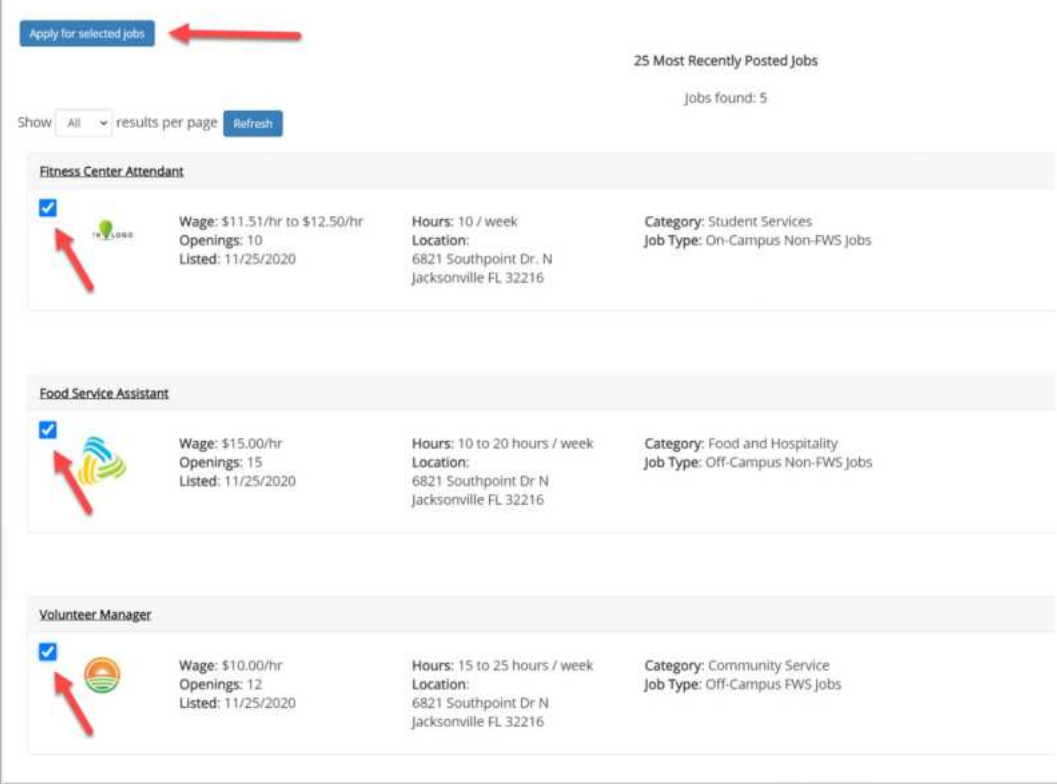
In order to view available job listings, you may be required to review and agree to one or more disclaimer statements.

A disclaimer statement will be presented for all Job Types you selected.

After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the 'I agree' button(s) before any available jobs of that Job Type population will be presented.

Apply for a Job! With One Click

- Simply **click the box** next to the jobs you wish to submit an application.
- Then, **click the 'Apply for Selected Jobs' button**.



The screenshot displays a job listing interface. At the top left, there is a blue button labeled "Apply for selected jobs" with a red arrow pointing to it. To the right of this button, the text "25 Most Recently Posted Jobs" and "Jobs found: 5" is visible. Below this, there is a "Show" dropdown menu set to "All" and a "Refresh" button. The main content area shows three job listings, each with a checkbox and a red arrow pointing to it:


- Fitness Center Attendant:** Wage: \$11.51/hr to \$12.50/hr, Openings: 10, Listed: 11/25/2020, Hours: 10 / week, Location: 6821 Southpoint Dr. N Jacksonville FL 32216, Category: Student Services, Job Type: On-Campus Non-FWS jobs.
- Food Service Assistant:** Wage: \$15.00/hr, Openings: 15, Listed: 11/25/2020, Hours: 10 to 20 hours / week, Location: 6821 Southpoint Dr N Jacksonville FL 32216, Category: Food and Hospitality, Job Type: Off-Campus Non-FWS jobs.
- Volunteer Manager:** Wage: \$10.00/hr, Openings: 12, Listed: 11/25/2020, Hours: 15 to 25 hours / week, Location: 6821 Southpoint Dr N Jacksonville FL 32216, Category: Community Service, Job Type: Off-Campus FWS jobs.

Job Application

The screenshot shows a web-based job application form. At the top, there are navigation links for 'Employees' and 'Help'. Below that is a 'Apply To Job' section. An 'Instructions' box contains the text: 'Please complete the application below, then click the "Submit" button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered. Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted.' Below the instructions, it lists jobs: 'Fitness Center Attendant - STUDENT RECREATION', 'Food Service Assistant', and 'Volunteer Manager - Communities In Schools'. The 'General' section includes fields for 'First name *', 'Middle name *', 'Last name *', 'Email' (with a note to use institutional email and a red asterisk), and 'Employee ID *'. There is a section for skills with checkboxes for HTML, Java, MS Excel, MS Office, MS PowerPoint, and MS Word. A 'Resume' section has a 'Choose File' button and 'No file chosen' text. A text area asks the applicant to 'Please explain why you believe you're the best candidate for this job. *'. The 'References' section has a note not to list family members and fields for 'Reference Name' and 'Reference Email'. At the bottom left, there is a blue 'Submit' button with a red arrow pointing to it.

- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click 'Open'.





Application Successfully Submitted

 Congratulations, you have successfully submitted an application. Please review your submitted application(s) below.

Employee Information Applications Job Mail

Display 1 Year of Application Data.

Applications

Job Id	Job Title	Employer	Status 	Application Date	Job Openings	Details 	Print 	Withdraw 
4494	Help Desk Assistant	MANAGEMENT INFORMATION SYSTEMS	Submitted	11/25/2020	19			

➤ Your application is successfully submitted when you received the Congratulations message.

Questions?

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

