Red Raider Student Employment Center

JobX
Powered by NextGen

Off-Campus Supervisor Training

nextgen
WEB SOLUTIONS

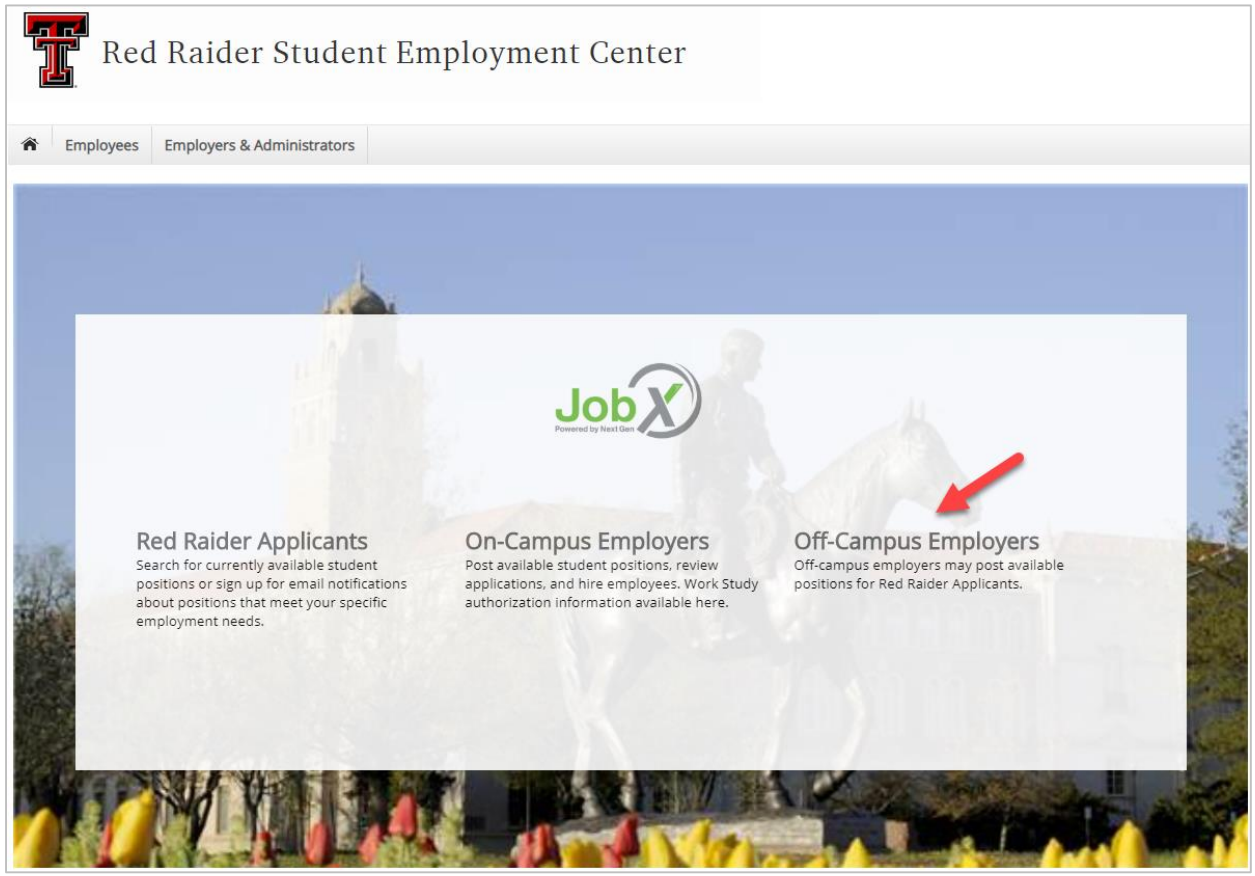
JobX Benefits for Employers

- 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, supervisors, site administrators).
- Systematic applicant compliance checks ensures all employment eligibility requirements are met.
- Broadcast e-mail tools for improved communications with your employees.

Training Agenda

- How to Login to JobX
- How to Add & Edit a JobX Job Listing
- How to Manage JobX Applicants

Login to JobX directly

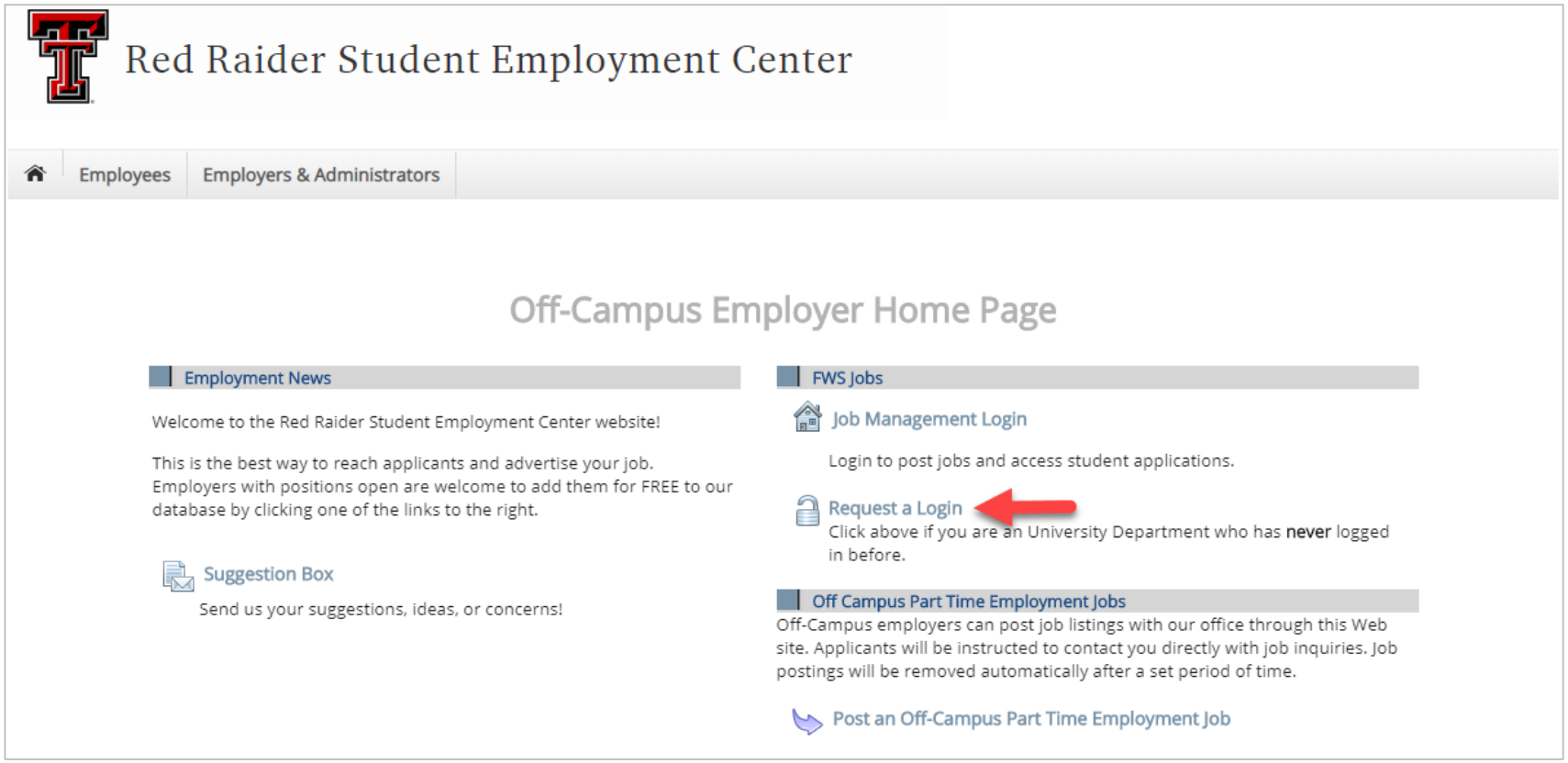


- First, please navigate to:

  https://ttu.studentemployment.ngwebsolutions.com/

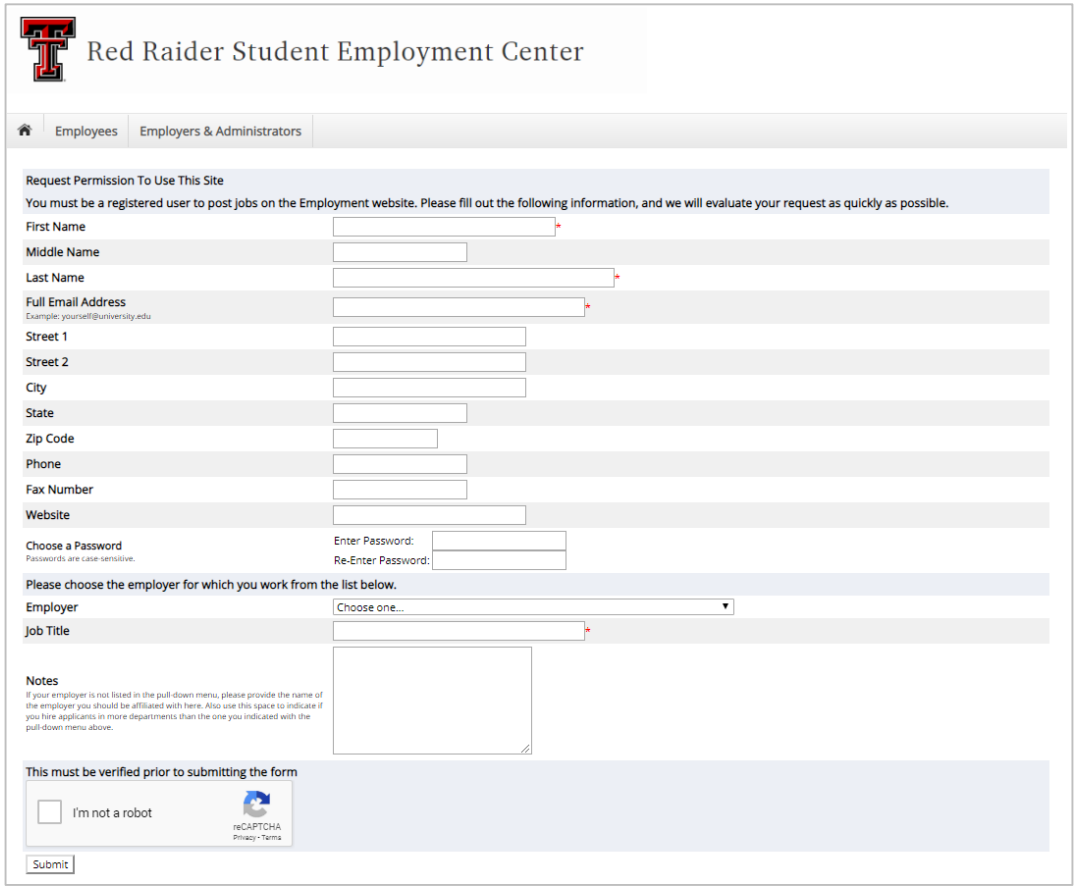
- Click the ‘Off-Campus Employers’ link.

Off-Campus Employer Login Request



Click the ‘Request a Login’ link if you do not already have an account.

Off-Campus Employer Login Request



Red Raider Student Employment Center

Employees | Employers & Administrators

Request Permission To Use This Site

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: yourself@university.edu

Street 1

Street 2

City

State

Zip Code

Phone

Fax Number

Website

Choose a Password
Passwords are case-sensitive.
Enter Password:
Re-Enter Password:

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

Employer: Choose one...

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 indicate if you hire applicants in more departments than the one you indicated with the pull-down menu above.

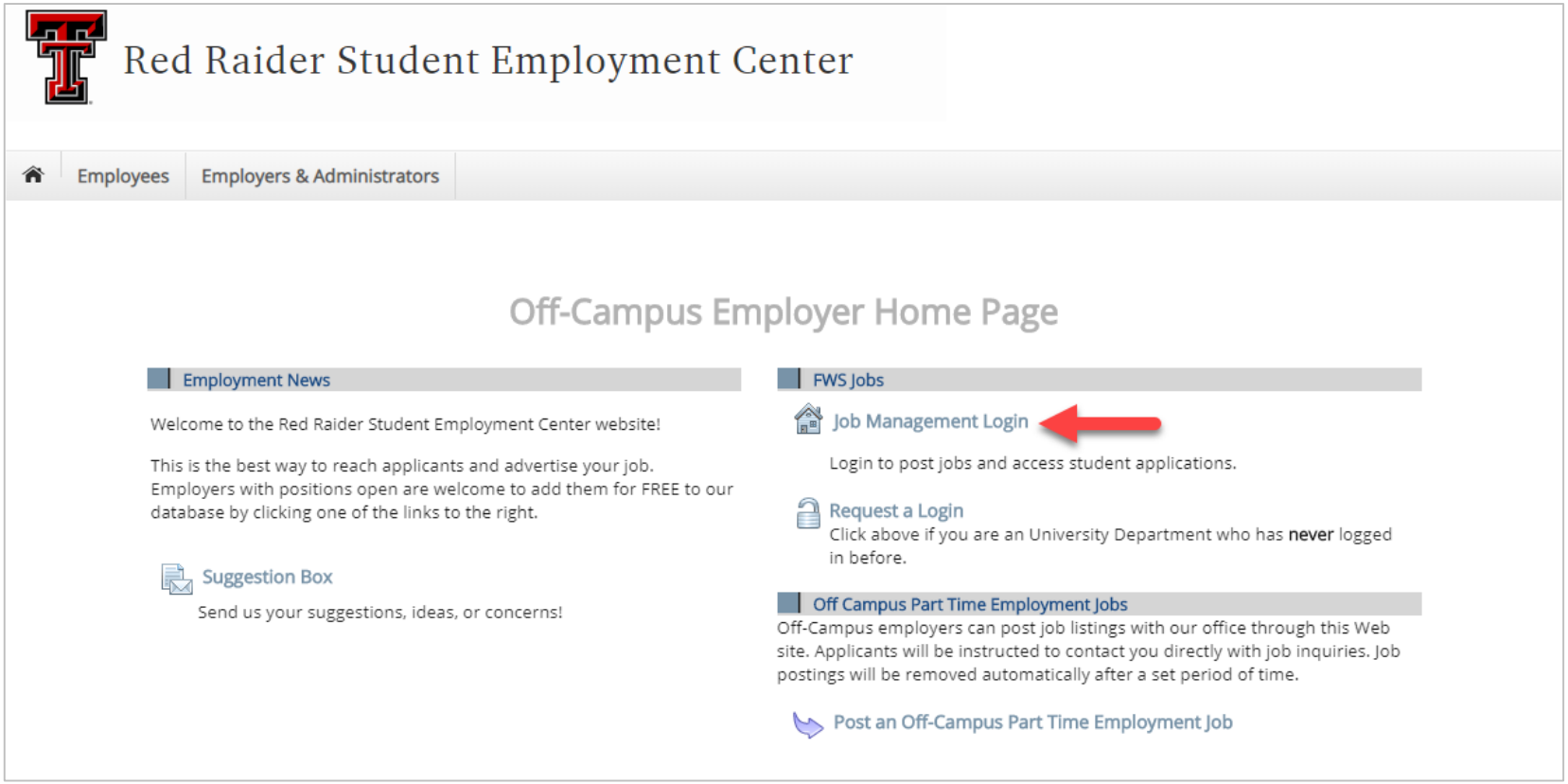
This must be verified prior to submitting the form

I'm not a robot
reCAPTCHA
Privacy - Terms

Submit

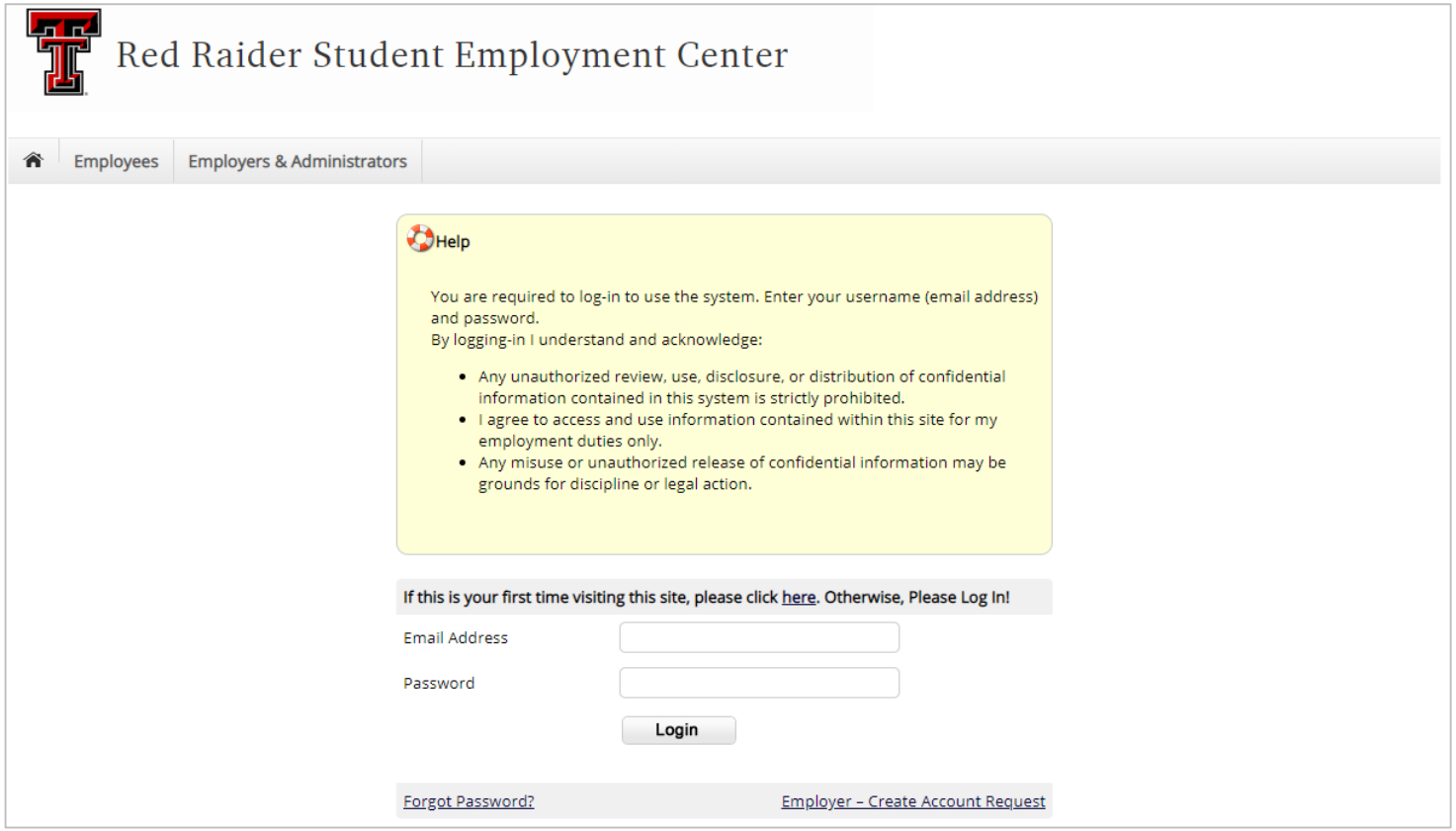
Enter your First, Last Name, Email Address and Job Title and then click Submit.

Off-Campus Employer Login to JobX



Click the ‘Job Management Login’ link.

Off-Campus Employer Login to JobX



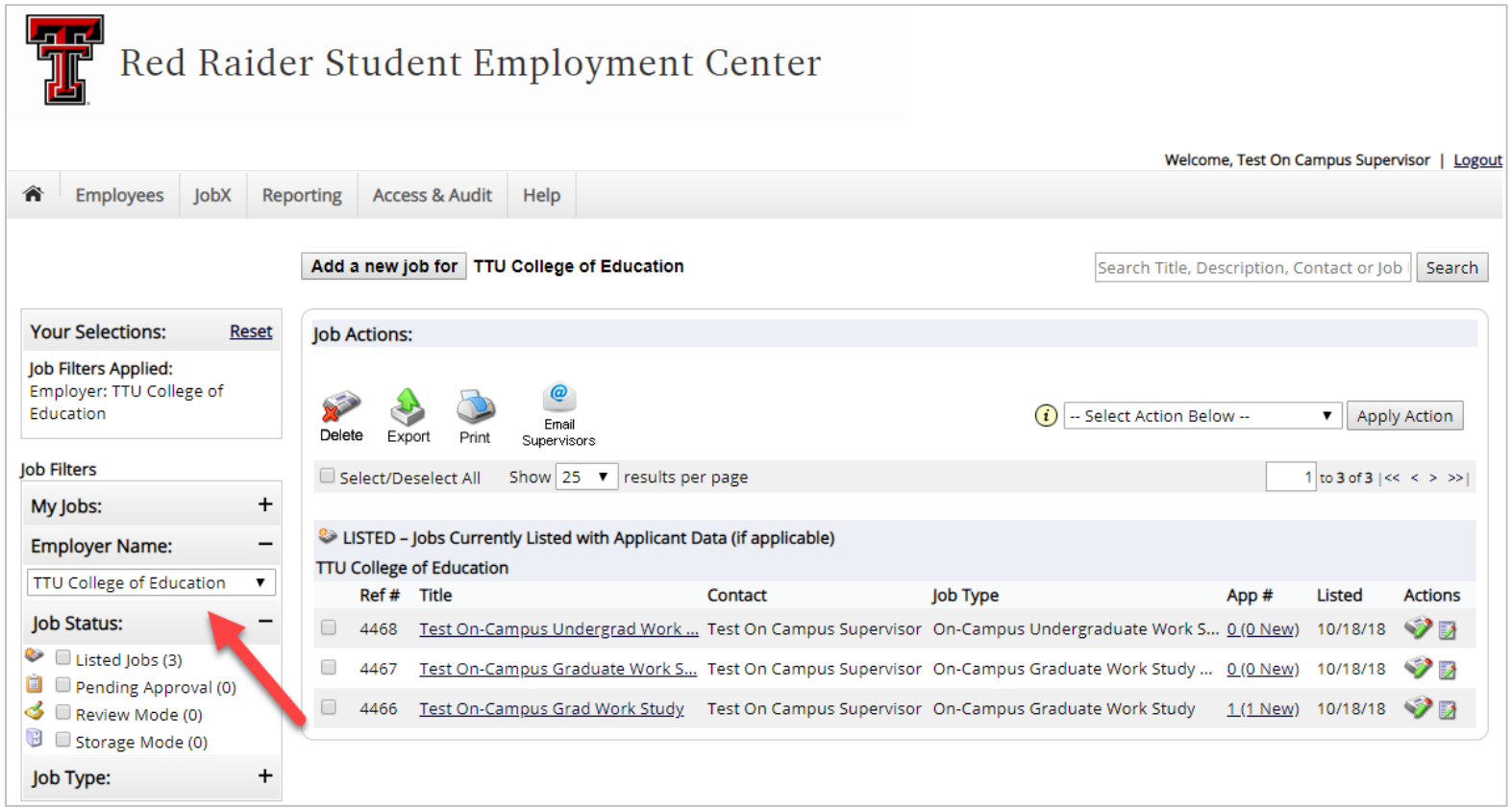
Log into your account using your ‘Email’ and ‘Password’.

How to Add/Edit a JobX Job Listing

nextgen WEB SOLUTIONS

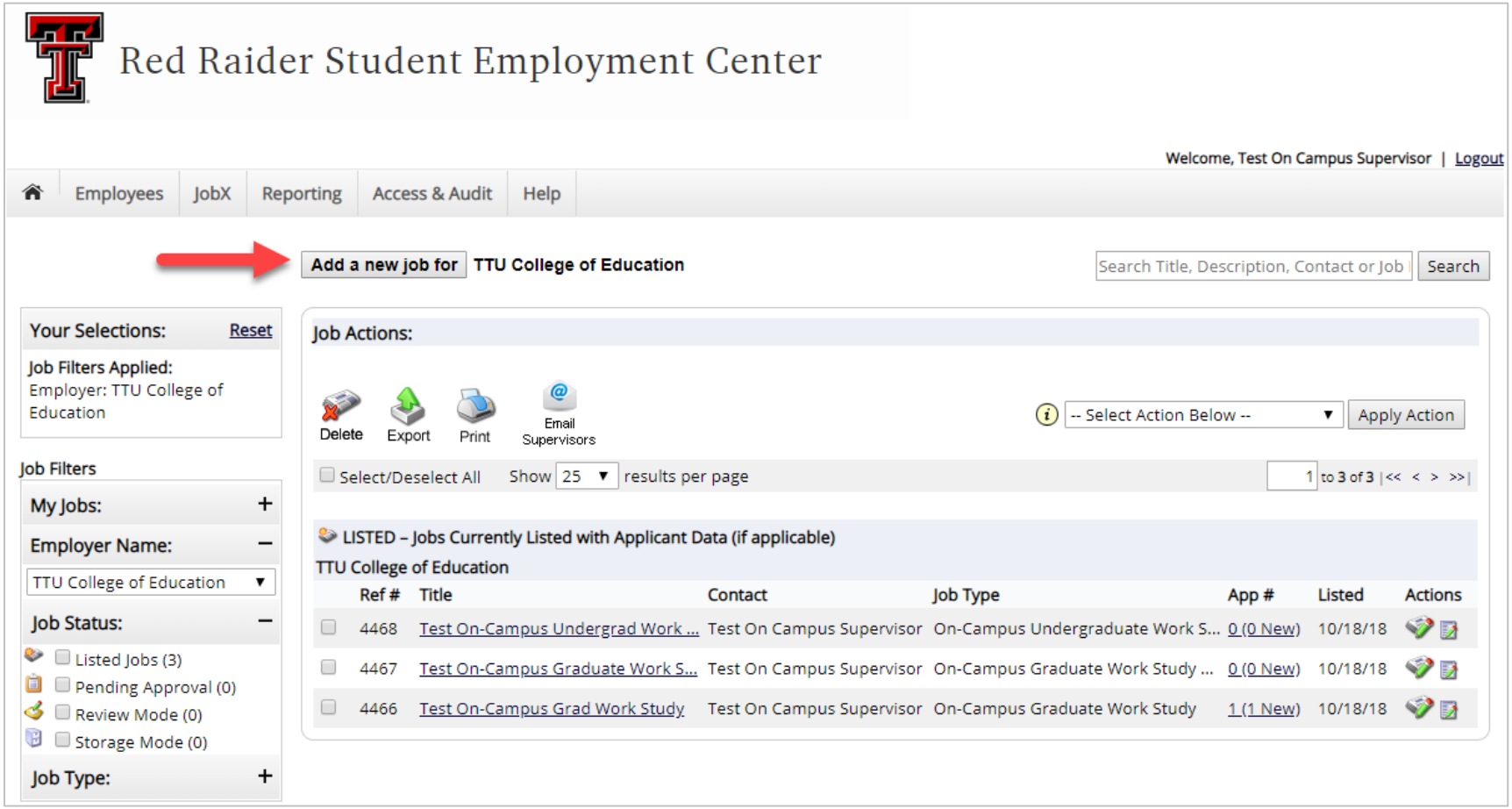
JobX Powered by NextGen

Add a Job



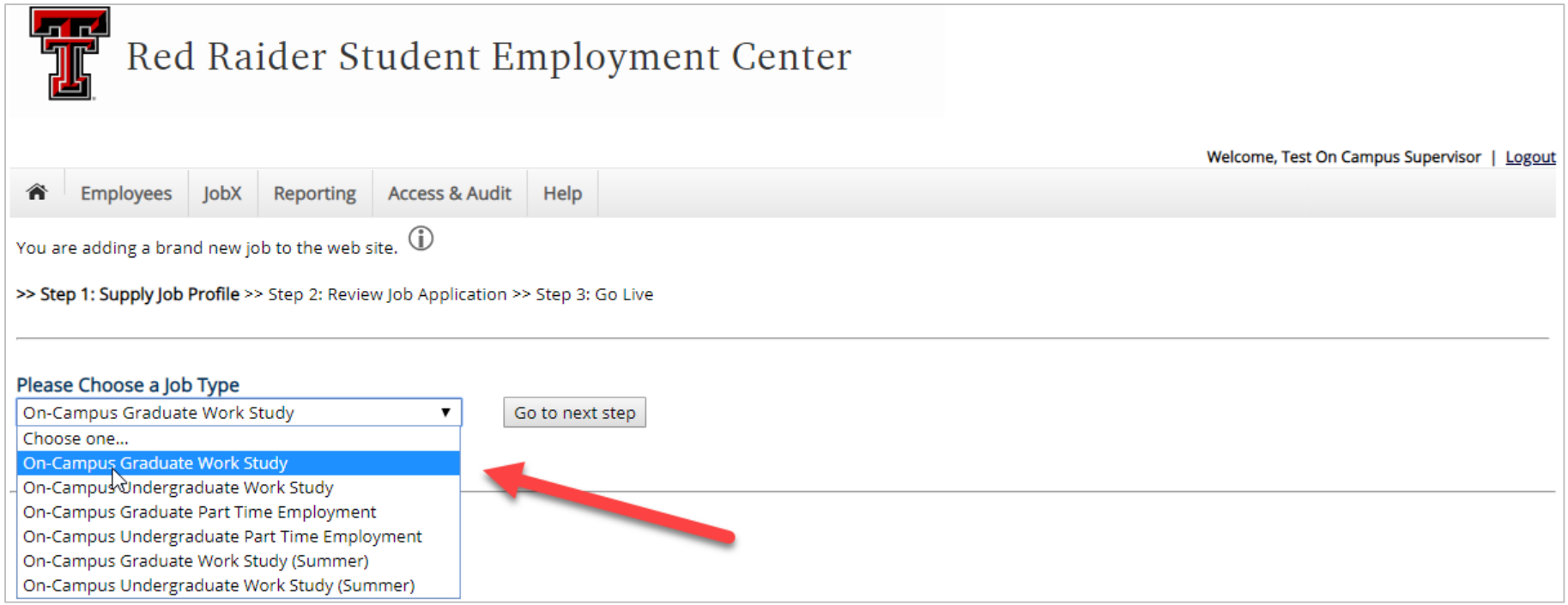
If you have posting permissions for more than one department, select the department for which you want to post a job from the 'Employer Name' drop down list. If you only have permissions to post for one department, please proceed to the next slide.

Add a Job



Click the ‘Add a new job for {Your Department Name will be Prefilled here}’ button.

Add a Job



Select the appropriate job type from the drop down selection and click ‘Go to next step’

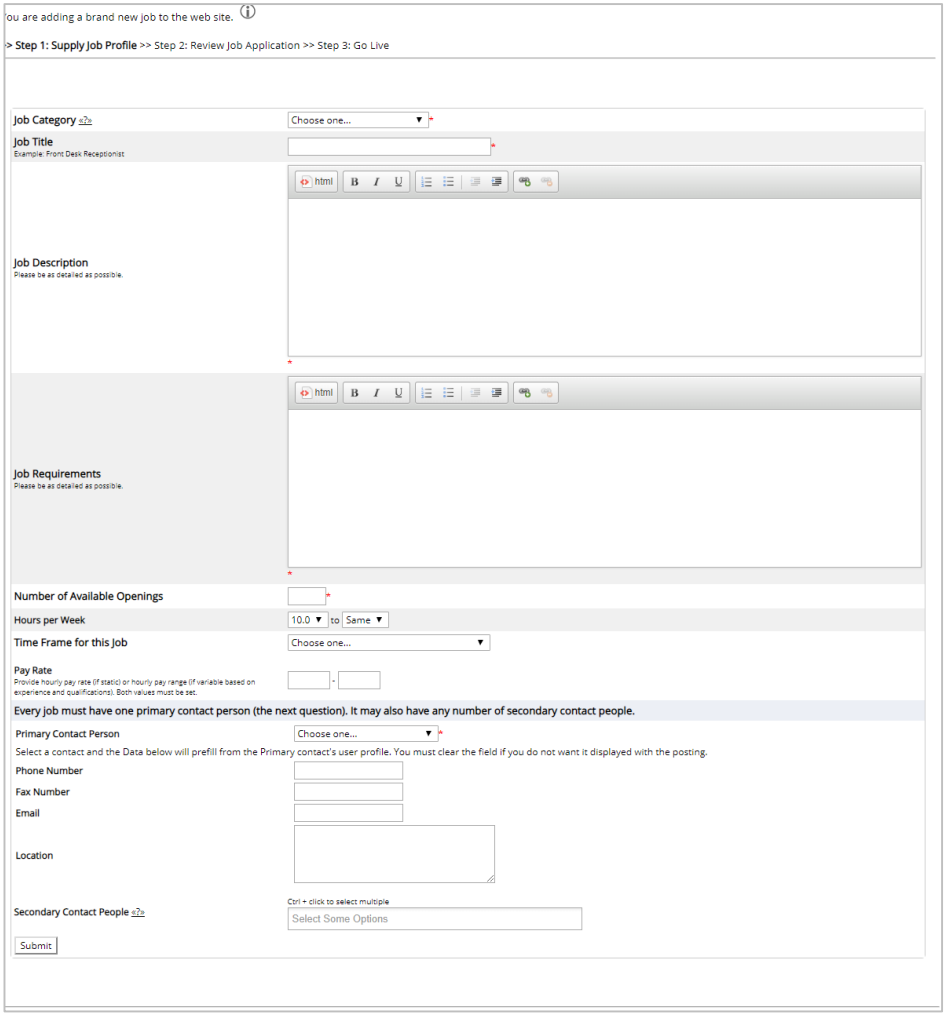
Add a Job – Step 1 – Supply Job Profile

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.

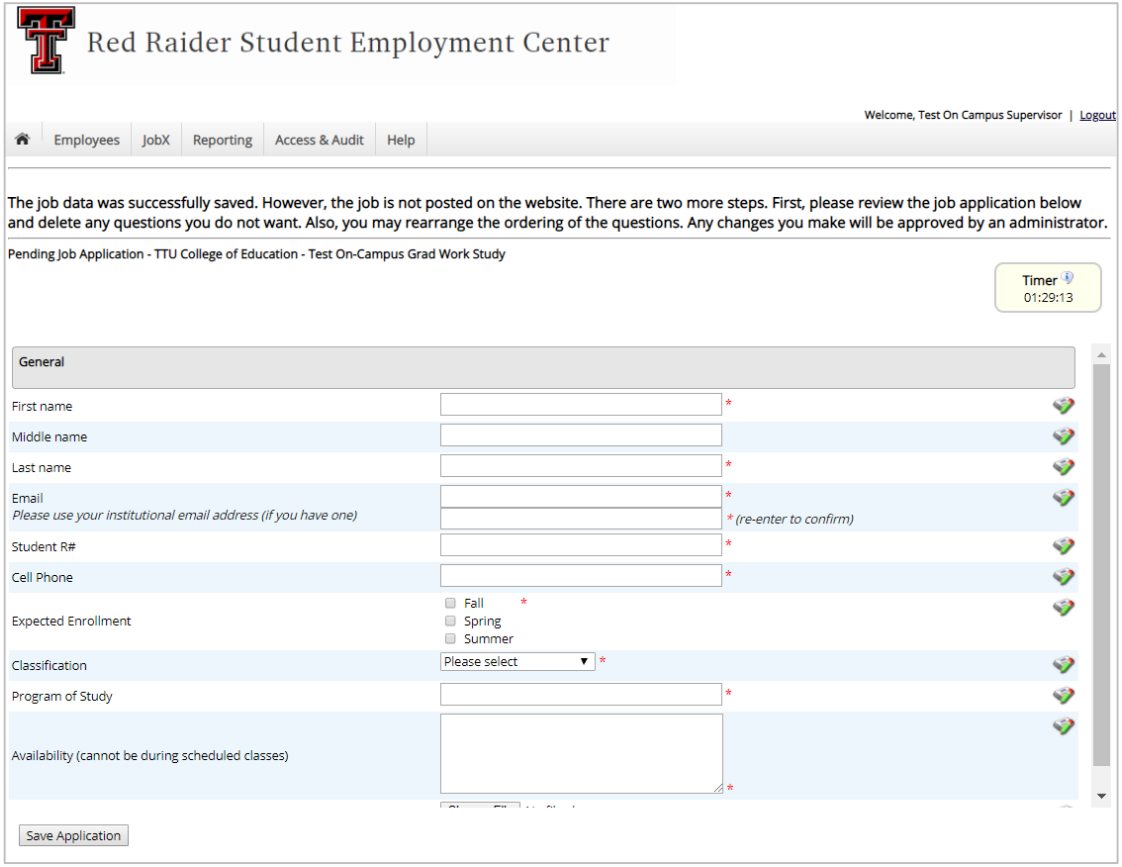
- Select the Job Category*
- Enter the Job Title.*
- Enter Job Description*
- Enter Job Requirements*
- Enter the Number of Available Openings *
- Enter the min and max Hours per Week for the job
- Select the Time Frame for the job *
- Enter the pay rate range for the job
- Select the Supervisor* from the drop down list. This will be the person who receives e-mail when an employee 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 and click 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.
- Lastly, click 'Submit' to continue to Step 2 of the 'Add a Job' process.



Add a Job – Step 2 – Review Job Application

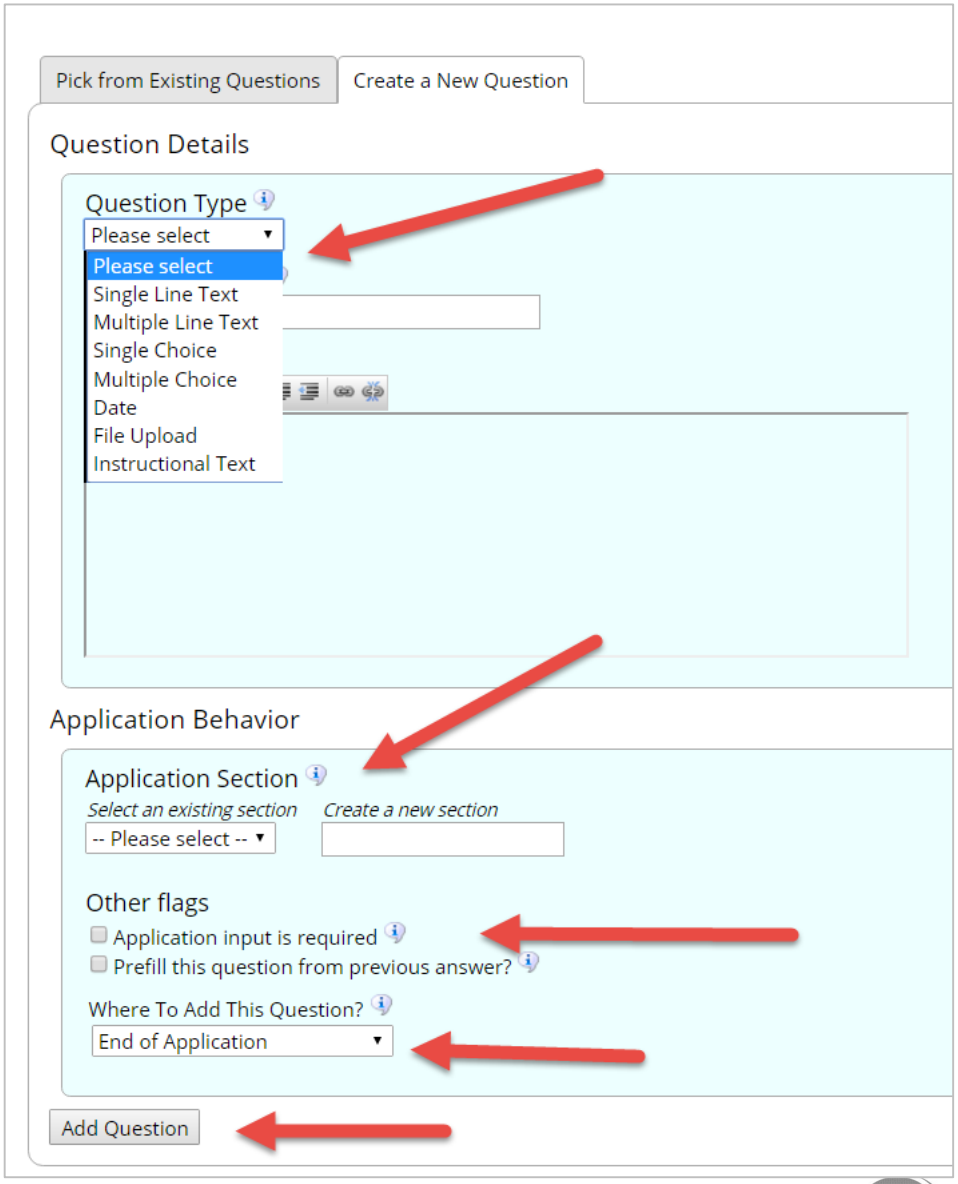


To ensure you get a “best fit” candidate for your job, you may add job specific questions to the institutional default application questions. Please Note: Your site administrator must approve these job specific questions.

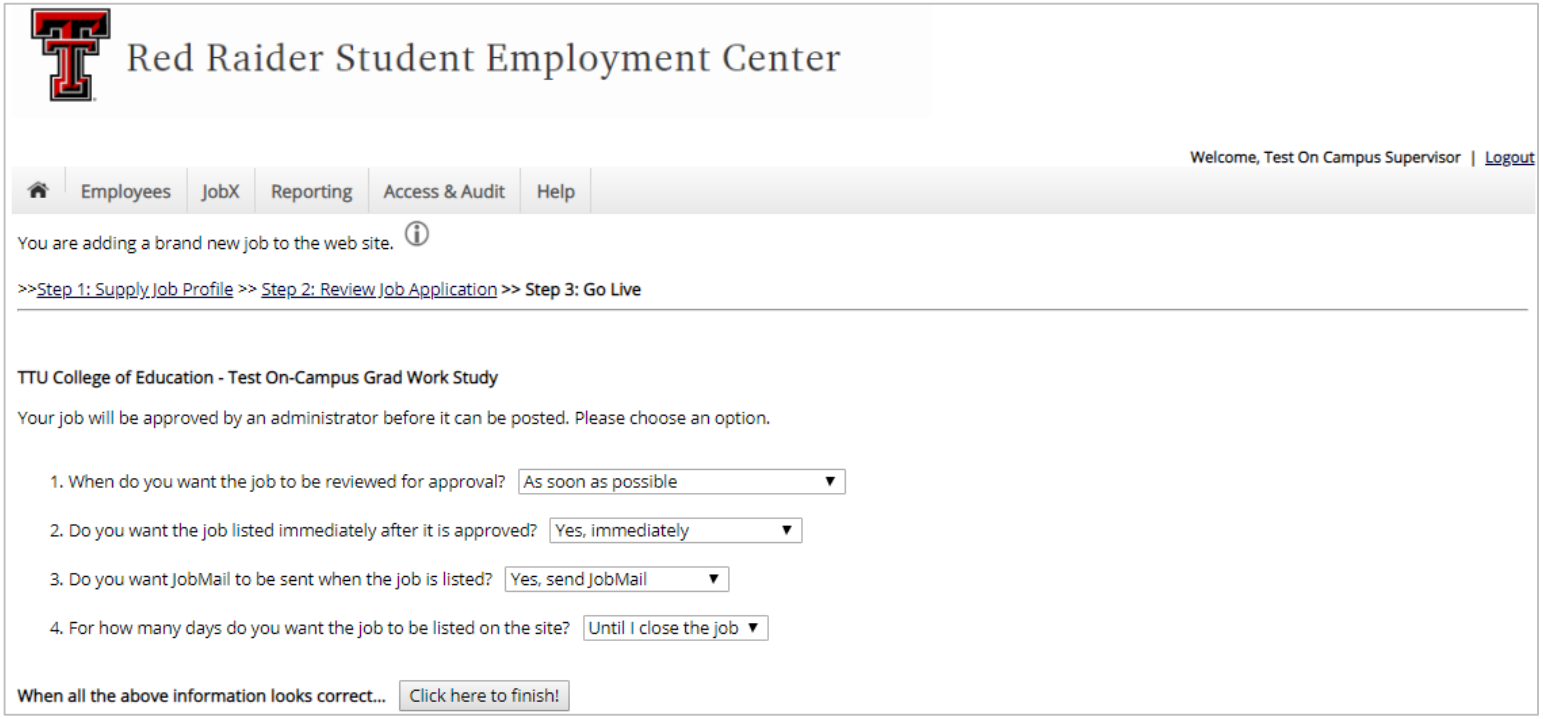
To add job specific questions to your institutional default application, at the bottom of the page you can choose from an existing list of questions previously created by you by clicking the ‘Pick from Existing Questions’ tab or create a new question using a sophisticated application designer by clicking 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

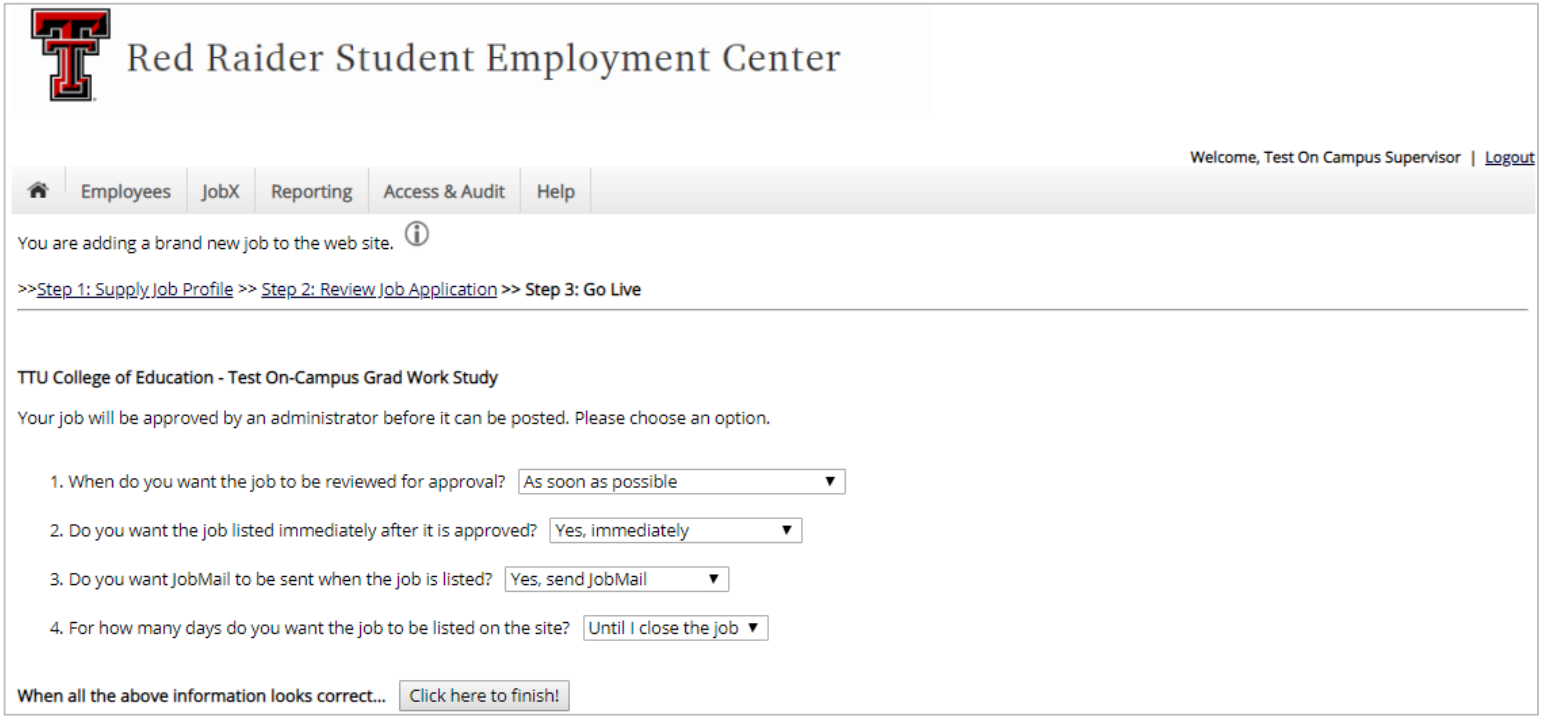


Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.

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

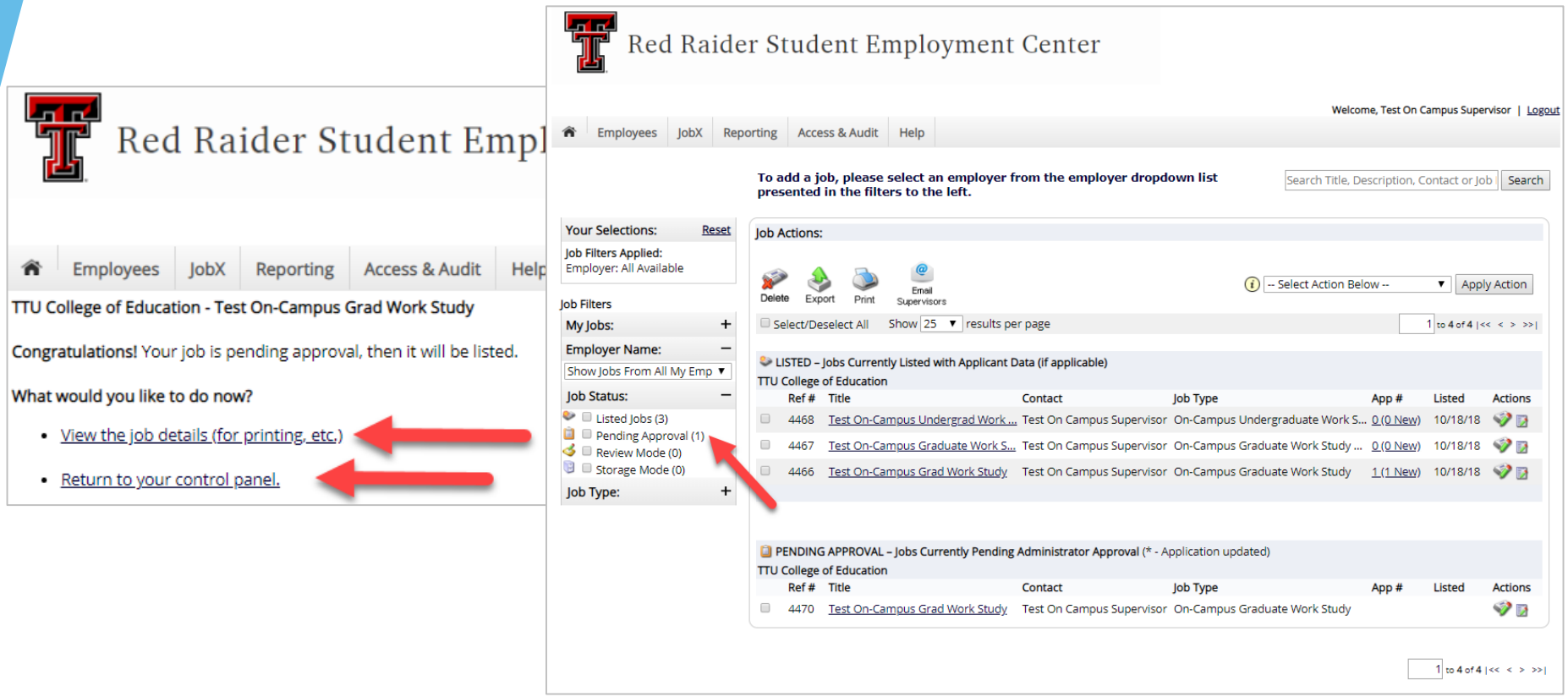
Applicants can create a JobMail account allowing them to define their job preferences. If you'd like to notify applicants with job preferences that match your job, please select 'Yes, send JobMail'. Otherwise, select 'No' and your job information will NOT be emailed to any potential applicants.

Add a Job – Step 3 – Go Live (Continued)



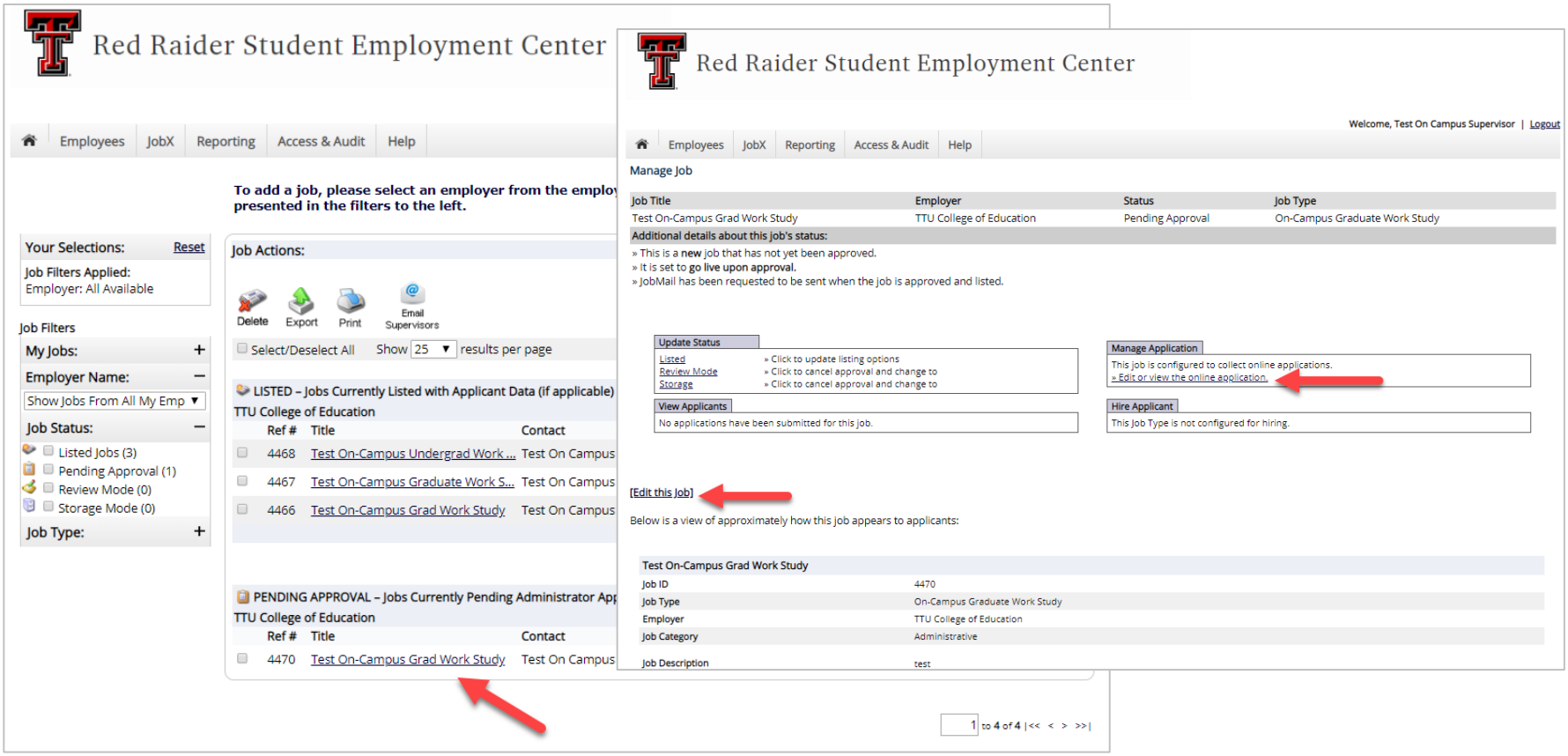
- For the question, 'For how many days do you want the job to be listed on the site?'
  - If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
  - If you want the job to be posted until your close the job, select 'Until 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!



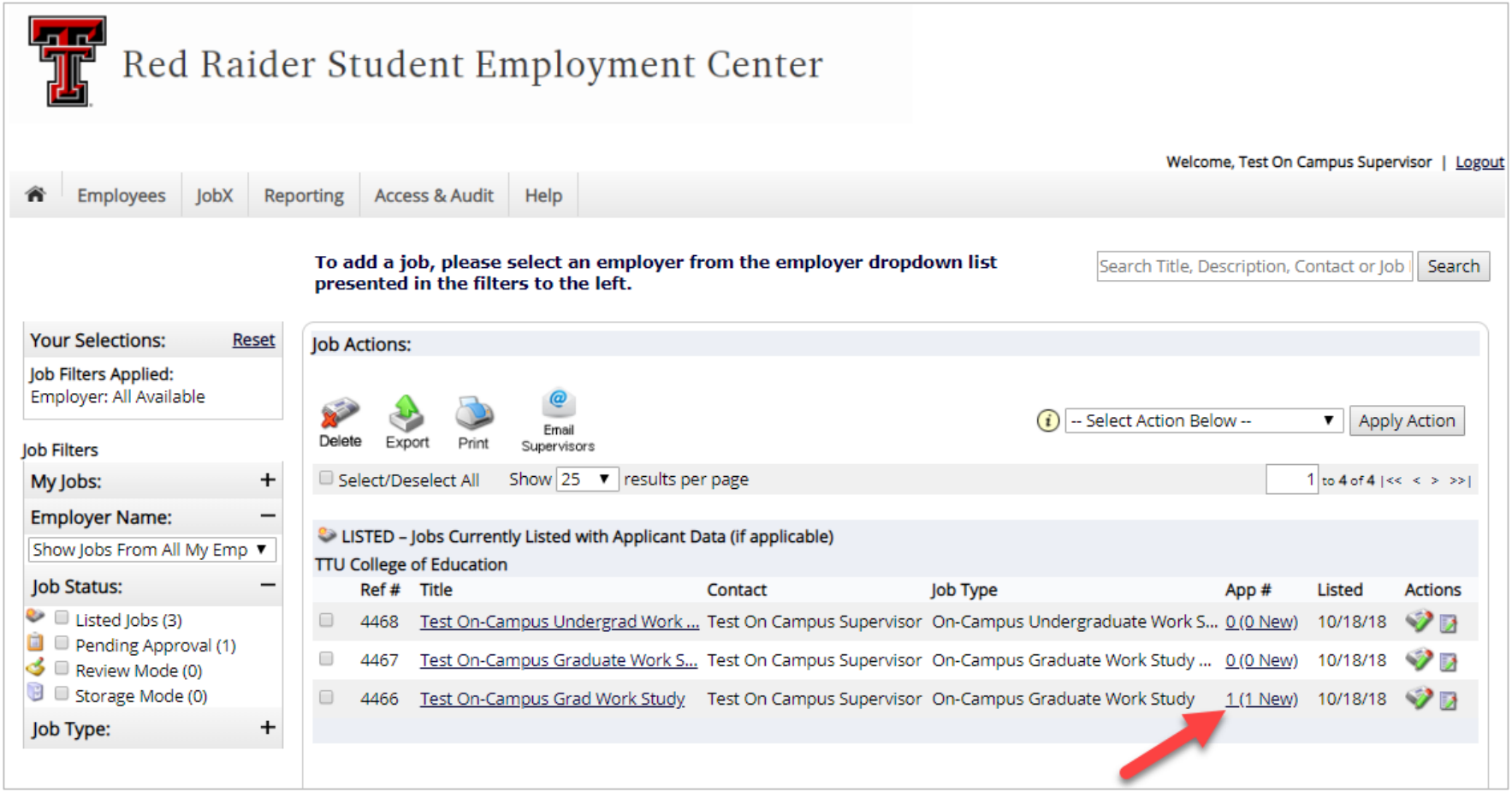
- You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.
- If you choose to return to the control panel, the job you just added can be located in the 'Pending Approval' queue.

Edit a Job



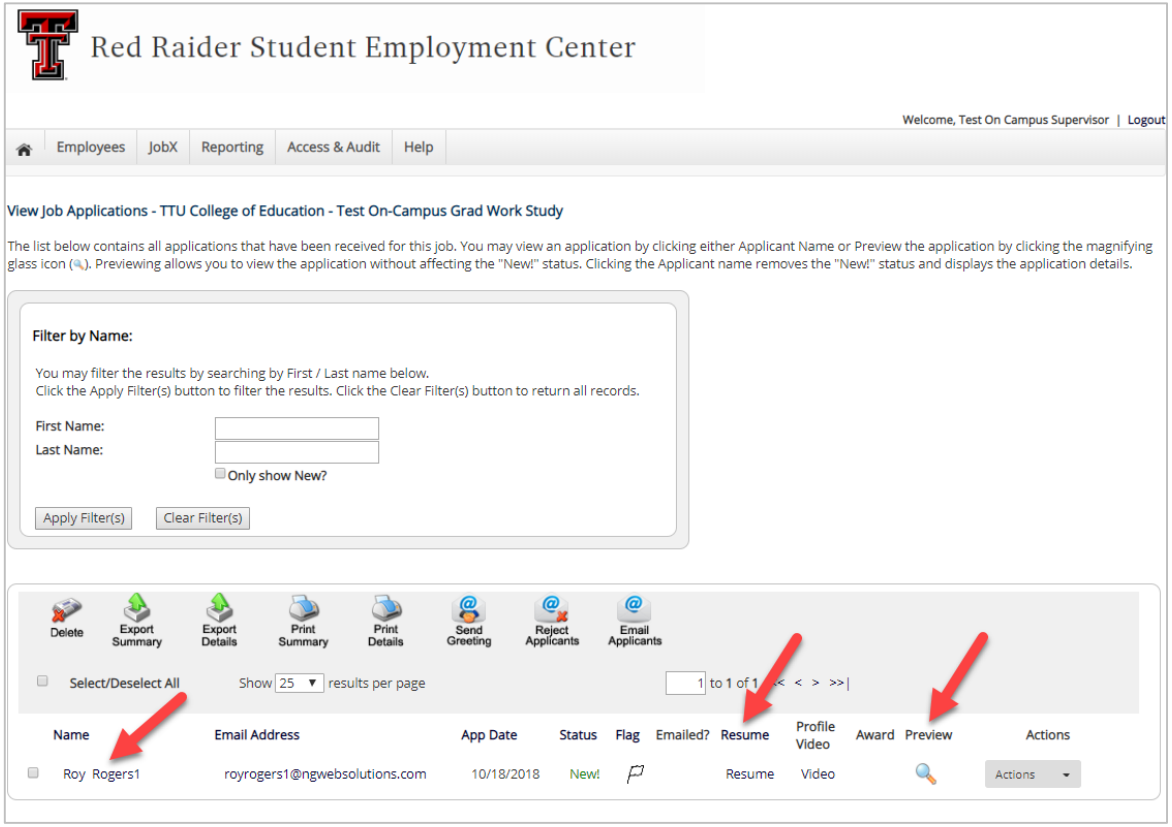
- You may view the job and/or application details, or request the job status be changed by simply clicking on the Job Title link.
- To edit the job, click ‘Edit this Job’ link on the ‘Manage Job’ page.
- To edit the application tied to your job, click ‘Edit or View the Online Application’.

Manage Applicants

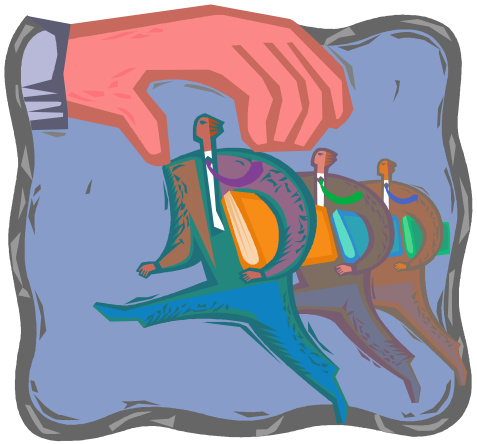


You may review an online applicant by clicking the link under the ‘App#’ column link next to the applicable job.

Manage Applicants

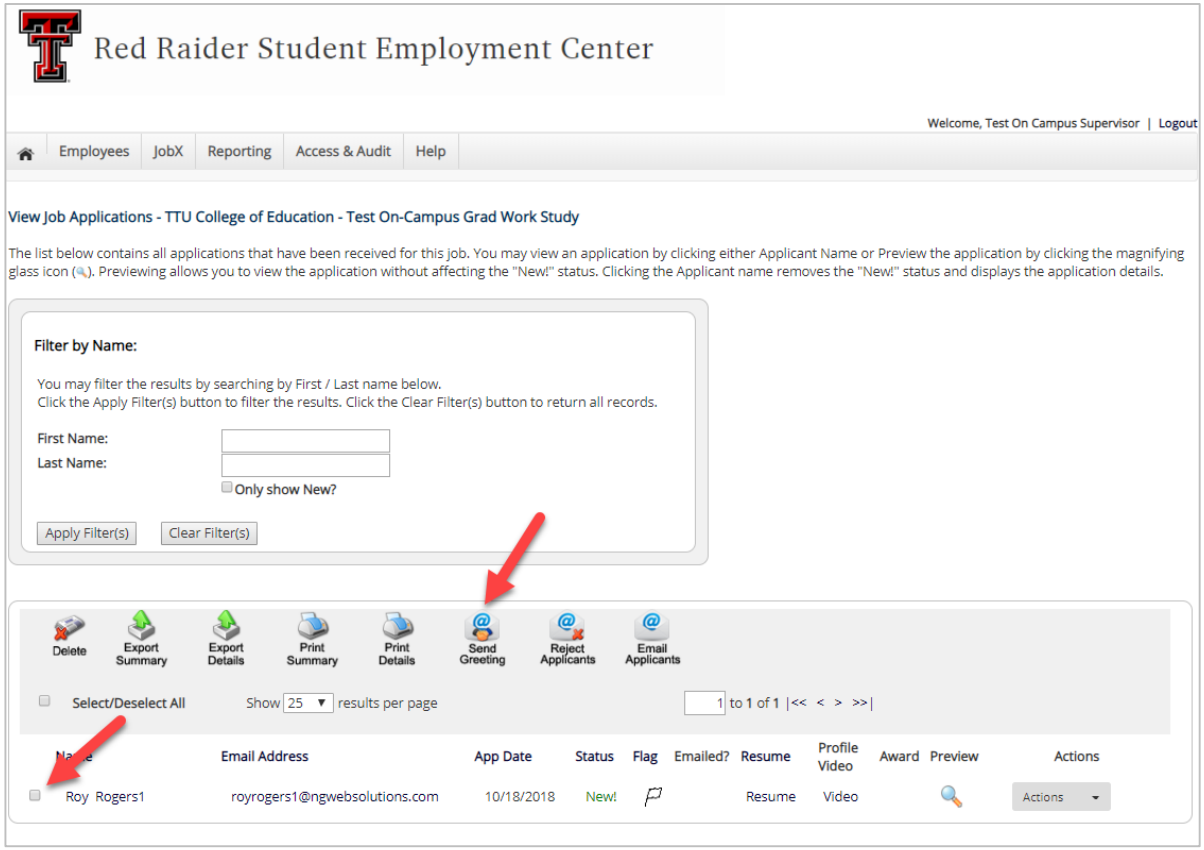


- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.



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?

Schedule an Interview with Applicant(s)

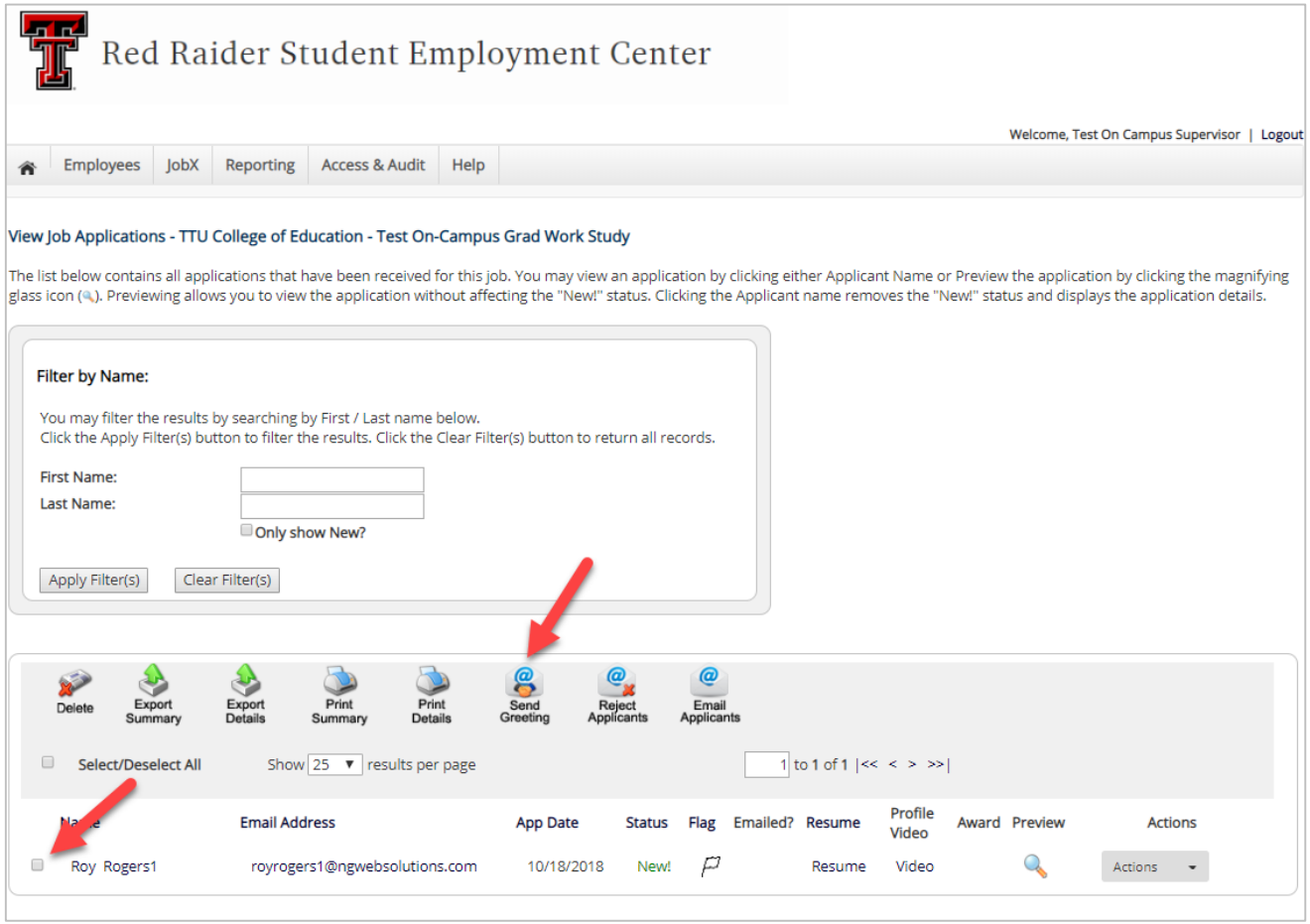


This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

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.

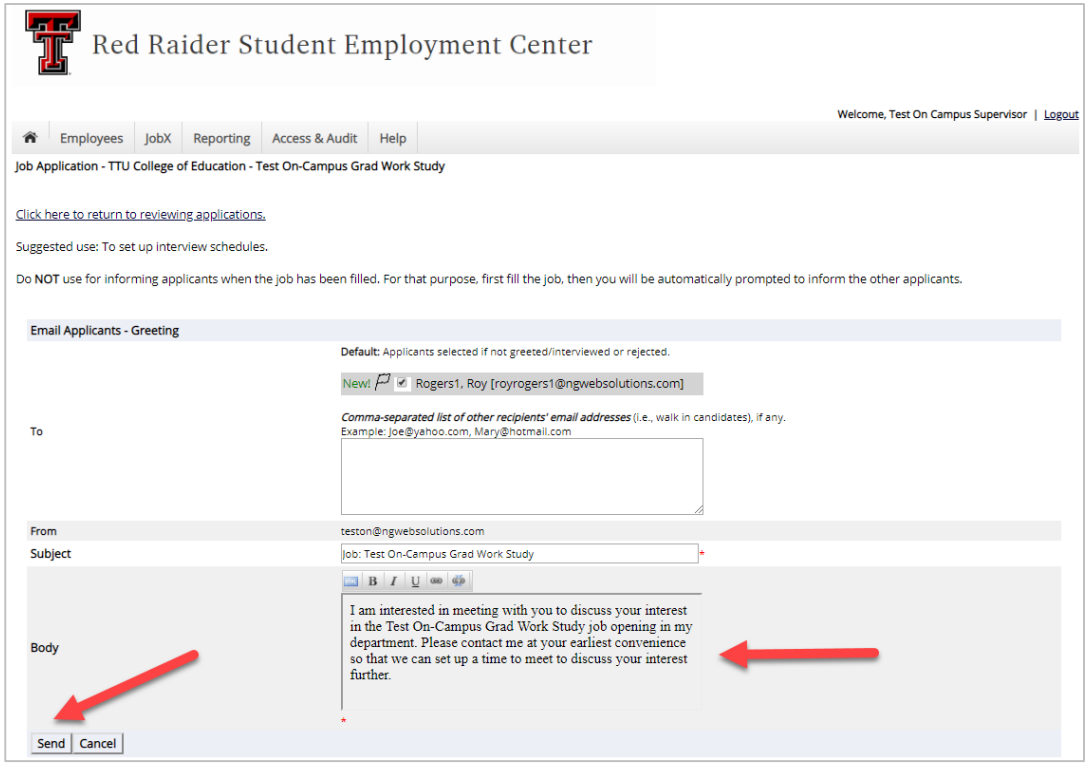
Important Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

Schedule an Interview with Applicant(s)



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

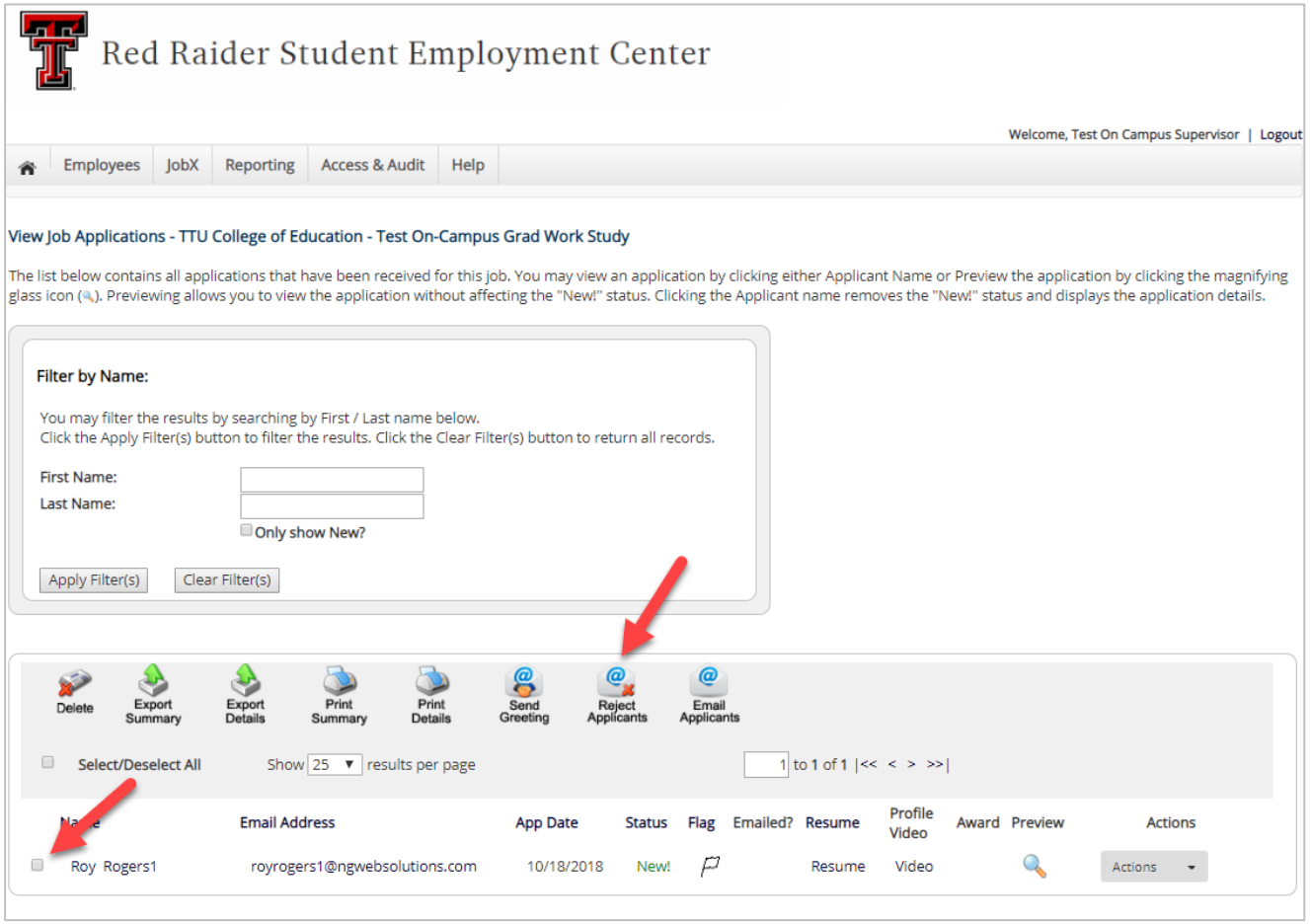


- This feature is utilized to reach out to one or more students. If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.

- 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.

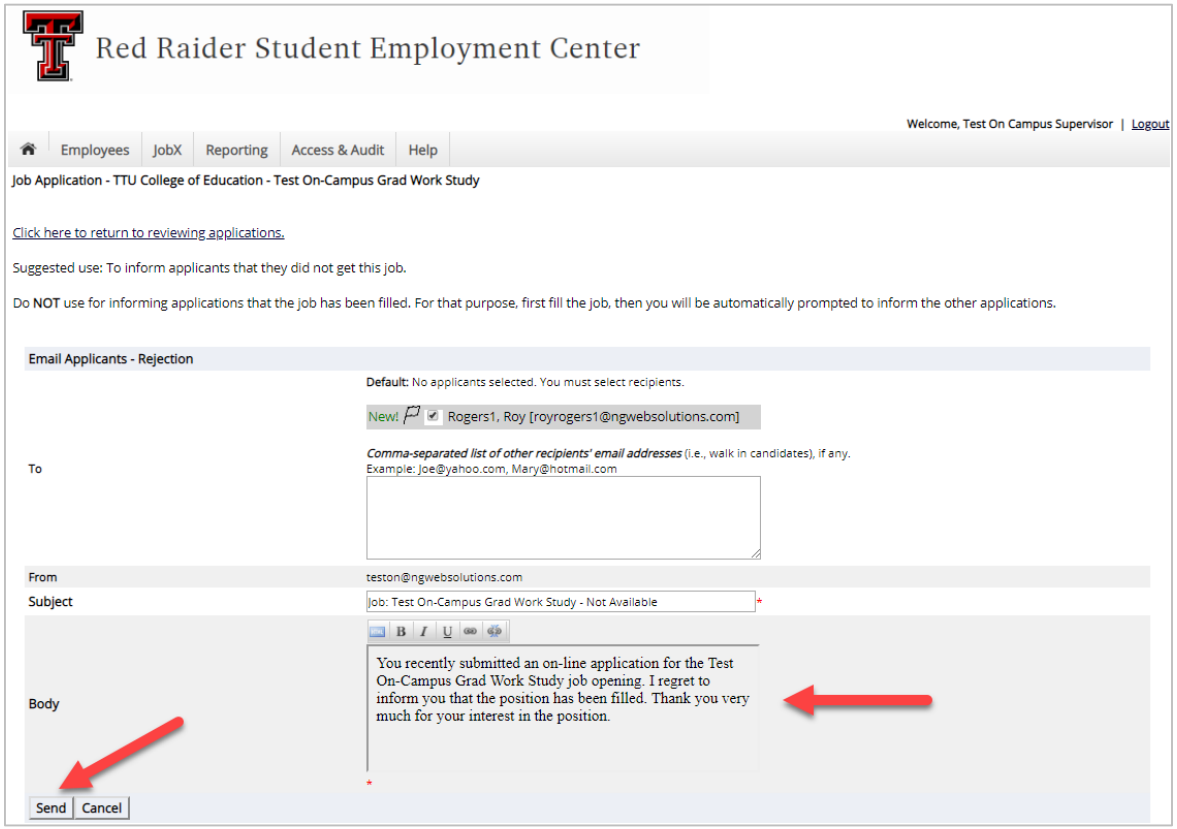
Now that you've reviewed the online applications for your job, how do you reject an applicant?

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 'Send Rejection' button.

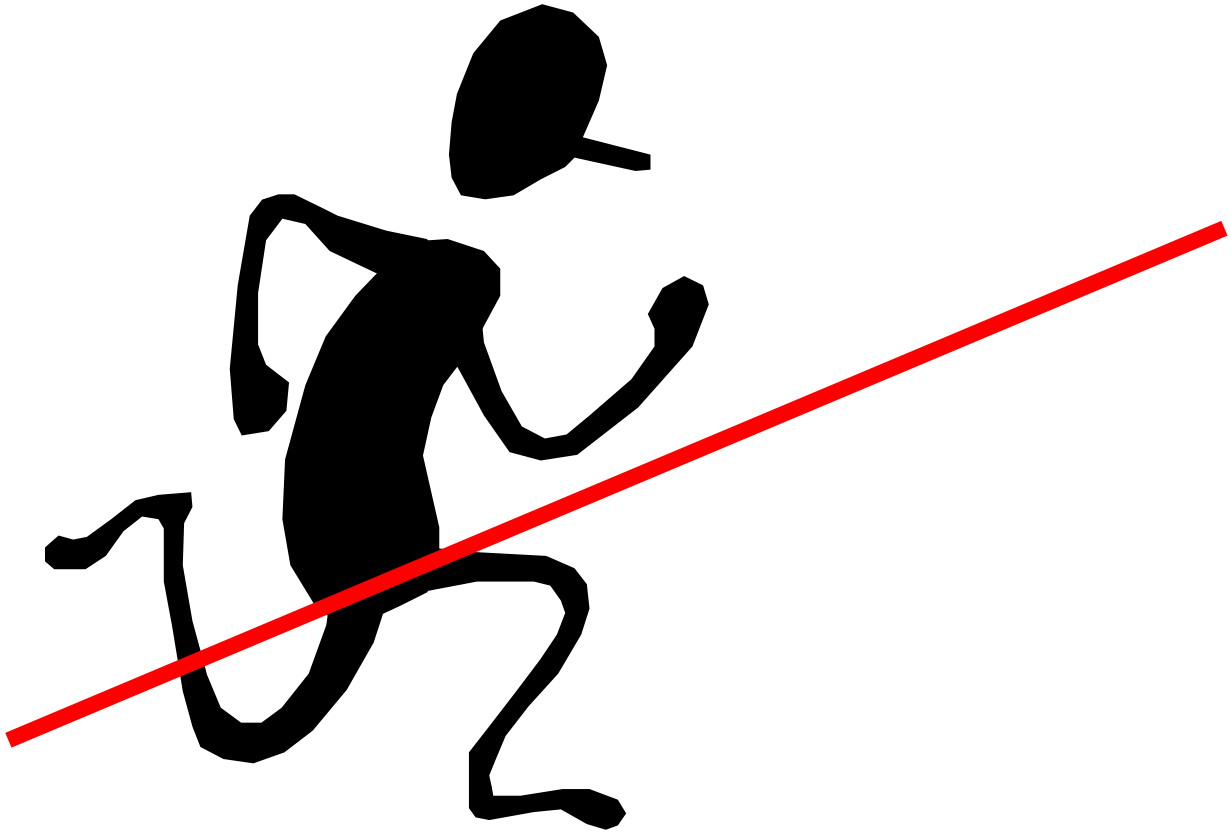
Notify applicant(s) they did NOT get the Job



- 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.

You’re Finished!!!



Questions?

Please contact the Red Raider Student Employment Center
(806) 834-2919 or student.employment@ttu.edu