Employee Training
Training Agenda

➢ How to login to JobX
➢ How to complete a JobMail subscription
➢ How to find a job
➢ How to apply for a job
➢ What is the JobX ‘My Dashboard’ feature?
First time visiting Texas Tech University’s site?

Please navigate to the following URL and click the ‘Red Raider Applicants’ link to access the JobX Student Jobs home Page.

https://ttu.studentemployment.ngwebsolutions.com/
How to Login to JobX

➢ Step 1: Click 'User Dashboard' or 'Manage JobMail' link on the Student Jobs home page.
➢ Step 2: Login utilizing your TTU User ID and Password.
How to Complete your JobMail Subscription
What is JobMail?

JobMail is a system that notifies you automatically by email when jobs of interest to YOU are posted.

To enable JobMail, you must complete a JobMail subscription defining what types of jobs interest you. Once you’ve updated your subscription, if any attributes of a new job being listed match your subscription attributes, you will receive email from the system. This email will provide all the necessary details about the job so you can proactively apply for the job, if interested.
Configure your JobMail Subscription

You may create multiple subscriptions and name them as desired for each Job Type (On-Campus Graduate Work Study, On-Campus Undergraduate Work Study, On-Campus Graduate Part Time Employment, On-Campus Undergraduate Part Time Employment, On-Campus Graduate Work Study (Summer), On-Campus Undergraduate Work Study (Summer), Off-Campus Part Time Employment) 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

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.

<table>
<thead>
<tr>
<th>On-Campus Graduate Work Study</th>
<th>[Add New Subscription]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>[Delete Subscription]</td>
</tr>
<tr>
<td>» Employer</td>
<td>0 selected</td>
</tr>
<tr>
<td>» Category</td>
<td>0 selected</td>
</tr>
<tr>
<td>» Time Frame</td>
<td>0 selected</td>
</tr>
</tbody>
</table>

Click ‘View/Modify’ to add preferences for each Job Type criterion.
Configure your JobMail Subscription

Click ‘add’ next to each item you wish to add to your JobMail subscription.
Configure your JobMail Subscription

Your selection(s) will appear in the top under ‘Selected Items’.
Configure your JobMail Subscription

- When you’re finished adding search criteria, click ‘Done.’
- Repeat this step for each Job Type and Criterion (Department/Employer, Category, and Time Frame).
Click one of the ‘Save Subscription(s)’ buttons to save your subscription.
How to search for a job
Quick Search: A search containing pre-defined criteria

➢ 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: Define your own custom job criteria

- 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:
  - Keyword(s) Search
  - Search by Job Type Population (On-Campus Graduate Work Study, On-Campus Graduate Work Study (Summer), On-Campus Undergraduate Work Study, etc.)
  - Job Category, Employers/Department, Time Frame, Wage, and Hours per Week
How to apply for a job
TTU Disclaimer Statements

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

➢ A TTU Disclaimer statement will be presented for each Job Type (On-Campus Graduate Work Study, On-Campus Graduate Work Study (Summer), On-Campus Undergraduate Work Study, etc.) you selected.

➢ After you’ve successfully reviewed the applicable TTU 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 one or more jobs with one single application!

➢ Simply click the box next to one or more jobs you wish to submit an application.

➢ Then, click the ‘Apply for Selected Jobs’ link.
Apply for one or more jobs with one single application!

➢ Please fill out the questions on the application. Any 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 if the information is no longer accurate.

➢ You may upload a resume for the employer to review, if desired. In order to do so, browse to that file on your computer and click ‘Open’.

➢ Lastly, to submit your application to the supervisors for all the jobs you selected, please click the “Submit” button at the end of the application.
What is the JobX ‘My Dashboard’ Feature?

- The JobX ‘My Dashboard’ feature provides a centralized location to access all your JobX data.
- ‘My Dashboard’ data includes:
  - Applications (Status, View, Print, Withdraw)
  - JobMail Subscriptions
To access your ‘My Dashboard’ feature, click the ‘My Dashboard’ feature from the Employees menu.

To access applications and/or JobMail subscription, simply click the respective tab you wish to view.
No more waiting to find out the status (e.g. submitted, submitted – greeted, submitted - declined) of the applications you submitted for your ‘best fit’ jobs. My dashboard provides real-time self-service access to this information.

Applicants can customize their application view and print applications.

Applicants can simply withdraw a previously submitted application by clicking the red ‘X’ next to the applicable application if they no longer have any interest in the job. Applicant’s have two options when withdrawing their application.

- Withdraw an application and email the supervisor to explain why you’re withdrawing your application; OR
- Withdraw an application without emailing the supervisor.
Congratulations, You’re Finished!

What are the next steps?
Next Steps….

Once you have submitted your application, the hiring department (or business) will contact you regarding additional application and/or interview requirements.

YOU MAY NOT BEGIN WORK UNTIL your supervisor authorizes you to begin work.
Questions?

Please email the Red Raider Student Employment Center at:
student.employment@ttu.edu
or call us at:
806-834-2919