



Student Employment – JobX

Spring 2012 Release



“New” JobX Job Control Panel Overview

New **JobX** Job Control Panel Features & Benefits

- **Employer List Filtered by Employer Type**
 - No more scrolling for days to find the correct Employer you would like to select when adding a new job.
- **User Friendly Statuses (i.e. Listed, Review, Storage, etc.)**
 - New Status Icons visually help you identify the Job Status.
 - Mouse over icons provide detailed definitions and important notes for each Job Status, thus minimizing any confusion.
- **Show/Hide Sliding Windows**
 - Minimizes unnecessary functions
 - Maximizes the amount of data presented on a screen.
- **Improved Efficiencies**
 - Control how many jobs are presented on a page, thus maximizing screen speed for schools with thousands of jobs.
 - Not only can you manage the job or hire a student directly from the job control panel, you can now manage the Job Application from the control panel, as well.
 - Sophisticated Page Controls - Fast Forward, Reverse, and Page Specific Options

Mass Job Level Transactions

- Employers and/or Administrators can manage multiple jobs at one time with minimal keystrokes.
 - Delete Multiple Jobs
 - Export Multiple Job Details
 - Print Multiple Job Details
 - Change Multiple Job Statuses
 - Move Multiple Listed Jobs to Review or Storage Mode
 - Move Multiple Jobs in Review to Listed or Storage Mode
 - Move Multiple Jobs in Storage to Listed or Review Mode



New JobX Job Control Panel Overview

Employer List Filtered by Employer Type (Administrator View Only)

The screenshot displays the NextGen TaigeAdmin interface. On the left is a sidebar with links: Student Employment Home, System Admin Home, JobX Admin Home, Job Control Panel, and Log Out. The main content area shows a welcome message and a date. Below this is the 'Employer Filter' section, which includes a 'Filter Employers:' dropdown menu. A red arrow points to the 'Show all Employers' option in the dropdown. Below the dropdown are two radio buttons: 'Only show "my" jobs' and 'Show all jobs within selected employer(s)'. A message states 'To add a job, please select an employer.' Below this is the 'Job Status Filter' section, which includes four checkboxes: 'View Listed Jobs (28)', 'View Jobs Pending Approval (4)', 'View Jobs in Review Mode(13)', and 'View Jobs in Storage Mode (5)'. At the bottom right, there is a pagination control showing '1 to 0 of 0' and navigation buttons.

Student Employment Home
System Admin Home
JobX Admin Home
Job Control Panel
Log Out

Welcome, NextGen TaigeAdmin :: Wednesday, April 25, 2012

Employer Filter: [show/hide]

Employer Type
Filter Employers:
-- Show all Employers --
-- Show all Employers --
-- All On Campus --
-- All Off Campus --

Employer
Only show "my" jobs
Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]

View Listed Jobs (28)
View Jobs Pending Approval (4)
View Jobs in Review Mode(13)
View Jobs in Storage Mode (5)

Approve External Jobs

1 to 0 of 0 | << < > >> |

1. First, simply specify Employer Type (i.e. On Campus, Off Campus, etc.)
Please note: Employer Types will differ for each school based on the overall Employer Types implemented at the time of installation.

Employer List Filtered by Employer Type (Administrator View Only)

The screenshot displays the Delaware State University NextGen TaigaAdmin interface. The top navigation bar includes links for Admissions, Financial Assistance, Academics, and Resources. A sidebar on the left contains links for Student Employment Home, System Admin Home, JobX Admin Home, Job Control Panel, and Log Out. The main content area shows a welcome message and an 'Employer Filter' dropdown menu. The dropdown menu is open, displaying a list of departments, with 'Department of Chemistry' highlighted. A red arrow points to the 'Department of Chemistry' option. Below the dropdown, there is a section titled 'Add a new job for Payroll' with a 'Job Status Filter' and three checkboxes: 'View Listed Jobs (0)', 'View Jobs in Review Mode(0)', and 'View Jobs in Storage Mode (0)'. A button labeled 'Approve External Jobs' is also present. The bottom right corner shows a pagination control indicating '1 to 0 of 0' items.

1. Then, start typing your desired Employer name to locate your desired Employer in seconds!

[Student Employment Home](#)

[System Admin Home](#)

[JobX Admin Home](#)

[Job Control Panel](#)

[Log Out](#)

Welcome, NextGen TaigeAdmin :: Wednesday, April 25, 2012





Employer Filter: [show/hide]

Employer Type **Filter Employers:**
-- Show all Employers -- ▾

Employer -- Show all jobs -- ▾
☐ Only show "my" jobs
☒ Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]

-  ☐ View Listed Jobs (28)
-  ☐ View Jobs Pending Approval (5)
-  ☐ View Jobs in Review Mode(13)
-  ☐ View Jobs in Storage Mode (5)

[Approve External Jobs](#)

1 to 0 of 0 | << < > >> |

- New Status Icons visually help you identify the Job Status.

User Friendly Status Definitions - Listed

The screenshot shows the Delaware State University Job Control Panel. The top navigation bar includes links for Admissions, Financial Assistance, Academics, Research, Student Affairs, Athletics, Library, and Administration. The main content area is titled 'Student Employment Home' and includes a welcome message for 'Taige Test On Campus Employer' dated Friday, April 27, 2012. Below this, there is an 'Employer Filter' section with a dropdown menu set to 'Show Jobs From All My Employers' and two radio buttons: 'Only show "my" jobs' and 'Show all jobs within selected employer(s)'. A message states 'To add a job, please select an employer.' Below this is a 'Job Status Filter' section with four options: 'View Listed Jobs (10)', 'View Jobs Pending Approval (3)', 'View Jobs in Review Mode(10)', and 'View Jobs in Storage Mode (4)'. A tooltip box on the right, titled 'Listed', provides definitions for jobs in this status: 'Have been approved by all necessary parties', 'Are currently posted among the list of available jobs', and 'May be searched and applied for by students'. An 'Important Note' states: 'Changes made to any job in this status, may require an approval from your site Administrator.' Two red arrows point from the 'Listed' icon in the Job Status Filter and the 'Listed' tooltip title to their respective definitions.

Delaware State University
MAKING OUR MARK ON THE WORLD
CONTACT | DIRECT

Admissions Financial Assistance Academics Research Student Affairs Athletics Library Administration

Student Employment Home
Job Control Panel
Log Out

Welcome, Taige Test On Campus Employer :: Friday, April 27, 2012

Employer Filter: [show/hide]
Employer Show Jobs From All My Employers ▼
☐ Only show "my" jobs
☒ Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]

- ☐ View Listed Jobs (10)
- ☐ View Jobs Pending Approval (3)
- ☐ View Jobs in Review Mode(10)
- ☐ View Jobs in Storage Mode (4)

Listed
Jobs in this status:

- Have been approved by all necessary parties
- Are currently posted among the list of available jobs
- May be searched and applied for by students

Important Note:

- Changes made to any job in this status, may require an approval from your site Administrator.

- Mouse over icons and get detailed definitions and important notes for each Job Status.

The screenshot shows the Delaware State University Job Control Panel. At the top is the university logo and a navigation bar with links: Admissions, Financial Assistance, Academics, Research, Student Affairs, Athletics, Library, and Administration. The main content area is titled 'Student Employment Home' and includes a welcome message for 'Taige Test On Campus Employer' dated Friday, April 27, 2012. Below this is a 'Job Control Panel' with a 'Log Out' link. The panel features two filter sections: 'Employer Filter' with a dropdown menu set to 'Show Jobs From All My Employers' and radio buttons for 'Only show "my" jobs' and 'Show all jobs within selected employer(s)'; and 'Job Status Filter' with checkboxes for 'View Listed Jobs (10)', 'View Jobs Pending Approval (3)', 'Pending Approval Review Mode(10)', and 'View Jobs in Storage Mode (4)'. A red arrow points from the 'View Jobs Pending Approval (3)' checkbox to a tooltip box on the right. The tooltip box is titled 'Pending' and contains the following information:

Pending
Jobs in this status:

- Have been submitted for approval to an administrator

Important Note:

- The Primary and Secondary contacts will be notified once the job has been approved and its status has been changed to "Jobs Currently Listed"
- Changes made to any job in this status, may require an approval from your Site Administrator

- Mouse over icons and get detailed definitions and important notes for each Job Status.

The screenshot displays the Delaware State University Job Control Panel. The top navigation bar includes links for Admissions, Financial Assistance, Academics, Research, Student Affairs, Athletics, Library, and Administration. The main content area shows a welcome message and a list of job status filters: View Listed Jobs (10), View Jobs Pending Approval (3), View Jobs in Review Mode(10), and Review New Jobs in Storage Mode (4). A red arrow points to the 'Review' icon, which has triggered a tooltip. The tooltip, titled 'Review', lists four key points about jobs in this status: they are de-listed, cannot be viewed or applied for, can still have applications, and require administrative approval for re-listing. Another red arrow points from the 'Review' filter link to the tooltip.

Delaware State University
MAKING OUR MARK ON THE WORLD

CONTACT | DIRECT

Admissions Financial Assistance Academics Research Student Affairs Athletics Library Administration

[Student Employment Home](#)
[Job Control Panel](#)
[Log Out](#)

Welcome, Taige Test On Campus Employer :: Friday, April 27, 2012

Employer Filter: [show/hide]

Employer: Show Jobs From All My Employers ▼

☐ Only show "my" jobs
☒ Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]

☐ View Listed Jobs (10)
☐ View Jobs Pending Approval (3)
☒ View Jobs in Review Mode(10)
☐ Review New Jobs in Storage Mode (4)

Review
Jobs in this status:

- This Job(s) has been de-listed from the site.
- Jobs in "Review" mode can't be viewed, searched, or applied for by the applicant.
- Jobs in "Review" mode could have associated applications an employer/administrator can still review and select in the hiring process.
- If your site is configured to require an administrative approval before re-listing a job in "Review" mode, any changes will be submitted for approval prior to re-listing.

- Mouse over icons and get detailed definitions and important notes for each Job Status.

The screenshot displays the Delaware State University Job Control Panel. The top navigation bar includes links for Admissions, Financial Assistance, Academics, Research, Student Affairs, Athletics, Library, and Administration. The main content area shows a welcome message and a date of Friday, April 27, 2012. Below this, there is an 'Employer Filter' section with a dropdown menu set to 'Show Jobs From All My Employers' and two radio buttons: 'Only show "my" jobs' and 'Show all jobs within selected employer(s)'. A message states 'To add a job, please select an employer.' Below this is a 'Job Status Filter' section with four options: 'View Listed Jobs (10)', 'View Jobs Pending Approval (3)', 'View Jobs in Review Mode(10)', and 'View Jobs in Storage Mode (4)'. A red arrow points to the 'View Jobs in Storage Mode (4)' option. On the right side, a 'Storage' modal window is open, displaying the following text: 'Jobs in this status:' followed by a list of bullet points: 'Will PERMANENTLY delete all associated applications. Note: Schools typically utilize this status to cleanse a prior year's list of applicants associated with a job in preparation for posting the job for a new academic year.', 'Have been temporarily de-listed from the Website', 'Are currently NOT posted among the list of available jobs', 'May NOT be searched and applied for by students', and 'Do not have any associated applications.' Below this is an 'Important Note:' section with two bullet points: 'If you place a job into storage and delete all associated applications, you CANNOT retrieve the deleted applications.' and 'Changes made to any job in this status, may require an approval from your Site Administrator'. A red arrow points from the 'View Jobs in Storage Mode (4)' option to the 'Storage' modal window.

Storage
Jobs in this status:

- Will PERMANENTLY delete all associated applications. Note: Schools typically utilize this status to cleanse a prior year's list of applicants associated with a job in preparation for posting the job for a new academic year.
- Have been temporarily de-listed from the Website
- Are currently NOT posted among the list of available jobs
- May NOT be searched and applied for by students
- Do not have any associated applications.

Important Note:

- If you place a job into storage and delete all associated applications, you CANNOT retrieve the deleted applications.
- Changes made to any job in this status, may require an approval from your Site Administrator

- Mouse over icons and get detailed definitions and important notes for each Job Status.

Show/Hide Sliding Windows

Student Employment Home

Job Control Panel

Log Out

Welcome, Taige Test On Campus Employer :: Friday, April 27, 2012

Employer Filter: [show/hide]

Employer

Show Jobs From All My Employers ▼

☐ Only show "my" jobs

☒ Show all jobs within selected employer(s)

To add a job, please select an employer.

Job Status Filter: [show/hide]



☐ View Listed Jobs (10)



☐ View Jobs Pending Approval (3)



☐ View Jobs in Review Mode(10)



☐ View Jobs in Storage Mode (4)

Show

Hide

Employer Filter: [show/hide]

Job Status Filter: [show/hide]



Delete



Export



Print

-- Select Action Below --

Apply Action

☐ Select All / De-Select All

Show 25 results per page

1 to 25 of 25 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

<input type="checkbox"/>	Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 4/30/2012		
<input type="checkbox"/>	Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012		

Student Employment

<input type="checkbox"/>	Ref# 4199	Clerical II - Test	0 Applicants (0 New)	Listed: 4/30/2012		
<input type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd	1 Applicants (1 New)	Listed: 4/30/2012		
<input type="checkbox"/>	Ref# 4182	Test - 122010	1 Applicants (1 New)	Listed: 2/9/2012		
<input type="checkbox"/>	Ref# 4154	Test - March 12	1 Applicants (1 New)	Listed: 2/9/2012		
<input type="checkbox"/>	Ref# 4166	Test - Please do not apply	0 Applicants (0 New)	Listed: 2/9/2012		

PENDING APPROVAL – Jobs Currently Pending Administrator Approval


Student Employment


<input type="checkbox"/>	Ref# 4200	Test - On Campus Job	0 Applicants (0 New)			
<input type="checkbox"/>	Ref# 4190	Test On Campus Non-FWS Job - 120111	0 Applicants (0 New)			


- Minimizes unnecessary functions
- Maximizes the amount of data presented on a screen.




Improved Job Control Panel Efficiencies

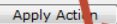
Job Status Filter: [show/hide]

 ☐ View Listed Jobs (10)

 ☐ View Jobs in Review Mode(10)

 ☐ View Jobs in Storage Mode (4)




















 Delete  Export  Print

-- Select Action Below -- 













☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >>|

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

<input type="checkbox"/>	Ref# 4181	Office Admin	0 Applicants (0 New)	Listed: 2/16/2012	  
<input type="checkbox"/>	Ref# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012	   
<input type="checkbox"/>	Ref# 4174	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	  
<input type="checkbox"/>	Ref# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	  
<input type="checkbox"/>	Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012	  
<input type="checkbox"/>	Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012	  

Student Employment

<input type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd	1 Applicants (1 New)	Listed: 2/9/2012	  
<input type="checkbox"/>	Ref# 4182	Test - 122010	1 Applicants (1 New)	Listed: 2/9/2012	  
<input type="checkbox"/>	Ref# 4154	Test - March 12	1 Applicants (1 New)	Listed: 2/9/2012	  
<input type="checkbox"/>	Ref# 4166	Test - Please do not apply	0 Applicants (0 New)	Listed: 2/9/2012	  

- Control how many jobs are presented on a page, thus maximizing screen speed for schools with thousands of jobs.
- Sophisticated Page Controls - Fast Forward, Reverse, and Page Specific Options

Manage the Job

Job Status Filter: [show/hide]

☐ View Listed Jobs (10)
☐ View Jobs in Review Mode(10)
☐ View Jobs in Storage Mode (4)

-- Select Action Below --

☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

Ref#	Job Title	Applicants	Listed	Actions
Re# 4181	Office Admin	0 Applicants (0 New)	Listed: 2/16/2012	
Re# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012	
Re# 4174	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	
Re# 4175	Student Services Assistant			
Re# 4178	test 112410			
Re# 4179	test 1124102			

Student Employment

Re# 4150	Test - 03/02/10 - 2nd			
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-- Select Action Below --

☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >> |

Job Status Filter: [show/hide]

☐ View Listed Jobs (10)
☐ View Jobs in Review Mode(10)
☐ View Jobs in Storage Mode (4)

Manage the Application (New)

Job Status Filter: [show/hide]

☐ View Listed Jobs (10)
☐ View Jobs in Review Mode(10)
☐ View Jobs in Storage Mode (4)

-- Select Action Below --

☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

Ref#	Job Title	Applicants	Listed	Actions
Re# 4181	Office Admin	0 Applicants (0 New)	Listed: 2/16/2012	
Re# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012	
Re# 4174	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	
Re# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	
Re# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012	
Re# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012	

☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >> |

Job Status Filter: [show/hide]

☐ View Listed Jobs (10)
☐ View Jobs in Review Mode(10)
☐ View Jobs in Storage Mode (4)

Hire a Student

-- Select Action Below --

☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

Ref#	Job Title	Applicants	Listed	Actions
Re# 4181	Office Admin	0 Applicants (0 New)	Listed: 2/16/2012	
Re# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012	
Re# 4174	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	
Re# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012	
Re# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012	

☐ Select/De-Select page Show 25 results per 1 to 25 of 27 | << < > >> |

Job Status Filter: [show/hide]

☐ View Listed Jobs (10)
☐ View Jobs in Review Mode(10)
☐ View Jobs in Storage Mode (4)

- User friendly Functional Icons used to “Manage Job”, “Manage Application, and “Hire a Student”
- Not only can you manage the job or hire a student directly from the job control panel, you can now manage the Job Application from the control panel, as well.

“Select All”

Job Status Filter: [show/hide]

☐ View Listed Jobs (8)

☐ View Jobs Pending Approval (3)

☐ View Jobs in Review Mode (10)

☐ View Jobs in Storage Mode (4)

☒ Select All / De-Select All Show 25 results per page 1 to 25 of 25 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

<input checked="" type="checkbox"/>	Ref# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012			
<input checked="" type="checkbox"/>	Ref# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012			
<input checked="" type="checkbox"/>	Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012			
<input checked="" type="checkbox"/>	Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012			

Student Employment

<input checked="" type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd	1 Applicants (1 New)	Listed: 2/9/2012			
<input checked="" type="checkbox"/>	Ref# 4182	Test - 122010	1 Applicants (1 New)	Listed: 2/9/2012			
<input checked="" type="checkbox"/>	Ref# 4154	Test - March 12	1 Applicants (1 New)	Listed: 2/9/2012			
<input checked="" type="checkbox"/>	Ref# 4166	Test - Please do not apply	0 Applicants (0 New)	Listed: 2/9/2012			

OR

Select a Few Jobs

Job Status Filter: [show/hide]

☐ View Listed Jobs (8)

☐ View Jobs Pending Approval (3)

☐ View Jobs in Review Mode (10)

☐ View Jobs in Storage Mode (4)

☐ Select All / De-Select All Show 25 results per page 1 to 25 of 25 | << < > >> |

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

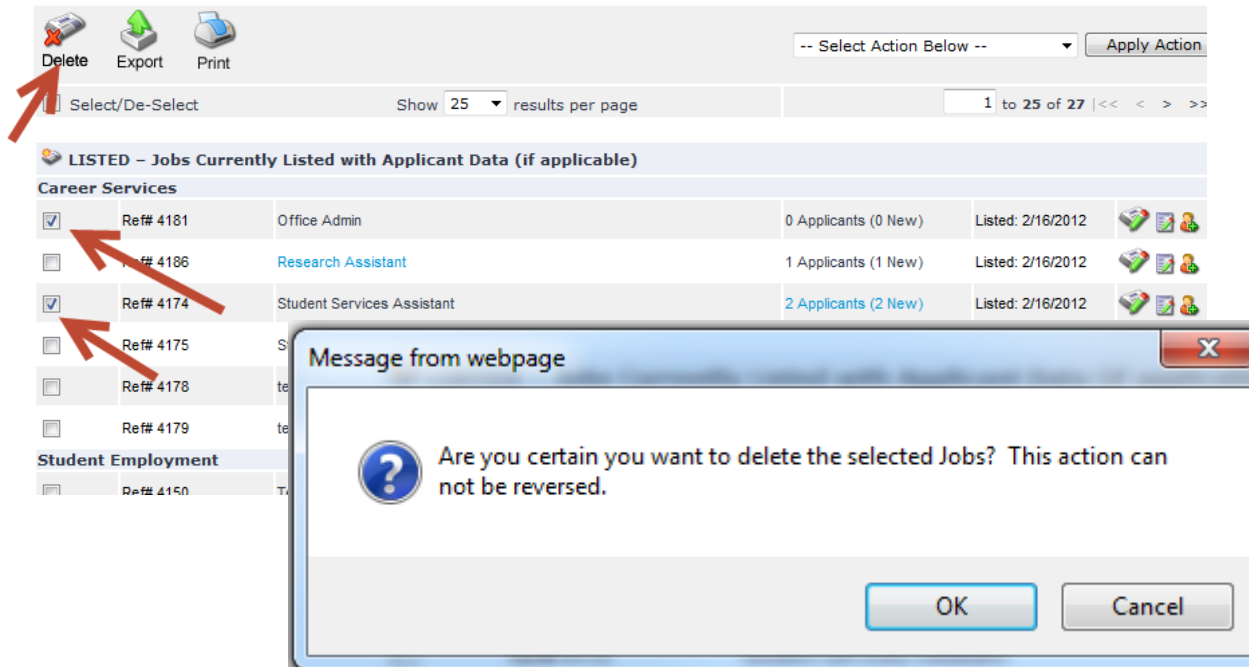
Career Services

<input checked="" type="checkbox"/>	Ref# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012			
<input type="checkbox"/>	Ref# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012			
<input checked="" type="checkbox"/>	Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012			
<input type="checkbox"/>	Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012			

Student Employment

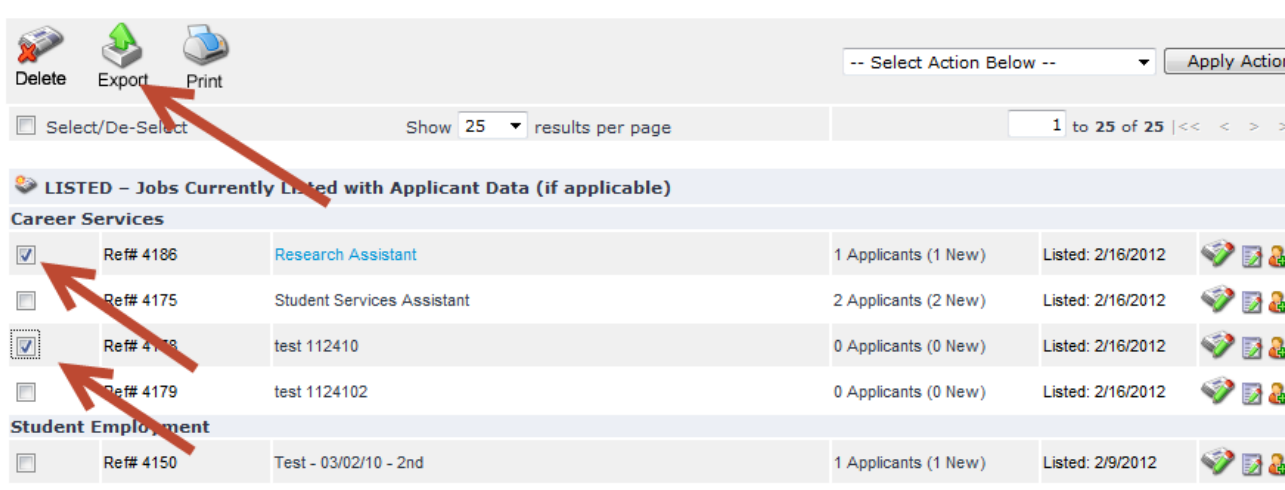
<input checked="" type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd	1 Applicants (1 New)	Listed: 2/9/2012			
<input type="checkbox"/>	Ref# 4182	Test - 122010	1 Applicants (1 New)	Listed: 2/9/2012			

“Select All”, “De-Select All”, or select just a few jobs at a time before designating which **JobX** Mass Level Transaction you wish to perform.



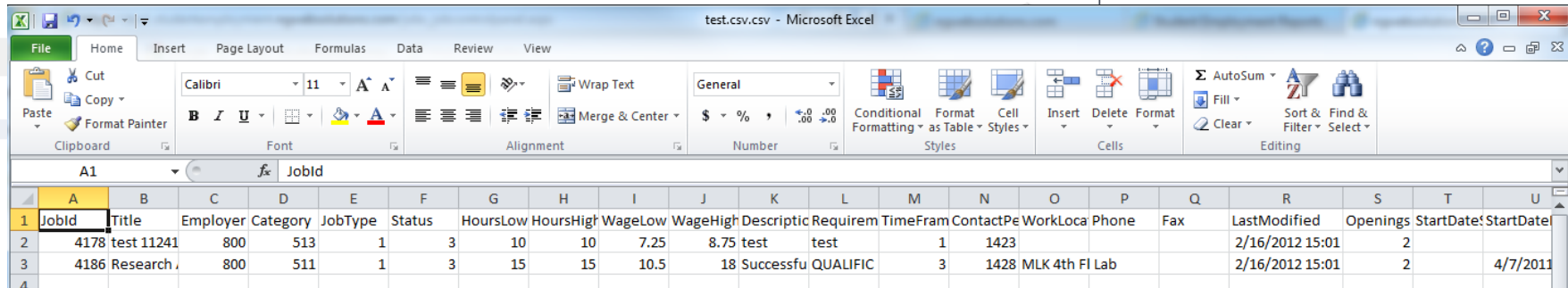
Now, Jobs can be deleted individually or at a mass level without having to first put them in Storage, minimizing several key strokes.

1. After selecting the individual job or multiple jobs you wish to delete, simply click the “Delete” button.
2. A confirmation window is presented to ensure you don’t perform a mass deletion transaction on the incorrect jobs.



The screenshot shows a web application interface with a top navigation bar containing 'Delete', 'Export', and 'Print' buttons. Below the navigation bar is a 'Select/De-Select' checkbox and a 'Show 25 results per page' dropdown. The main content area is titled 'LISTED – Jobs Currently Listed with Applicant Data (if applicable)' and is divided into two sections: 'Career Services' and 'Student Employment'. The 'Career Services' section lists four jobs with checkboxes for selection. The 'Student Employment' section lists one job. Red arrows point to the 'Export' button and the checkboxes for the first three jobs in the 'Career Services' section.




Ref#	Title	Applicants	Listed
Ref# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012
Ref# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012
Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012
Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012



The screenshot shows a Microsoft Excel spreadsheet titled 'test.csv.csv - Microsoft Excel'. The spreadsheet contains the following data:

JobId	Title	Employer	Category	JobType	Status	HoursLow	HoursHigh	WageLow	WageHigh	Descriptive	Requirement	TimeFrame	ContactPe	WorkLoca	Phone	Fax	LastModified	Openings	StartDate	StartDate
4178	test 11241	800	513	1	3	10	10	7.25	8.75	test	test	1	1423				2/16/2012 15:01	2		
4186	Research	800	511	1	3	15	15	10.5	18	Successful	QUALIFIC	3	1428	MLK 4th Fl Lab			2/16/2012 15:01	2		4/7/2011

1. After selecting the individual job or multiple jobs you wish to export, simply click the “Export” button.
2. An Excel spreadsheet will be built so you can build mass email/letter merges or manage your data, as desired.

☐ Select/De-Select
 Show 25 results per page

LISTED - Jobs Currently Listed with Applicant Data (if applicable)

Career Services

<input checked="" type="checkbox"/>	Ref# 4186	Research Assistant
<input type="checkbox"/>	Ref# 4175	Student Services Assistant
<input checked="" type="checkbox"/>	Ref# 4178	test 112410
<input type="checkbox"/>	Ref# 4179	test 1124102

Student Employment

<input type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd
<input type="checkbox"/>	Ref# 4129	Test - 12/20/10

Research Assistant

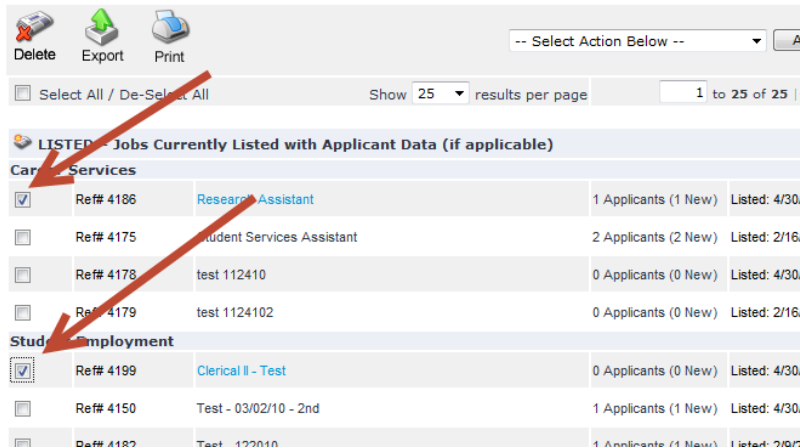
Job ID	4186
Job Type	FWS Jobs - On Campus
Employer	Career Services
Job Category	Research (Laboratory)
Job Description	Successful candidate will provide research assistance in a laboratory that focuses in protein nucleic acid assemblies that participate in the replication and maintenance of eukaryotic chromosome ends, called telomeres. The candidate's primary responsibilities will be to assist lab members with the cloning, expression, purification and characterization of recombinant proteins suitable for structural and biochemical studies.
Job Requirements	QUALIFICATIONS: B.S. in biology or related field required. Previous lab experience is required.
Available Openings	2
Hours	15.0 hours per week
Hourly Rate	\$10.50/hour to \$18.00/hour
Time Frame	Spring
Start Date	Thursday, April 07, 2011
End Date	Friday, April 15, 2011
Work Authorization	
Position Type	Part Time
Desired Major	
Desired Class Level	
Travel Percentage	< 30% Travel
Degree Level	
Minimum GPA	0.000
Desired Start Date	
Primary Contact	Ed Cool Man
Primary Contact's Email	ecool
Phone Number	
Fax Number	
Work Location	MLK 4th Fl Lab

test 112410

Job ID	4178
Job Type	FWS Jobs - On Campus
Employer	Career Services
Job Category	Athletics
Job Description	test

1. After selecting the individual job or multiple jobs you wish to print, simply click the "Print" button.
2. A "User Friendly Print Version" of all job posting details for the individual or multiple jobs you wish to print is created.

First, select the job(s) you want to change...



DELETE Export Print

-- Select Action Below --

☐ Select All / De-Select All Show 25 results per page 1 to 25 of 25

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

<input checked="" type="checkbox"/>	Ref# 4186	Research Assistant	1 Applicants (1 New)	Listed: 4/30/
<input type="checkbox"/>	Ref# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/
<input type="checkbox"/>	Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 4/30/
<input type="checkbox"/>	Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/

Student Employment

<input checked="" type="checkbox"/>	Ref# 4199	Clerical II - Test	0 Applicants (0 New)	Listed: 4/30/
<input type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd	1 Applicants (1 New)	Listed: 4/30/
<input type="checkbox"/>	Ref# 4182	Test - 122010	1 Applicants (1 New)	Listed: 2/9/12

Then, select which status you want to change from and to...

Job Status Filter: [show/hide]

☐ View Listed Jobs (8)

☐ View Jobs Pending Approval (3)

☐ View Jobs in Review Mode (10)

☐ View Jobs in Storage Mode (4)

DELETE Export Print

-- Select Action Below --

☐ Select All / De-Select All Show 25 results 25 << < > >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

Career Services

<input checked="" type="checkbox"/>	Ref# 4186	Research Assistant	1 Applicants (1 New)	Listed: 2/16/2012			
<input type="checkbox"/>	Ref# 4175	Student Services Assistant	2 Applicants (2 New)	Listed: 2/16/2012			
<input checked="" type="checkbox"/>	Ref# 4178	test 112410	0 Applicants (0 New)	Listed: 2/16/2012			
<input type="checkbox"/>	Ref# 4179	test 1124102	0 Applicants (0 New)	Listed: 2/16/2012			

Student Employment

<input checked="" type="checkbox"/>	Ref# 4150	Test - 03/02/10 - 2nd	1 Applicants (1 New)	Listed: 2/9/2012			
<input type="checkbox"/>	Ref# 4182	Test - 122010	1 Applicants (1 New)	Listed: 2/9/2012			
<input type="checkbox"/>	Ref# 4154	Test - March 12	1 Applicants (1 New)	Listed: 2/9/2012			

After selecting which jobs you want to change the status, select the mass transaction function you wish to invoke.

In this example we are changing multiple jobs across multiple departments from a “Listed” status to a “Review” status. Then, simply click the “Apply Action” button.

[\[Return to Control Panel \]](#)

Jobs Chosen to be set to Review:



Ref#	Title	Employer	Current Status	Remove
4186	Research Assistant	Career Services	Listed	[x]
4199	Clerical II - Test	Student Employment	Listed	[x]

Move all to Review

Your selection of jobs will be presented to ensure accuracy. If your selection is accurate, simply click the “Move all to Review” button and the jobs will be immediately placed into a “Review” status.

If you identify your selection of jobs is incorrect and would like to remove one or more jobs from your selection group, simply click on the “X” underneath the “Remove” column next to the job(s) you wish to remove and that job(s) will be removed from the selection group.



“New” JobX Individual Application Deletion Service



Application Deletion Benefits – Employers/Administrators

- Instead of having to delete ALL applicant records by moving a Job into Storage mode, you can now delete individual applicant records when reviewing applicants for a particular job.
- You can delete an applicant from the “Review Applicants” summary page or on the actual applicant’s record.
- A prompt will be provided prior to deleting an applicant’s record to ensure you are sure you wish to delete the record.
- If an Administrator user needs to find out who deleted an application or when an application was deleted, audit/historical Information can be found in the ‘Activity Logs’ for all Applicant records deleted.
- No additional fee for this functionality. This service is available as a part of your Annual License Fees.

Application Deletion Process



Student Employment Home

Job Control Panel

Review Student Resumes

Log Out

Welcome, Taige Test
Thursday, July 22, 2010

Filter Employers:
Show Jobs From All My Employers

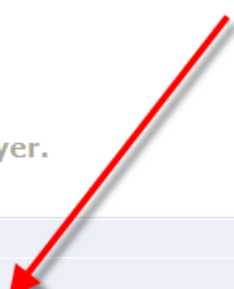
To add a job, please select an employer.

:: CURRENTLY LISTED JOBS

Student Services				
Ref# 4234	test	Manage Job	View Applicants (1) (1 New)	Listed: 7/22/2010

:: Review Mode Jobs

No jobs are currently in review mode.



1. After logging into JobX, locate a job
2. Click on 'View Applications' next to the job that has on-line applicants.







View Job Applications - Academic Records (010-6170-5225-00) - Assistant for Academic Records

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

Send Greeting Email(s)

Send Rejection Email(s)

Applications

App Date	Last Name	First Name	E-mail	Preview	View	Hire		Resume	Delete
07-25-2011	bell	reva	rb004@mymail.tc3.edu		View	Hire		N/A	Delete
07-24-2011	Shell	Karyn	kys001@mymail.tc3.edu		View	Hire		N/A	Delete
07-21-2011	Hall	Rebecca	rmh008@mymail.tc3.edu		View	Hire		N/A	Delete
07-16-2011	Cipriano	Emilie	elo002@mymail.tc3.edu		View	Hire		Resume	Delete
07-13-2011	kadish	rachel	rk002@mymail.tc3.edu		View	Hire		Resume	Delete

View Job Applications - Academic Records (010-6170-5225-00) - Assistant for Academic Records

The list below contains all applications that have been received for this job. You may view an application by clicking either Preview or View. Preview allows you to view the application without affecting the "New!" status. View removes the "New!" status.

Send Greeting Email(s)

Applications									
App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume	Delete	
07-25-2011	bell	reva	rb004@mymail.tc3.edu		View	Hire	Resume	Delete	
07-24-2011	Shell	Karyn	kys001@mymail.tc3.edu		View	Hire	Resume	Delete	
07-21-2011	Hall	Rebecca	rmh008@mymail.tc3.edu		View	Hire	Resume	Delete	
07-16-2011	Cipriano	Emilie	elo002@mymail.tc3.edu		View	Hire	Resume	Delete	
07-13-2011	kadish	rachel	rk002@mymail.tc3.edu		View	Hire	Resume	Delete	

Message from webpage

Are you sure you want to delete this application? This application can not be retrieved once deleted.

OK Cancel

1. You may delete an individual application from the Application Summary page by clicking the 'Delete' link.
2. A confirmation message will be provided to make sure you are deleting the correct application record.

Return to Application List Delete App

Application Date: 07/25/2011

1. First Name
reva

2. Middle Name
rose

3. Last Name
bell

4. TC3 E-mail Address
@mymail.to3.edu

5. TC3 Student ID

6. Choose your major from list below
Business Administration

7. Date of Birth
april 25 1993

8. Please describe your previous work experience in the box below.
i currently work at macdonalds. cashier, file clerk, etc.

9. Our office Hours are from 9am-4pm daily. Below please provide the hours you are available to work daily.

Resume Submitted: No

Message from webpage
Are you sure you want to delete this application? This application can not be retrieved once deleted.
OK Cancel

Return to Application List Delete App

Application Date: 07/25/2011

1. First Name
reva

2. Middle Name
rose

3. Last Name
bell

4. TC3 E-mail Address
@mymail.to3.edu

5. TC3 Student ID

6. Choose your major from list below
Business Administration

7. Date of Birth
april 25 1993

8. Please describe your previous work experience in the box below.
i currently work at macdonalds. cashier, file clerk, etc.

9. Our office Hours are from 9am-4pm daily. Below please provide the hours you are available to work daily.

Resume Submitted: No

1. You may delete an individual application from the actual Application by clicking the 'Delete' button.
2. A confirmation message will be provided to make sure you are deleting the correct application record.

By Action: All ▼

By Date ☐

Filter

Next Page ->

Date / Time	User	Action - Details	Details
Friday, September 09, 2011 10:56 AM	NextGen TimAdmin	Log in	[dtls]
Friday, September 09, 2011 10:54 AM	NextGen TimAdmin	Log in	[dtls]
Friday, September 09, 2011 10:49 AM	NextGen TaigeAdmin	Log in	[dtls]
Friday, September 09, 2011 10:42 AM	NextGen TimAdmin	Log in	[dtls]
Friday, September 09, 2011 9:14 AM	NextGen TaigeAdmin	Application Deleted - Application Deleted	[dtls]
Friday, September 09, 2011 9:13 AM	NextGen TaigeAdmin	Application Deleted - Application Deleted	[dtls]
Friday, September 09, 2011 9:13 AM	NextGen TaigeAdmin	Application Deleted - Application Deleted	[dtls]
Friday, September 09, 2011 9:13 AM	NextGen TaigeAdmin	Log in	[dtls]
Wednesday, September 07, 2011 2:14 PM	NextGen TimAdmin	Application Deleted - Application Deleted	[dtls]
Wednesday, September 07, 2011 2:14 PM	NextGen TimAdmin	Log in	[dtls]

Log Details:

Application: JobX

User: NextGen TaigeAdmin

Date / Time: Friday, September 09, 2011 9:14 AM

Action: Application Deleted - Application Deleted

Details:

Application ID = 33622

Deleted By user NextGen TaigeAdmin

First Name: Rebecca

Last Name :Hall

Email address: @mymail.tc3.edu

Student Id?

Administrators may view history/audit details regarding deleted applications via the 'Activity Logs' function found on the System Admin Home NavBar. Details include the following:

- Who deleted the application.
- When the deletion took place
- Applicant Name
- Applicant Email Address
- Applicant Student ID



“New” JobX Required Resume Upload by Job Type

For one Job Type, you may wish to require the resume be uploaded. However, for a different Job Type you may NOT wish to require the resume .

the City College of New York

[Prospective Students](#) [Current Students](#) [Faculty and Staff](#) [Research](#) [News and Events](#)

[Home](#) [Register](#) [Library](#) [Email](#) [Financial Aid](#) [Forms](#) [Student Life](#) [Public Safety](#) [The Trustees](#) [Directory](#)

Student Employment Home
Job Seeker's Resource Page
Find a Job
Contact Us
Log Out
[\[Edit this New Bar \]](#)

Apply To Job
For: Art Gallery

Please complete the application below, then click the "Submit Application" 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. There will not have an opportunity to revise your answers once they are submitted.

1. First Name

2. Middle Name

3. Last Name

4. CCNY Email Address
If you do not know your CCNY email address, please click here CCNY_NETWORK@CCNY.EDU
NOTE: Incorrect entries will cause your application to be rejected!

5. Last 4 Digits of Your Social Security Number
NOTE: Incorrect entries will cause your application to be rejected!

6. Telephone Number (Preferably Cellular)

7. Please write in your available times to work (including weekends)

8. Please describe any language (beyond English) of which you have a working knowledge

Add A Resume to your Application.
Click Browse below to select the file on your computer. (Word, PDF, or text file)
Please note: If you would like to send a cover letter or references with your resume, please ensure all pages are uploaded together as one document.

The City College of New York
100 Center Avenue
New York, NY 10031
(212) 690-1000

College and Employment
Admission and Financial Aid
Health and Safety
New York University
The City College of New York

Connect the College | Telephone Directory | Services to Staff
Answer Page in a Minute

Search with Google

© Copyright The City College of New York. All rights reserved.
Website Powered by: [Computer](#)

Additionally, the newly enhanced Resume Upload service has been further streamlined to appear on the same page as the application vs. requiring you to go to a separate page. Saves you clicks and valued time!



“New” JobX Hire E-mail Services

Student Employment Home

System Admin Home

JobX Admin Home

My Control Panel

Admin Find Jobs

Manage Users

Find JobX Users

Approve Hire Requests

Hiring Archive

> Edit Hire Default Messages

Edit Default Job Application

Manage Quick Searches

Manage Employers

Manage Categories

Manage Contact Us Pages

Manage JobMail

Manage Validation Lists

Submit Simple Hire Request

JobX Statistics

JobX Custom Reports

Log Out

[\[Edit this Nav Bar \]](#)

Edit Default Message For Hire Approval E-mails

[\[Add a New Default Message\]](#)

Existing Messages:

Default Email Body [\(Default\)](#) [\[Edit\]](#) [\[Delete\]](#)

Hiring Request Details:
Student Name/ID: {r:HireFirstName} {r:HireMiddleName} {r:HireLastName}
({r:HireStudentId})
Position: {r:HireJobText}
Employer Name: {r:EmpName}
Wage: \${r:HireWage} an hour

Approve Msg (For Employers) [\[Edit\]](#) [\[Delete\]](#)

Congratulations! We have approved your recent hiring request.

Approve Msg (For Students) [\[Edit\]](#) [\[Delete\]](#)

Congratulations! You have been approved to work.

Postpone Msg (For Employers) [\[Edit\]](#) [\[Delete\]](#)

Student Employment has postponed your recent hiring request. Please contact us for additional details.

Postpone Msg (For Students) [\[Edit\]](#) [\[Delete\]](#)

Student Employment has postponed your recent hiring request. Please contact us for additional details.

Reject Msg (For Employers) [\[Edit\]](#) [\[Delete\]](#)

I'm sorry, but Student Employment cannot approve your recent hiring request at this time. Please contact us for additional details.

Reject Msg (For Students) [\[Edit\]](#) [\[Delete\]](#)

I'm sorry, but Student Employment cannot approve your recent hiring request for the following reasons. Please contact us for additional details.

- Customize your own JobX hire e-mail default verbiage at a site level
 - Administrators don't have to contact Next Gen for verbiage changes



Hire Approval Email Features/Benefits

- Select “Who” receives JobX Hire Approval E-mails at a site or individual level
 - Student, Primary Contact, and Secondary Contact recipients can be defaulted at a site level to appear on Hire Approval e-mails, minimizing key strokes for Administrators while increasing the consistency and quality of hire approval email distribution.
 - Other e-mail addresses can be added to Hire Approval e-mails at the individual level, improving communications across the institution, where necessary.

Hire Approval Email Features

Approve Hire Request Via a site setting, e-mail recipients can be defaulted to minimize keystrokes

Select e-mail recipients:

☐ Hire Requestor

☐ Student

☒ Both

☐ Do not send e-mail

Default Email Body	[Append] [Copy]
Approve Msg (For Employers)	[Append] [Copy]
Approve Msg (For Students)	[Append] [Copy]
Postpone Msg (For Employers)	[Append] [Copy]
Postpone Msg (For Students)	[Append] [Copy]
Reject Msg (For Employers)	[Append] [Copy]
Reject Msg (For Students)	[Append] [Copy]

To: mdfogl@ship.edu yc2498@ship.edu
CC: studentemployment@ship.edu

Hiring Request Details:
Student Name/Email: Test Student (test.student@school.edu)
Position: Network & Micro Support SPP 2
Employer Name: Computer Center
Wage: \$7.25 an hour

Additional recipients (Separate emails using commas). Secondary contacts listed below.

secondary.contact@school.edu, other@school.edu

Via a site setting, secondary contacts can be defaulted in the Hire Approval e-mail.

Other e-mail addresses can be added on an individual basis.

**If you would like one or more of the following
JobX Enhancements, please contact
supportx@ngwebsolutions.com**

- New JobX Job Control Panel
- Individual Application Deletion Service
- Resume Upload Feature by Job Type
- JobX Hire Approval Email Enhancements