Student Employment – **JobX**

Spring 2012 Release

"New" JobX Job Control Panel Overview

- **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

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Employer List Filtered by Employer Type

(Administrator View Only)

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.

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

User Friendly Statuses

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

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

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User Friendly Status Definitions – Storage Mode

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Show/Hide Sliding Windows

- Minimizes unnecessary functions

- Maximizes the amount of data presented on a screen.

Improved Job Control Panel Efficiencies

• 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

Improved Job Control Panel Efficiencies

- **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.**

# Mass Job Level Transactions – Job Selection Process

"Select All"
OR
Select a Few Jobs

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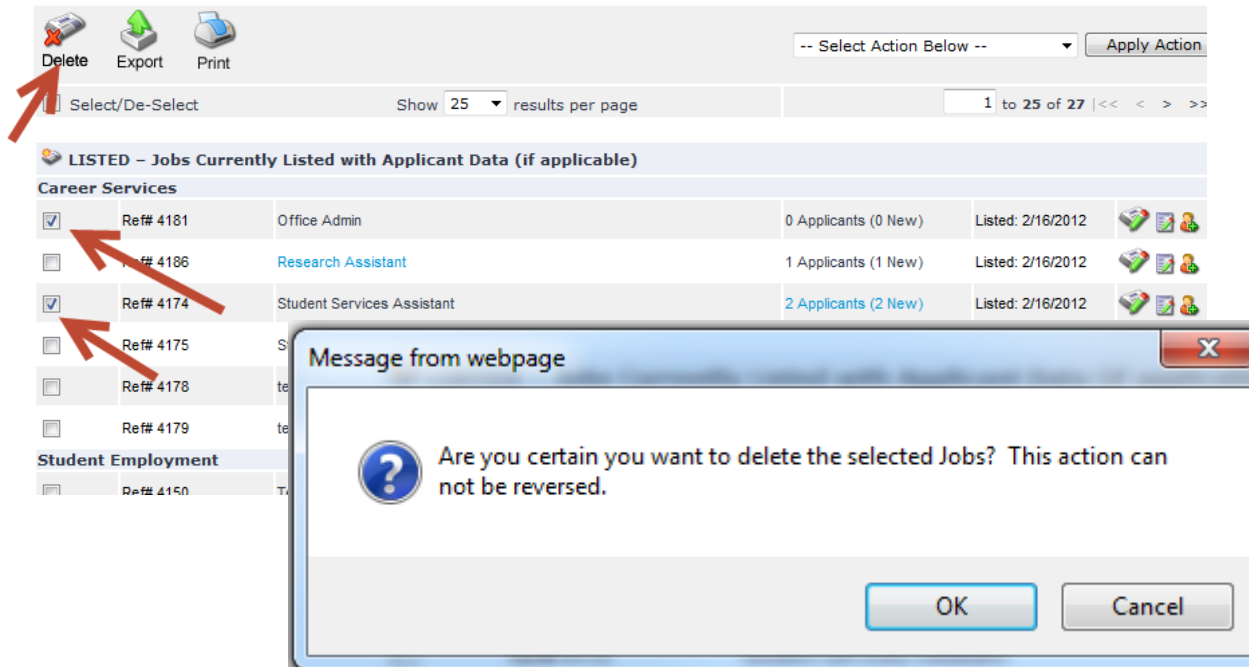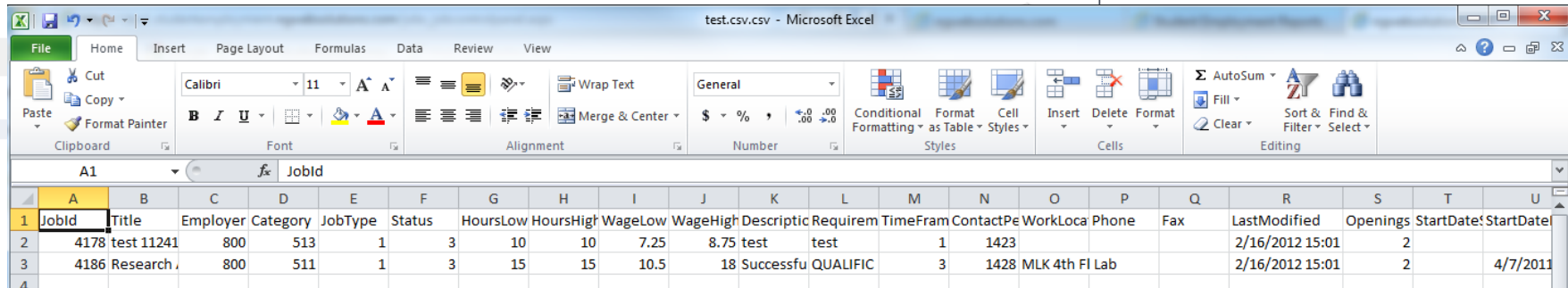
Now, Jobs can be deleted individually or at a mass level without having to first put them in Storage, minimizing several key strokes.

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.

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.

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…

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

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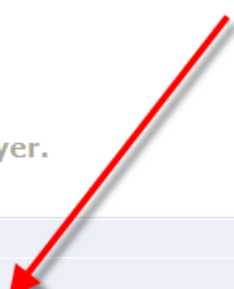
1. **After logging into JobX, locate a job**
2. **Click on 'View Applications' next to the job that has on-line applicants.**

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.**

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.**

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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 .

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

Customize Hire Default Messages

- 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 <u>site</u> or <u>individual</u> 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 <u>individual</u> 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

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

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

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

[Approve Hire Request] [Cancel]

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