EMPLOYER USER GUIDE

PLEASE NOTE

The following documentation is provided as a general guide for NSE Jobs 2.0 and assumes a standard installation at your institution. You may have a customized installation of NSE Jobs, in which case, some instructions or screen shots may not apply to your software or some features of your software may not be explained in this document. Next Gen Web Solutions is not responsible for ensuring the accuracy of this documentation as it pertains to your institution's version of NSE Jobs. **Please read and revise this document carefully before you distribute it**. If you need help revising this document, please do not hesitate to contact Next Gen Web Solutions at NGSupport@ngwebsolutions.com.

Getting Started

The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process – including University paperwork – all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

▸ Features for Employers

- *Post jobs*: build online applications; quickly add multiple positions for the same job; designate multiple University employees to manage a job; submit a job posting for admin review
- *Review applications:* receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email students
- *Hire students online*: automatically check I-9/W-4/work-study status; submit job hiring requests; process University hiring paperwork online
- *Manage old jobs:* store lists of students interested in job postings; save job postings for re-use

▸ Features for Students

- *Search for jobs*: use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University's student employment needs
- *Apply online:* enter information and instantly submit it to prospective employers
- *Complete paperwork*: download I-9/W-4 forms; submit University forms online; contact the Student Employment Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons: ⓘ «?»

The instructions contained in this document will explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to Administrator at admin@university.edu.

To begin using the website, type the following address into your Internet browser's address bar.

<p align="center">http://studentemployment.university.edu</p>

Request Log-In Permission

Students can search and apply for jobs without a user account, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head) must request an account and password to access the system:

1 ▸ Point your browser to http://studentemployment.university.edu

2 ▸ Click <u>On-Campus Employers</u> from the left-side navigation bar.

.   3 ▸ Click <u>Request Log-In Permission</u> from the left-side navigation bar.

Thank you for your interest in registering to be able to post jobs to the JobX University Student Employment site. To begin, please choose the type of employer which best describes you from the list below.

> On Campus

> Go to next step

4 ▸ Select *On Campus* from the pull-down menu in the middle of the screen, then click *Go to Next Step*.

5 ▸ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters.   You will also be able to designate a different mailing address for each job posting; this information is simply to help an administrator identify you.

If you administer jobs in more than one department or if your department is not listed, please write that in the *Notes* space. Feel free to add any additional notes there as well.

When finished, click *Submit*.

6 ▸ The application process is complete, but YOU DO NOT YET HAVE ACCESS to the site. The SEO will review your information, and upon approval, you will receive a confirmation email with additional instructions.

Request Permission To Use This Site
You must be a registered user to post jobs on the Student 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	

	Enter Password:
Choose a Password Passwords are case-sensitive.	
	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 students in more departments than the one you indicated with the pull-down menu above.	

> Submit

Log In

You will receive an email from an SEO administrator once your account has been approved. In order to access any employer function of the website, you must log in.

  1 ▸ Point your browser to http://studentemployment.university.edu

  2 ▸ Click <u>On-Campus Employers</u> from the left-side navigation bar.

. **3** ▸ Click <u>Log in</u> from the left-side navigation bar.

  4 ▸ Enter your university email address and the password you selected when applying for log-in permission, then click *Log in.*

Please log in with your university email address and password.

Email Address	chad@foresitesolutions.com
Password	
Log in	

Don't have a password? Request permission to list jobs by clicking <u>here</u>.

Help! I forgot my password! (If so, click <u>here</u>).

In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click <u>Log out</u> from the left-side navigation bar, or have not used the Web site for over 20 minutes.

All of the following directions assume that you are logged in first.

My Control Panel

Once you have logged in, you can access *My Control Panel*. On this page you can perform nearly all tasks related to your jobs.

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the *Filter Employers* drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user shown above, Michael Talis, is assigned to one employer, the Biology Department.

Next to the *Filter Employers* drop-down, you can also select whether to view only *"My" Jobs* or all jobs within the selected employer(s). *"My" Jobs* only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

Some users who manage a lot of jobs may also see the *Choose Jobs to View* options on their screen.

Click one of the boxes next to the jobs you wish to display. Depending on the number of jobs to be displayed, the software may take a few seconds before it reloads your page.

Listed, Pending Approval, Review, and *Storage...*

What do all these terms mean?

A job's status is defined in one of four ways:

- *Listed* – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.

- *Pending Approval* – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed.* Any change made to the job prior to its approval must be resubmitted to an administrator.

- *Review* – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into *Review* mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in *Review* mode may be re-posted, though changes must be resubmitted for approval.

- *Storage* – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into *Storage* after hiring is completed and a job is closed. A job in *Storage* may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each semester.

Post a New Job

Posting a new job is a three-step process. First you create the job profile, then edit the job's application if desired (based on the University's standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

1 ▸ From *My Control Panel*, click <u>Add a new job for [Employer Name]</u>. The Job Profile form will open for you.

> **NOTE**: If you are assigned to more than one employer, you must first select an employer from the *Filter Employer* pull-down menu, and then the <u>Add a job</u> link will appear. If you are assigned to only one employer, this link will already be visible.

2 ▸ Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.

Category – Pick a category that best describes the type of job you are posting. Students search for jobs by category.

Job Title – Give a specific job title, e.g. "Beaker Cleaner."

Job Description – Describe the job and set proper expectations for the work you intend for the student.

Job Requirements – List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here.

Number of Available Openings – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.

Job Category «?»	Choose one... ▾
Job Title Example: Front Desk Receptioninst	
Job Description Please be as detailed as possible.	
Job Requirements Please be as detailed as possible.	
Number of Available Openings	
Hours per Week	10.0 ▾ to Same ▾
Start Date Please enter **either** an exact date in the form mm/dd/yy **or** a brief description (i.e., "ASAP").	
End Date Please enter **either** an exact date in the form mm/dd/yy **or** a brief description (i.e., "At completion of project").	
Time Frame «?»	Choose one... ▾

[screen shot continued on next page]

Hours per Week – Indicate how many hours per week you expect the student to work. If you are flexible, fill in a range of hours you need help.

Start/End Date/Time frame – Indicate to students when you need help. Start/End Date provides specificity for the timeframe selected and may be actual dates or strings of text, like "ASAP." Students search by time frame.

2 ▶ (continued)

Wage – Select a wage that is most appropriate to the job. If you have questions or concerns about the wage, leave a note for the administrator in the open text box.

Primary Contact Person – Select yourself as the contact person unless you are posting the job for someone else. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and students who apply online. If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with the current department.

Secondary Contact Person - If there are other people in your department whom students may contact if they have questions about the job, indicate so here by selecting one or more names and Adding them to the list. Secondary contact people will also receive notification email if a student applies to the job online.

Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students.

Collect online applications - This system is designed to take advantage of online applications. If you choose to not receive online applications, students will be instructed to contact you directly.

3 ▶ Click *Submit*. The *Review Job Application* page will load.

The following pay levels, wage structure and wage administration policies will apply for the 2003/2004 academic year.

Unable to determine rate, SEO will select it., $0.00/hour.
I am unable to determine the correct rate from the information below. I request that the Student Employment Office set the hourly rate for this job.
[Click here for more information]

Level 1, $9.65/hour.
Positions include routine, often repetitive, job duties normally requiring little or no particular skills or prior experience. Duties are assigned on a daily or task basis within specific guidelines and procedures.
[Click here for more information]

[...]

Choose One:
- ⦿ Unable to determine rate, SEO will select it., $0.00/hour
- ◯ Level 1, $9.65/hour
- ◯ Level 2, $10.15/hour
- ◯ Level 3, $10.65/hour
- ◯ Level 4, $11.15/hour
- ◯ Level 5, $11.65/hour

If you wish to add notes describing why you chose the selected Pay Level, you may do so here. These notes will not be viewed by students.

Primary Contact Person <?>
Every job must have exactly one primary contact person.
[Choose one... ▾]

Secondary Contact People <?>
Available
Janice Kane
Jason Hendler
Jill A Sharper
Pat Bogart
Reed Lauber
[Add >>>]
[<<< Remove]
Selected

Please use the remaining questions on this form to indicate how students should contact you (or the contact person) regarding this job. For phone, fax, email address and work location, leave the field blank if do not wish that information to be available to students. If you answer 'yes' to the last question, students will be able to apply for the job online through this web site.

Phone Number
Leave blank if you do not wish students to see this information.

Fax Number
Leave blank if you do not wish students to see this information.

Email Address
Leave blank if you do not wish students to see this information.

Work Location
Leave blank if you do not wish students to see this information.

Do you wish to collect online applications?
Do you wish to collect online applications for this job?
- ⦿ Yes
- ◯ No

[Submit]

4 ▶ Review the job application, then click the <u>Finished</u> button at the top or bottom of the page.

> **NOTE**: The Student Employment Office requires that questions with gray backgrounds be asked of students (and those with red asterisks be answered).

Depending on your permission level, you may be able to add questions, which will then be approved by an administrator. To do so, select a type of question from the drop-down menu (located below the last question), then click <u>Insert</u>. The page will reload and you can then enter the question itself, along with a number of other options.

For multiple-choice questions, please note that *Options* should be a comma-separated list, as seen to the right.

5 ▸ The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, then click <u>Click here to finish!</u>   Explanations of the questions are provided below.

> **NOTE:** Depending on your permission level, some of the following questions may not appear.

Biology Department - Beaker Cleaner

Your job will have to be approved because you can't post jobs without permission AND you edited the application.

1. When do you want the job and application to be reviewed for approval?
   `As soon as possible`

2. Do you want the job listed immediately after it is approved?
   `Yes, immediately`

3. Do you want JobMail to be sent when the job is listed?
   `Yes, send JobMail`

4. For how many days do you want the job to be listed on the site?
   `Until I close the job`

When all the above information looks correct... `Click here to finish!`

- *Question 1* – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to an administrator for approval. If *Later* is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.

- *Question 2* – (Immediately; Send to Storage) If *Immediately* is selected, the job will post once it is approved. If *Storage* is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.

- *Question 3* – (Yes; No) Students sign up for JobMail, and it automatically emails them when a job matching their interests is posted.

- *Question 4* – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

6 ▸ Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting <u>View Jobs Pending Approval</u> from *My Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by selecting <u>Edit Job</u>.

Choose Jobs to View:

☐ View Listed Jobs (Jobs: 22) <u>«?»</u>

☑ View Jobs Pending Approval (Jobs: 1) <u>«?»</u>

:: Jobs which are pending approval			
Biology Department			
Ref# 698	Beaker Cleaner	Edit Job	Manage Job

Review Student Applications

Now that you have posted a job for your department, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to *My Control Panel.*

1 ▸ From *My Control Panel,* your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click <u>View Applicants</u>.

> NOTE: Depending on how many jobs you manage, you may first have to choose *Currently Listed Jobs* from the *Choose Jobs to View* list, not shown here.

2 ▸ Each row of the table provides functionality for one particular job. Click <u>View Applicants</u> next to the job for which you want to review applications, in this case "Beaker Cleaner." A new page will load, and a screen similar to the following will display:

3 ▸ Applications are initially displayed in descending order by date/time. New applications are designated by "New!" in the left-hand column.   Click one of the column headings, such as *Last Name*, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.

4 ▸ Click either <u>Preview</u> or <u>View</u> next to the application you wish to review. Both links will display the application in exactly the same manner except that <u>Preview</u> will not eliminate the "New!" designation. This is to help you organize your applications, similar to the "Mark as Read" function in email programs.

After clicking <u>Preview</u>/<u>View</u>, the student's application will appear:

Return to Applications List   Printer-Friendly Version

1. First Name
Spongebob
2. Middle Name
3. Last Name
Squarepants
4. Email Address
sbob@underwater.com
5. Student ID
SISD16781
6. What is your favorite color?
Green

5 ▸ Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version. (A new window will open from which you can print.)

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click Greeting or Rejection, located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.

To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the *From* address.

Subject – The system provides a standard subject line, but you can edit it at will.

Body – The system provides a standard message based on

Email Applicants - Greeting

Default: Applicants selected if not greeted or rejected.

☑ Neutron, Jimmy   [jimmy@spaceworld.com]
☐ Squarepants, Spongebob [sbob@underwater.com]

To ***Comma-separated list of other recipients' email addresses*** (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From   michael@foresitesolutions.com
Subject Student Employment Job: Beaker Cleaner

Body   I am interested in meeting with you to discuss your interest in the Beaker Cleaner job opening in my department.

Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest.

Send   Cancel

whether you selected Greeting or Rejection, but you can edit it at will.

▸ Click Send when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the *From* address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the *From* address.

Hire a Student

After you have finished interviewing for your job, you must begin the University hiring process through the Student Employment website. The website allows you to hire students who have applied either online or in person.

1 ▸ To begin the process, click Hire a Student from any number of locations:
- *My Control Panel*
- *Manage Job*
- *View Applicants*

A page similar to the following will display:

There is **one** opening for this position. Please select one applicant to fill this job.

Hire On-line Applicants   Hire candidates who did not apply On-line.

☐ Jimmy Q Neutron

☐ Spongebob Squarepants

	First Name	Middle Initial	Last Name
1.			

Go to step 2

2 ▸ Select the student(s) you wish to hire or fill in the name of paper-copy applicant, then click Go to Step 2.   (If you reached this step from the *View Applicants* page, your student will already have a checkmark next to his/her name.) The following screen will load:

Student	Enter ID:
Jimmy Q Neutron	SISD16781
Check Student ID	

3 ▸ Confirm the student's ID number so that it may be cross-checked with a list of students eligible to work. Click Check Student ID to move to the next step:

Student Validation Lookup Results

Jimmy Q Neutron:

✔	I-9 List	The student IS on this list.
✔	Work Study List	The student IS on this list.

This student has passed validation and may be hired.
Click the "Continue" button to proceed to the next step.

Continue

4 ▸ Review the validation results returned by the system. If your applicant checks out okay, the system will instruct you to move on to the next step by clicking Continue. Otherwise, the system may prevent you from hiring this student.

Please fill out hire info for this student.

Student First Name	Jimmy
Student Middle Name	Q
Student Last Name	Neutron
Student ID#	SISD16781
Student Email Address	jimmy@spaceworld.com
Job Wage	10.15
Job Hours	10.0
Estimated Employment Start Date (mm/dd/yyyy)	
Estimated Employment End Date (mm/dd/yyyy)	06-01-2004
Is this a hire or a re-hire?	⦿ Hire ○ Re-Hire
Would you like to request a higher wage than listed? If so, please enter your requested wage here with an explanation of why you feel a higher wage is warranted. **Please note: It is extremely rare to receive approval for a requested wage increase.** **Also use this box for other questions or comments about the hire request.**	

Submit Request

5 ▸ The above screen confirms information gathered from your initial job posting and the student's application. Review the information, make any changes necessary, then click Submit Request. This is the hiring info that will be submitted for approval.

6 ▸ The system will confirm that your job request has been submitted, and depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

Close the Job	This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. **However**, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example. You **will** have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.
Re-list the job	Use this option if you wish to continue looking for applicants for this job.
Keep the job in Review Mode	Use this option is you are not positive that you are ready to close the job, but also don't want to re-list the job immediatly. This way, if you need to in the near future, you can re-list the job at any time **with** the current set of job applications and listing information still saved.

After selecting one of the three options, you have completed the hiring process!

Manage a Job

The *Manage Job* page provides a number of different functions from one central location, including:

- Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details
- Viewing applications (also accessible from *My Control Panel*).
- Hiring a student (also accessible from *My Control Panel*).

> NOTE: The latter two functions of the *Manage Job* page are explained earlier in this document and will not be covered again here.

To access these functions, click <u>Manage Job</u> from *My Control Panel,* and the following screen will load with that particular job's details.

▶ Update Job Status

To change a job's status, ▶ click the target status link (e.g. <u>Listed</u>, <u>Review</u>, <u>Storage</u>) from the *Update Status* portion of the window.
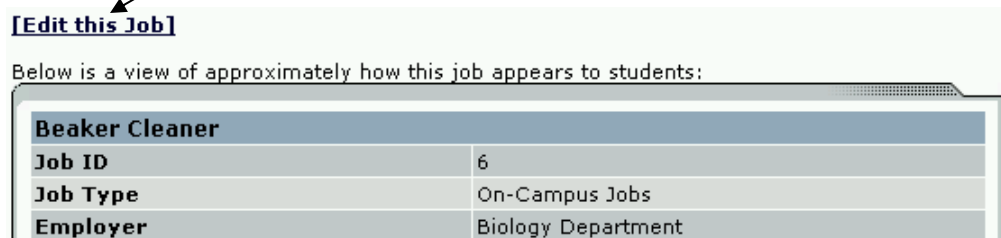
> NOTE: For an explanation of the different statuses, please see page 5 of this document, under the heading, "What do all these terms mean?"

If moving a job from *Review* or *Storage* to *Listed*, you may be required to resubmit it for approval, particularly if you have made changes to the job's details.

‣ Edit a Job

The Student Employment website allows you to revise the details of a posted job (e.g. description, time frame, location, etc.) through the Edit this Job function.

1 ‣ From *Manage Job,* click Edit this Job located just above the job details. A new page will load, which will be identical to the job detail page you saw when initially posting the position.

[Edit this Job]

Below is a view of approximately how this job appears to students:

Beaker Cleaner	
Job ID	6
Job Type	On-Campus Jobs
Employer	Biology Department

2 ‣ Edit the details of the job, then select one of the following options at the bottom of the page, and click Submit.

You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

⦿ **Keep** this job listed on the site so students can still search for it, apply for it, and so on. It will be listed in the **old form** until the changes you just made are approved. When the changes you just made are approved, they will be immediatly reflected in the listing.

○ Remove this job from the web site so students may **not** search for it, **until** the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

Submit

3 ‣ Your changes will be submitted to an administrator for approval, and you will receive an email about the job's status.

NOTE: The details of jobs in *Storage* and *Review* modes can be edited in the same way as posted jobs, but those changes will not be submitted for approval until the job's status is changed to *Listed.*
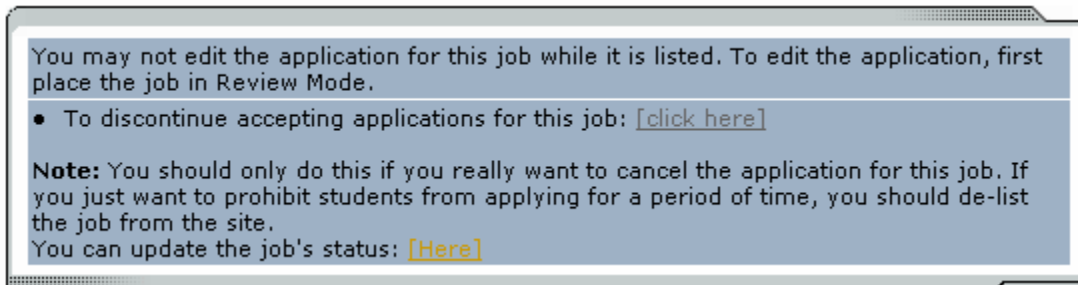
‣ Delete a Job

If a job is already in *Storage*, a link to [Delete this Job] will be visible on the *Manage Jobs* page. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details and applications.

▶ Manage an Online Application

To view, edit or remove a job's online application, click <u>View or Remove the Online Application</u> from the upper right-hand corner of the *Manage Job* table.   The *Manage Job Application* screen will load and present you with a preview of the current application. If the job is currently *Listed*, you will also see this window:

> You may not edit the application for this job while it is listed. To edit the application, first place the job in Review Mode.
> * To discontinue accepting applications for this job: [click here]
>
> **Note:** You should only do this if you really want to cancel the application for this job. If you just want to prohibit students from applying for a period of time, you should de-list the job from the site.
> You can update the job's status: [Here]

As the window explains, a job must first be placed into *Review* mode before the application can be edited.   Do so by clicking the link [Here] at the bottom of the window. Once the application is edited and the job status is returned to *Listed*, the job and its new application will be submitted for approval by an administrator.

To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the *Manage Job* page.

> NOTE: By changing the online application and resubmitting the job for approval, you will not lose any of your current applications.