

WEBSITE USER GUIDE

University and Work-Study Employers



Table of Contents

1. Home Page	2
2. University and Work-Study Employers Page	3
3. Your Control Panel	4
4. Add a New Job (Three-Step Form)	5
5. Managing Job Postings (Manage Job Page)	10
6. Additional Navigation Instructions for Control Panel Page	13
7. How Students Apply for Jobs	14
8. Viewing Applicants	16
9. Closing a Job	19
10. Reposting a Job	21



OFFICE OF FINANCIAL AID
STUDENT EMPLOYMENT
UNIVERSITY OF MICHIGAN

Working toward your future

1. Home Page

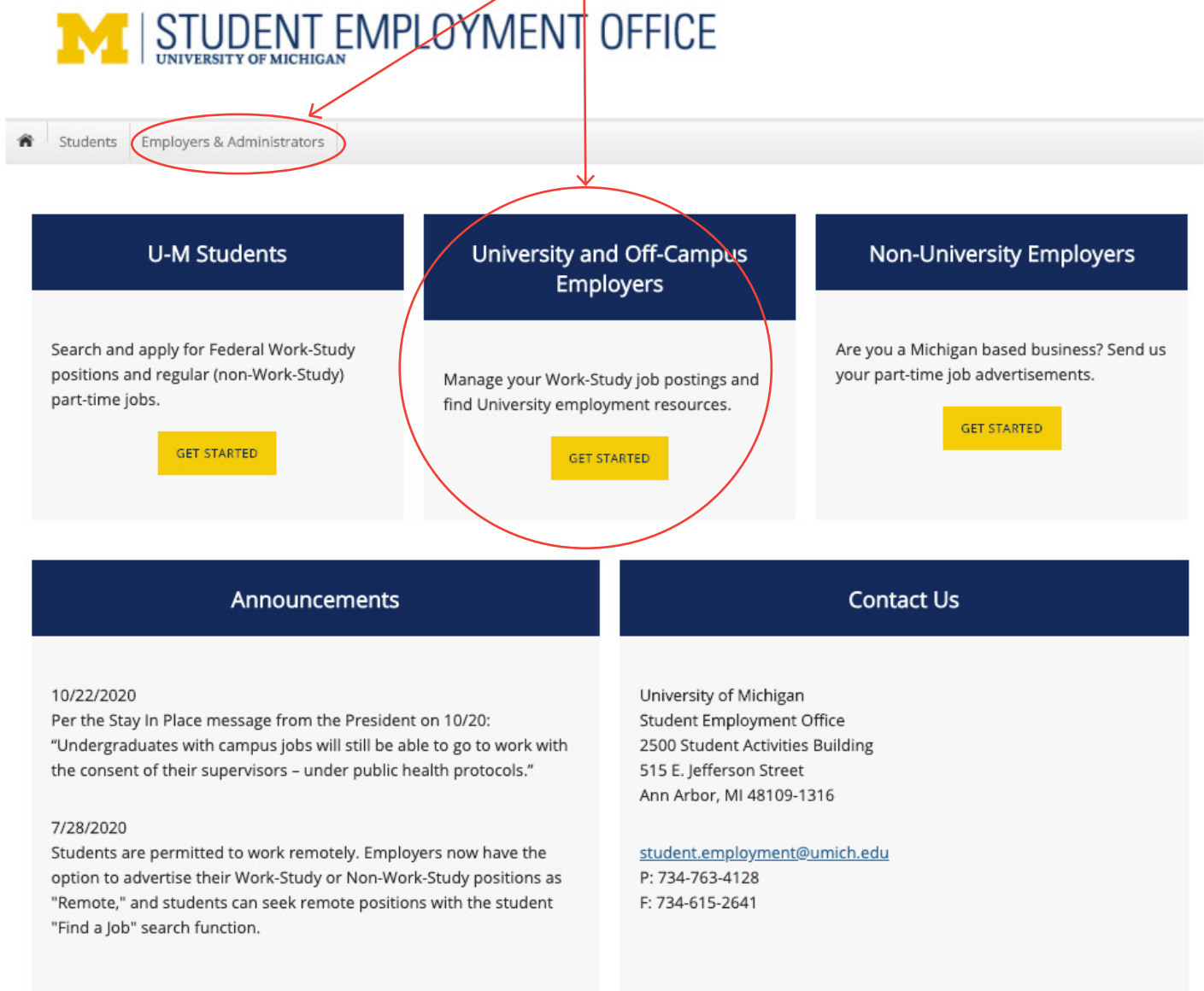
studentemployment.umich.edu

The Student Employment Office website serves as a convenient way for students to find employment opportunities, while helping University and non-University employers find qualified student employees.

There are three sections to the website:

- **U-M Students:** Search through job postings, view pay dates, find other employment resources.
- **University and Work-Study Employers:** Post jobs, manage jobs, view applicants (login required).
- **Non-University Employers:** Post positions on the site (no login necessary).

To get to the University and Work-Study Employers page, click on one of these links



2. University and Work-Study Employers Page

studentemployment.umich.edu/Cmx_Content.aspx?Cpld=10

Bookmark this page for easy future reference!

The screenshot shows the 'University and Work-Study Employers Page' with a grid of six main sections. The top row contains 'Post a Job' (labeled 'a'), 'Set Up an Account' (labeled 'b'), and 'Website User Guide'. The bottom row contains 'Important Information', 'FAQs', and 'Forms and Resources'. A red oval highlights the 'Important Information' and 'FAQs' sections, with an arrow pointing to the text 'Resources and information updated regularly'. Another red oval highlights the 'Work Study Calculator' in the 'Forms and Resources' section, with an arrow pointing to the text 'Useful tool for Work-Study employers'.

a	b	
Post a Job Log in to submit and manage your job postings and to view potential job applicants. EMPLOYER LOGIN	Set Up an Account To post jobs as a University employer or as an approved non-University Work-Study agency, you must be a registered user. REQUEST PERMISSION	Website User Guide Need help navigating our website? Download our User Guide (PDF). DOWNLOAD USER GUIDE
Important Information <ul style="list-style-type: none">2020-2021 Payroll DatesStudent Employment Newsletters	FAQs <ul style="list-style-type: none">Employer FAQs	Forms and Resources <div>Work Study Calculator<p>Do not use commas.</p><p>Enter W-S Award Amount: <input type="text"/></p><p>Enter Rate of Pay: <input type="text"/></p><p>Calculate</p><p>Student will need to work this many hours to earn his or her full award: <input type="text"/></p></div> <ul style="list-style-type: none">Tip Sheet for Hiring and Paying StudentsHow to create a Personnel Action Request (PAR)Important Enrollment Notice<p>Students must be enrolled at least half-time to be eligible for Work-Study funds. Employers should verify that their Work-Study employees are enrolled at least half-time.</p>

a Log In: If you already know what your password is, go here to post and manage jobs and view applicants.

Reminder of Assigned Password: An email reminder will be sent to employers who have an assigned password and have forgotten it. Be sure to change this system-assigned password to one of your own choosing.

b Request Permission to Be an Approved Work-Study Employer: This guide contains information for NON-UNIVERSITY agencies about how to become an approved Work-Study employer. There are requirements and the Student Employment Office must evaluate your written request.

Request Password (If none assigned): If you do not have a password assigned from the Student Employment Office system, request permission here to use the site. The Student Employment Office will review your request and send you an email with its decision. *Note: Only permanent employees (not temporary or student employees) will be granted login permission.*

3. Your Control Panel

The screenshot shows the JobX control panel. At the top, a navigation bar includes links for Home, Students, JobX (highlighted with a red circle and an arrow pointing to it with the text "You can always use the JobX menu to navigate to your control panel"), Reporting, Access & Audit, Site Set up, Content, and Help. On the right of the navigation bar, it says "Welcome, Stanley Staff" and has a "Logout" link. Below the navigation bar, there's a section "Add a new job for Financial Aid, Office of" with a search bar. To the left of this is a "Your Selections:" section with a "Reset" link and "Job Filters Applied:" showing "Employer: Financial Aid, Office of" and "Job Status: Show All". To the right is a "Job Actions:" section with icons for Delete, Export, Print, and Email Supervisors, and a dropdown menu labeled "-- Select Action Below --" with an "Apply Action" button. Below these are "Job Filters" including "Employer Type:" (a dropdown menu), "My Jobs:" (a checkbox for "Show My Jobs Only"), "Employer Name:" (a dropdown menu), and "Job Status:" (a list of job statuses: "Listed Jobs (0)", "Pending Approval (0)", "Review Mode (0)", and "Storage Mode (0)", each with an icon and a letter in a yellow circle: b, c, d, and e respectively). Below the job statuses is a link "Approve External Jobs" and a "Job Type:" dropdown menu with a "+" icon. An arrow points from the text "Mouse over icons to provide detailed definitions and important notes for each job status" to the job status icons.

You can always use the JobX menu to navigate to your control panel

Your name here shows you are logged in properly

a Add a new job for Financial Aid, Office of

Search Title, Description, Contact or Job | Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Financial Aid, Office of
Job Status: Show All

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Job Filters

Employer Type: -- Show all Employer Types --

My Jobs: ☒ Show My Jobs Only

Employer Name: Financial Aid, Office of

Job Status:

- Listed Jobs (0) **b**
- Pending Approval (0) **c**
- Review Mode (0) **d**
- Storage Mode (0) **e**

[Approve External Jobs](#)

Job Type: +

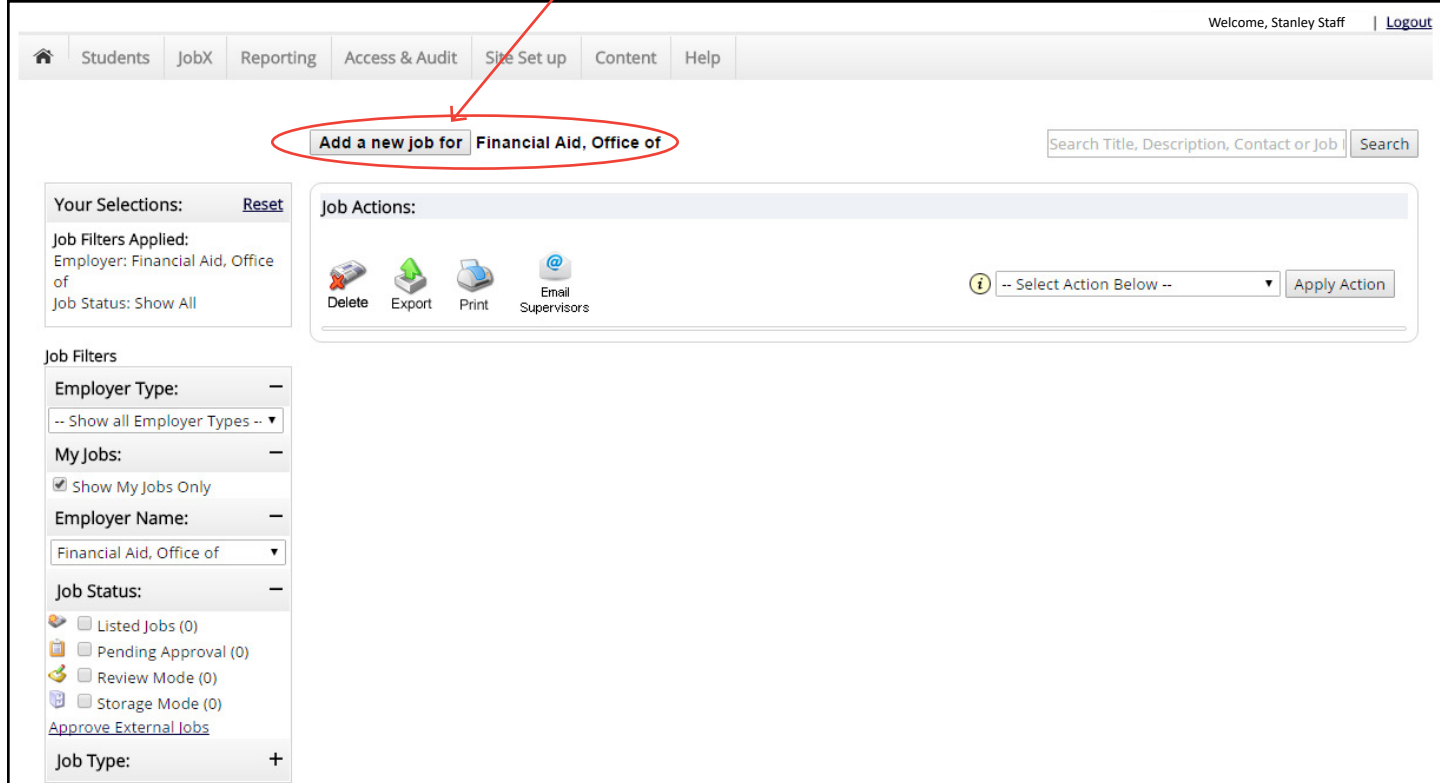
Mouse over icons to provide detailed definitions and important notes for each job status

You may not see all of these options, depending on what stages ("modes") your jobs are in on the site:

- a Add a New Job for [Your Department/Office/Agency]:** See the next section (Add a New Job) for information on how to request to post a new job on the site. If the job is already in Listed, Pending Approval, Review, or in Storage mode, do NOT complete this form; this is only to post a new job on the site.
- b Listed Jobs:** These are approved jobs that are posted. Students may search for these jobs and apply for them online 24 hours a day.
- c Jobs Pending Approval:** If you submitted a job posting request and it is not yet approved by the Student Employment Office, it will be listed here. Once approved, it will be moved to "Listed Jobs" (if you requested that the job be listed immediately). You will receive an email message informing you whether or not the job has been approved.
- d Jobs in Review Mode:** You may put a job in Review Mode if you no longer want it posted, but you still want to view applicants. Also, you may choose to keep a job in Review Mode if you post it frequently and want to retain applicant information. Some jobs that are pending approval may also be placed in Review Mode.
- e Jobs in Storage Mode:** These jobs are closed and not listed on the site. There is no applicant information associated with these jobs. These jobs are not deleted and can be reposted at a later date.

4. Steps to Adding a New Job

From your control panel, select **Add a new job for...**



The screenshot shows a web application interface for managing jobs. At the top, there is a navigation bar with links: Home, Students, JobX, Reporting, Access & Audit, Site Set up, Content, and Help. On the right of the navigation bar, it says 'Welcome, Stanley Staff' and a 'Logout' link. Below the navigation bar, there is a search bar with the text 'Search Title, Description, Contact or Job' and a 'Search' button. In the center, there is a button labeled 'Add a new job for' followed by 'Financial Aid, Office of'. This button is circled in red, and a red arrow points to it from the text 'From your control panel, select Add a new job for...'. Below the button, there is a section titled 'Your Selections:' with a 'Reset' link. Under 'Your Selections:', it says 'Job Filters Applied: Employer: Financial Aid, Office of Job Status: Show All'. To the right of 'Your Selections:', there is a section titled 'Job Actions:' with icons for 'Delete', 'Export', 'Print', and 'Email Supervisors'. Below these icons, there is a dropdown menu with the text '-- Select Action Below --' and an 'Apply Action' button. On the left side of the interface, there is a 'Job Filters' section. It includes 'Employer Type:' with a dropdown menu showing '-- Show all Employer Types --', 'My Jobs:' with a checkbox for 'Show My Jobs Only' which is checked, 'Employer Name:' with a dropdown menu showing 'Financial Aid, Office of', 'Job Status:' with a list of checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (0)', a link for 'Approve External Jobs', and 'Job Type:' with a plus sign.

Step 1: SUPPLY JOB PROFILE (screen shot on next page)

- 1 For Select a Category and Select a Job Title**, you are prompted to select from pre-set lists of U-M Human Resources titles.
- 2 Type of Job:** You must choose at least one option, and may choose all three - Work-Study, Non-Work-Study, and/or Remote
- 3 Describe the Job:** This is the specific description that students will see on the web posting.
- 4 Educational Value of the Position:** This must be completed for Work-Study jobs; for non-Work-Study jobs, you are still encouraged to complete this field if there are some educational benefits to the job. Students will see this information in the posting.
- 5 Requirements for the Job (Qualifications):** Let students know exactly what skills are necessary for the job. For example, if you need a student who can type 60 wpm, include that information here.
- 6 Number of Available Openings:** Type in how many students you want to hire.
- 7 Hours per Week:** If you need 5 to 10 hours of student assistance a week, write “5” in the low end and “10” in the high end.
- 8 Start Date/End Date/When Job is Available (Time Frame):** Use these fields to let students know when you need help. The field “When Job is Available” allows you to indicate specific academic periods and is a mandatory field.
- 9 Pay Range:** Select the lowest and highest wage rates to be paid for this job. If a range does not apply, the same dollar amount can appear in each section.

OTHER INFORMATION REQUESTED ON JOB PROFILE:

(continued on next page)

Add a New Job (continued)

Students JobX Reporting Access & Audit Site Set up Content Help

You are adding a brand new job to the web site. ⓘ

>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

Select a Category: 1
Choose one...

Select a Job Title:
Choose one...

Type of Job 2
Work-Study
Non-Work-Study
Add >>>
<<< Remove

Describe the Job 3

Educational Value of the Position 4
REQUIRED for Work-Study positions.
Encouraged for Non-Work-Study positions.

Requirements for the Job 5

Number of Available Openings 6
Please enter an integer, such as "3".

Hours per Week 7
10.0 to Same

8
Start Date
Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "ASAP").

End Date
Please enter either an exact date in the form mm/dd/yyyy or a brief description (i.e., "At completion of project").

When Job Is Available (Time Frame)
Choose one...

9
Pay Range: From \$8.50/hour To \$8.50/hour
If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.
Compensation Description, if applicable.
Examples:
"Depends on Experience"

- **Primary Contact Person:** Select yourself as the primary contact person unless you are posting the job for someone else.
- **Secondary Contacts:** These people will receive all correspondence about the job and will also be able to edit and manage the job. However, their names do not appear in the job posting that students see. Select the people you want and then select the "Add>>>" button.
- **Job Supervisor:** Provide the name of the individual who will be the student's supervisor, if it is different from the contact person.
- **Phone, Fax, Email Address, and Work Location:** List these only if you want them to appear in the job posting. Otherwise students will contact you by applying for the job online (see Step 2, next page).

Step 3: GO LIVE

(continued on next page)

Step 2: REVIEW JOB APPLICATION

Online Student Data Application: The next panel shows an example of the online Student Data Application that student applicants will complete and submit to you. Once you have submitted your job posting request once you have submitted your job posting. **DO NOT edit anything on this page or fill in fields; this is for information only to show what students will be submitting.**

The screenshot shows a web application interface with a top navigation bar containing links: Home, Students, JobX, Reporting, Access & Audit, Site Set up, Content, and Help. Below the navigation bar, a message states: "Below is an example of the online Student Data Application that students interested in this job will complete and submit to you. Do NOT complete or edit anything on this page; we just show this form here so that you will know what information students will be submitting to you." The form title is "Pending Job Application - Financial Aid, Office of - Assistant In Research". A timer in the top right corner shows "01:59:31". The form has a "General" tab. It includes input fields for "First name", "Middle name", "Last name", "E-mail Address" (with a note "Please use your institutional email address."), and "UMID". Each of these fields has a red asterisk indicating it is required. The "E-mail Address" field also has a note "(re-enter to confirm)". Below these fields is a large text area for "Briefly describe your skills and work experience pertaining to this job." with a red asterisk. At the bottom, there is a "Resume" section with a 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." and a "Choose File" button showing "No file chosen". A "Save Application" button is circled in red at the bottom left of the form.

Save application when finished to proceed to Step 3 of the form

(continued on next page)

When you reach the final page of the form, complete the questions about when you want your job posted and for how long. The default posting length for each position will be 60 days, at which point it will be automatically removed. You may remove the posting sooner by managing the status in your dashboard, or you may request that it remain posted longer as an exception.

The screenshot shows a web application interface for adding a new job. At the top is a navigation bar with links: Home, Students, JobX, Reporting, Access & Audit, Site Set up, Content, and Help. Below the navigation bar, a message states: "You are adding a brand new job to the web site." followed by a help icon. A breadcrumb trail reads: ">>Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live". The main heading is "Student Life - Assistant In Research". Below this, a note says: "Your job will have to be approved before it can be posted. Please choose an option." There are three numbered questions with dropdown menus: 1. "When do you want the job to be reviewed for approval?" with the selected option "As soon as possible" and a blue box with the number 1. 2. "Do you want the job listed immediately after it is approved?" with the selected option "Yes, immediately" and a blue box with the number 2. 3. "For how many days do you want the job to be listed on the site?" with the selected option "Until I close the job". At the bottom, there is a text prompt "When all the above information looks correct..." followed by a button labeled "Click here to finish!".

(If you choose any options other than having the job approved “as soon as possible” **1** or “listed immediately” **2**, your job will be put into storage for you to post on the web at a later date.)

(continued on next page)

Step 4: JOB POSTING APPROVAL

Once you have submitted your posting, it must be reviewed by the Student Employment Office. **1** If you chose to have your job approved and posted on the site immediately, it will appear under **Job Status: Pending Approval** on your control panel. **2** Once approved and posted on the website, you will receive an email message.

The screenshot shows the 'Student Life' control panel. On the left, under 'Job Filters', 'Job Status' is expanded, showing 'Listed Jobs (0)' with a red circle and a '2' next to it. In the main area, under 'Job Actions', there is a section titled 'PENDING APPROVAL - Jobs Currently Pending Administrator Approval (* - Application updated)'. Below this is a table with columns: Ref #, Title, Contact, Job Type, App #, Listed, and Actions. The first row shows Ref # 33798, Title 'Assistant In Research' (circled in red with a '1' next to it), Contact 'Test Tester', Job Type 'All Jobs', and a 'Listed' checkbox. A red arrow points from the 'Listed Jobs (0)' filter to the 'Listed' checkbox in the table.

On your control panel, your job moves to the Listed stage once it is approved

This is where your job is until it is approved

Employers receive this message after submitting a job posting.

The screenshot shows a confirmation message from the 'Financial Aid, Office of - Assistant In Research'. The message states: 'Thank you for submitting your job posting request. Your job is currently pending approval.' It includes a list of bullet points: 'Once your job is reviewed and approved, it will be placed on our web site. We will send you an e-mail once the posting is approved.', 'During peak periods, please allow up to two weeks for your posting to appear on the web.', 'Our office reserves the right to edit all job posting submissions.', 'Submitting this request will only create a job posting and advertise it on the Student Employment web site to potential employees; there is no guarantee your job will be filled.', and 'If this is a Work-Study position, your job reference number will not be a valid Job Posting Number (to hire students) until this job is approved.' Below the list, it asks 'What would you like to do now?' and provides two links: 'View the job details (for printing, etc.)' and 'Return to your control panel.'

5. Managing Job Postings (Manage Job Page)

When you are at your control panel page, you can manage jobs and student data applications, control how many jobs can be presented on a page, and handle fast-forward, reverse, and page-specific options. Also from the control panel, you can manage multiple jobs at one time:

- 1 Select job(s) you want to manage
- 2 Select Job Actions:
 - Delete multiple jobs (*we prefer that employers not use this function*)
 - Export multiple job details
 - Print multiple job details
 - Change multiple job statuses
 - Email multiple job supervisors

The screenshot shows the 'Manage Job Page' interface. At the top, there's a navigation bar with links: Students, JobX, Reporting, Access & Audit, Site Set up, Content, Help. Below this, a header section includes 'Add a new job for Financial Aid, Office of' and a search bar. The left sidebar contains 'Your Selections' (Reset), 'Job Filters Applied' (Employer: Financial Aid, Office of; Job Status: Listed), and 'Job Filters' (Employer Type, My Jobs, Employer Name, Job Status, Job Type). The main content area features 'Job Actions' (Delete, Export, Print, Email Supervisors) and a table of listed jobs. A red circle labeled '2' highlights the Job Actions buttons. A red circle labeled '1' highlights the first job in the table, 'Assistant In Research' (Ref # 33795). A red arrow points from the text 'Select individual job to access Manage Job page' to the job title 'Assistant In Research'.

Select individual job to access Manage Job page

MANAGE JOB PAGE (screen shot on next page):

- a **Update Status:** Change whether a job is listed on the web, in Review Mode, or in Storage (closed). Note: If your job is in Storage, you will also have the option to delete the job from the Student Employment Office database. *We discourage this, unless you are sure you will never hire a student for that job again.*
- b **View Applicants:** View information for online students. (See page 16 for more information.)
- c **Manage Application:** View a blank Student Data Application for your job here (to see what information students will submit when they apply for your job online).
- d **HIRE STUDENT:** This step is not functional. You cannot complete hiring through this system. See our *Hiring and Paying Students* guide for hiring instructions.

(continued on next page)

Home Students JobX Reporting Access & Audit Site Set up Content Help

Manage Job

Job Title	Employer	Status	Job Type
Assistant In Research	Student Life	Listed	All Jobs

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.

a **Update Status**

[Listed](#) » Current Status – Click to update remaining days listed on site

[Review Mode](#) » Click to change to

[Storage](#) » Click to change to

b **View Applicants**

No applications have been submitted for this job.

[View old Applications](#)

c **Manage Application**

This job is configured to collect online applications.

[» View the online application.](#)

d **Hire Student**

This Job Type is not configured for hiring.

[\[Edit this job\]](#) **e**

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

Assistant in Research	
Job ID	33798
Funding Source	Work-Study
Employer	Student Life
Employer Type	All Employers
Category	Professional/Administrative
Job Type	All Jobs
Job Description	Test
Educational value of this job.	Test
Job Requirements	Test
Number of Available Openings	3
Hours	10.0 hours per week
Compensation	\$9.00/hour
Time Frame	Fall/Winter
Contact Person	Test Tester
Email Address	sharongessner@hotmail.com
Work Location	
Phone Number	
Fax Number	
Community Service	0
For Student Employment Office use only	
JLD?	No

e **Edit this Job (Update Job Profile):** Edit any part of the job posting (number of available openings, contact person, job description, etc.). See *Notes on Editing Jobs* below for more information.

f **Job Details:** View the details of your posting.

NOTES ON EDITING JOBS: **g**

If you edit a currently listed job, your job must be reviewed and approved again by the Student Employment Office before the edits are reflected in the job posting. You have the choice of having the posting remain on the web with the pre-edited information until it is approved, or you may have the posting removed from the web until the edits are approved.

Please complete the remaining questions on this form to indicate how students should contact you (or the contact person) regarding this job. For phone, fax, e-mail address or work location, leave the field blank if you do not wish that information to be available to students.

Phone Number
Include area code and extension. Leave blank if you do not wish students to see this information.

Fax Number
Include area code. 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.

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 the way it was previously until the changes you just made are approved. When the changes you just made are approved, they will then be 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.

g

(continued on next page)

Managing Job Postings (continued)

If you choose to have the posting remain on the web, an **Update Shadow** of the edited posting will be created. This is a “shadow” of the other job that must be approved while the pre-edited version of the job remains on the site.

Manage Job

Job Title	Employer	Status	Job Type
Student Services Assistant II	Financial Aid, Office of	Listed (with an Update Shadow)	All Jobs

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.
- » It also has an Update Shadow associated with it. Changes that have been made to the job will not be reflected until the Update Shadow is approved.

Update Status

[Listed](#) » Current Status – Click to update remaining days listed on site
[Review Mode](#) » Click to change to
[Storage](#) » Click to change to

View Applicants

No applications have been submitted for this job.
[View old Applications](#)

Manage Application

This job is configured to collect online applications.
[» View the online application.](#)

Hire Student

This Job Type is not configured for hiring.

[Click here to cancel the Update Shadow for this job](#)

This job cannot be edited because it has an Update Shadow associated with it.
[Click here](#) to go to the Update Shadow for this job.

The Update Shadow will move the job to the **Pending Approval** stage of the site (a new job reference number is temporarily assigned to the Update Shadow, as well).

Once the Update Shadow is approved, it replaces the posting on the web. The Update Shadow reference number goes away and the original job reference number remains.

[Home](#) [Students](#) [JobX](#) [Reporting](#) [Access & Audit](#) [Site Set up](#) [Content](#) [Help](#)

[Add a new job for](#) **Student Life**

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Student Life
Job Status: Show All

Job Filters

Job Status: –
☒ Listed Jobs (1)
☒ Pending Approval (1)
☒ Review Mode (0)
☒ Storage Mode (0)

Job Type: +

Job Actions:

25 results per page

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

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 33798	Assistant In Research	Test Tester	All Jobs	0 (0 New)	12/20/16	

PENDING APPROVAL – Jobs Currently Pending Administrator Approval (* - Application updated)

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 33800	Assistant In Research	Test Tester	All Jobs			

SEO • Website User's Guide

12

University and Work-Study Employers

6. Additional navigation instructions for Control Panel page

- a** The **Select Action** bar helps to keep keystrokes to a minimum, allowing you to:
 - 4 Change selected jobs to Review
 - 4 Change selected jobs to Listed
 - 4 Move selected jobs to Storage
- b** **Deleting a Job:** You have the option here to delete the job from the Student Employment database. *We urge you not to do this, unless you are sure you will never hire a student for this job again.* If this is a Work-Study job and you attempt to hire a student through the Student Temporary Process/Student Processing page, you will receive the following message: “The SEO Job ID is invalid.”
- c** The **Export** button allows employers to select individual or multiple jobs and build an Excel spreadsheet. All job information will be displayed at a glance, and may be used to manage your data, as desired.
- d** **Manage Application:** View a blank Student Data Application for your job here (to see what information students will submit when they apply for your job online).

7. How Students Apply for Jobs

Once your approved job has been posted to the website, students may search for it online (studentemployment.umich.edu > **U-M Students** to get to the student section of the site). Students can search and apply for job postings 24 hours a day **1**.

The screenshot shows the Student Employment Office website. At the top is the logo for the Student Employment Office, University of Michigan. Below the logo is a navigation bar with 'Students' and 'Employers & Administrators'. The main heading is 'U-M Students'. Below this, there are two paragraphs of text: 'There are two types of jobs listed on this site: Federal Work-Study and non-Work-Study.' and 'Federal Work-Study jobs are only available to U-M undergraduate and graduate students who have applied for financial aid and been awarded Federal Work-Study funding.' Below this is another paragraph: 'All non-Work-Study jobs are available to all U-M students.' To the left, there is a red-bordered box containing the 'Find a Job' section. It has a dark blue header with the text 'Find a Job'. Below the header, it says: 'Conduct a search of available jobs, then apply online or contact employers for interviews. Also, check out a listing of all jobs in the [Job Planner](#).' Below this is a note: 'Note: Applying for jobs online does NOT guarantee you will be granted an interview or be hired.' To the right of the 'Find a Job' box are two promotional posters. The first poster is for 'BE A FORCE OF POSITIVE SOCIAL CHANGE' and features the 'AMERICA READS' logo. The second poster is for 'TELEFUND' and features a yellow telephone icon and the text 'Apply Now'. Below these posters is a dark blue banner with the text 'Steps to be Hired'. Below the banner is a light gray box containing the text: 'Before starting your job search, go to the [Wolverine Access > Student Business](#) page and complete the U-M Student Temporary Employment

When students conduct a search and find your job, they can click on **Job Details** to reveal your posting and apply online.

(continued on next page)

SAMPLE JOB DESCRIPTION

Students	JobX	Reporting	Access & Audit	Site Set up	Content	Help
Job Details						
Assistant in Research						
Click here to apply for this job						
Job ID	33798					
Job Funding Source	Work-Study					
Employer	Student Life					
Category	Professional/Administrative					
Job Description	Test					
Educational Value	Test					
Job Requirements	Test					
Hourly Rate	\$9.00/hour					
Hours	10.0 hours per week					
Time Frame	Fall/Winter					
Start Date	ASAP					
End Date	TBD					
Primary Contact	Test Tester					
Primary Contact's Email	N/A					
Supervisor	N/A					
Work Location	N/A					
Phone	N/A					
Fax	N/A					

SAMPLE: SUBMITTING A STUDENT DATA APPLICATION

Apply To Job

Help

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

By submitting the application below, you will be applying for the following jobs:

- Engr/Elec Tech I - Financial Aid, Office Of
- Medical Assistant - Anesthesiology, Department Of
- Student Caller - Michigan Telefund

General

First name	<input type="text" value="Roy"/>	*
Middle name	<input type="text" value="a"/>	
Last name	<input type="text" value="Rogers1"/>	*
E-mail Address	<input type="text" value="royrogers1@ngwebsolutions.com"/>	*
	<input type="text"/>	*(re-enter to confirm)
UMID	<input type="text" value="11111111"/>	*
Briefly describe your skills and work experience pertaining to this job.	<div></div>	

Resume

If you would like to send a cover letter or references with your resume, please ensure all pages are uploaded together as one document.

No file chosen

8. Viewing Applicants

You will receive an email message notifying you when a student has submitted a Student Data Application to apply for your job (see previous page). To view these Student Data Applications, select **View Applicants** from either your control panel **1** or the Manage Jobs **2** page.

Students JobX Reporting Access & Audit Site Set up Content Help

Add a new job for Financial Aid, Office of

Search Title, Description, Contact or Job Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: Financial Aid, Office of
Job Status: Show All

Job Filters

Employer Type: --
-- Show all Employer Types --

My Jobs: +

Employer Name: --
Financial Aid, Office of

Job Status: --
☒ Listed Jobs (3)
☒ Pending Approval (1)
☒ Review Mode (11)
☒ Storage Mode (4)
[Approve External Jobs](#)

Job Type: +

Supervisor Access: [Application Search](#)

Job Actions:
Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 19 of 19

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

Financial Aid, Office of

Ref #	Title	Contact	Job Type	App #	Listed	Actions
33786	Coder	Test Contact4	All Jobs	0 (0 New)	09/22/16	
33784	Engr/Elec Tech I	Test Contact4	All Jobs	2 (2 New)	09/22/16	
33787	Student Services Assistant II	Test Contact4	All Jobs	0 (0 New)	04/12/16	

PENDING APPROVAL - Jobs Currently Pending Administrator Approval (* - Application updated)

Financial Aid, Office of

Ref #	Title	Contact	Job Type	App #	Listed	Actions
33785	Library Assistant A	Taige Ann Test Employer	All Jobs			

Students JobX Reporting Access & Audit Site Set up Content Help

Manage Job

Job Title	Employer	Status	Job Type
Engr/Elec Tech I	Financial Aid, Office of	Listed	All Jobs

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.

Update Status

Listed
Review Mode
Storage
View Applicants

» Current Status - Click to update remaining days listed on site
» Click to change to
» Click to change to

2 applications have been submitted for this job, 2 of which are new.
» [View Applications](#)
» [View old Applications](#)

Manage Application

This job is configured to collect online applications.
» [Edit, view or remove the online application.](#)

Hire Student

This Job Type is not configured for hiring.

[\[Edit this job\]](#)

(continued on next page)

View Job Applications - Financial Aid, Office of - Engr/Elec Tech I

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (%). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may limit the results by searching by First / Last name below.
Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

☐ Only show New?

Delete
 Export Summary
 Export Details
 Print Summary
 Print Details
 Send Greeting
 Reject Applicants
 Email Applicants

☐ Select/Deselect All Show results per page 1 to 2 of 2 | << < > >> |

<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>				<u>Delete</u>	<u>Hire</u>
Roy Rogers1	royrogers1@ngwebsolutions.com	9/22/2016	New!			Resume				Delete	N/A
Roy Rogers1	royrogers1@ngwebsolutions.com	9/22/2016	New!			Resume				Delete	N/A

VIEW VS. PREVIEW

- a** On the View Job Applications page, you will see a list of applicants. Click on either **Resume** or **Preview** to see the Student Data Application information for a particular applicant.
- b** If you click on Resume, the **New!** indicator on the far left will disappear after you review the student's information. This can help you track which applicants you have reviewed.
- c** If you would rather keep the **New!** indicator, click on Preview (you might do this if you are simply conducting an initial review of applicants).

YELLOW FLAGS **d**

To "flag" students of particular interest to you, click on the yellow flag for those students. The flags will turn yellow to indicate your preference for those applicants.

(continued on next page)

SENDING EMAILS TO APPLICANTS

GREETING

- After reviewing applicant information, you may want to send an email to applicants to schedule an interview. To do this, click on **Greeting**.
- On the **Email Applicants – Greeting** page, be sure the students you want to send the email to are checked. You may also add email addresses for students who have contacted you by phone, walk-in, etc. and did not apply online. You can add to the preset text in the body of the email or type in your own message altogether.

Job Application - Financial Aid, Office of - Engr/Elec Tech I

[Click here to return to reviewing applications.](#)

Suggested use: To set up interview schedules.

Do NOT use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants. Please note that you can add to and edit the message.

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

New! ☒ Rogers1, Roy [royrogers1@ngwebsolutions.com]
☒ Rogers1, Roy [royrogers1@ngwebsolutions.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

bouem@umich.edu

Subject

Student Employment Job: Engr/Elec Tech I

Body

I am interested in meeting with you to discuss your interest in the Engr/Elec Tech I job opening in my department.

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

Note: Students receive individual copies of email messages, so they do not see who else receives the email. You will receive an email copy of the message and to whom it was sent.

REJECTION

If there are online applicants you know are not a good fit, select **Rejection** to send them an email message letting them know they did not get the job.

Job Application - Financial Aid, Office of - Engr/Elec Tech I

[Click here to return to reviewing applications.](#)

Suggested use: To inform students that they did not get this job.

Do NOT use for informing applicants that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants. Please note that you can add to and edit the message.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New! ☒ Rogers1, Roy [royrogers1@ngwebsolutions.com]
☒ Rogers1, Roy [royrogers1@ngwebsolutions.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

bouem@umich.edu

Subject

Student Employment Job: Engr/Elec Tech I - Not Available

Body

You recently submitted an online Student Data Application to apply for the Engr/Elec Tech I job opening.

I regret to inform you that we will be hiring another applicant for this position. Thank you very much for your interest.

9. Closing a Job

a SENDING EMAIL MESSAGES TO STUDENTS YOU ARE NOT HIRING

- 1 If you decide to close a job and move it to Storage (whether all positions have been filled or not), you will be prompted to send email messages to the students who were not hired. Remember, you may have already notified a student that they did not get the job by sending them a **Rejection email message** (see page 18), so you probably do **not** want to send them another email. You may prefer to use this feature for those applicants who interviewed for the job, but were not hired.

Update Job Status

[\[Return to Manage Job Page\]](#)

Job Title	Employer	Current Status
Engr/Elec Tech I	Financial Aid, Office of	Listed

[\[Click here to choose a different status\]](#)

Put this job in Storage

Warning: The student applications for this job will be deleted when the job is put in Storage.

Recommended Actions:
We recommend you email the applicants who have not been hired to let them know the job is filled.

[Click here to email the applicants.](#) (You will be returned to this page after sending an e-mail)

If you would like to see a printable list of the applicants, [click here](#)

If you would like to close the job now anyway, click the "Close Job" button below.

[Close Job](#)

- 2 Sample text is provided in the email, but you can always add or substitute the text with your own message.

Job Application - Financial Aid, Office of - Engr/Elec Tech I

This job is not closed yet. [If you decide NOT to send any emails now, click here to continue closing the job.](#) Otherwise, follow the instructions below.

Suggested use: To inform students that they did not get this job.

Email Applicants - Job Filled

Default: Applicants selected if not notified, hired or rejected.

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

To

From: baum@umich.edu

Subject: Student Employment Job: Engr/Elec Tech I - Job Filled

Body

You recently submitted an online Student Data Application to apply for the Engr/Elec Tech I job opening.

I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

[Send](#) [Cancel](#)

(continued on next page)

Closing a Job (continued)

3 You will receive an email showing which students you emailed and what the email message said.

The screenshot shows the 'Manage Job' interface. At the top, a table lists job details:

Job Title	Employer	Status	Job Type
Engr/Elec Tech I	Financial Aid, Office of	Storage	All Jobs

Below the table, it states: 'Additional details about this job's status: > This job is currently in Storage.'

The main content area has several sections:

- Update Status:** A dropdown menu with options: 'Listed', 'Review Mode', and 'Storage'. A red circle labeled 'b' highlights this section. A message next to it says: 'Cannot list job because it has 0 openings. > Click to change to > Current Status.'
- Manage Application:** A section with a message: 'This job is configured to collect online applications. > Edit, view or remove the online application.'
- View Applicants:** A section with a message: 'No applications have been submitted for this job. View old Applications.'
- Hire Student:** A section with a message: 'This Job Type is not configured for hiring.'

At the bottom, there is a link: 'Click here to [Delete] this job' (circled in red with a red circle labeled 'c') and another link: '[Edit this Job]'.

Note: You can always put a Listed or Review Mode job in Storage by selecting Storage in the Update Status box of the Manage Job page.

b PUTTING A JOB IN STORAGE

Once you have sent email messages to students you did not hire, you will be prompted to close the job and send it to Storage. **Only do this if you will not be hiring more students for the job in the near future (all applicant information will be lost).** Otherwise, you can do nothing, which keeps the job in Review Mode and applicant information is retained.

c DELETING A JOB

You have the option to delete the job from the Student Employment database. *We discourage this, unless you are sure you will never hire another student for this job.* If this is a Work-Study job and you attempt to hire a student through the Student Temporary Process/Student Processing page, you will receive the following message: "The SEO Job ID is invalid".

10. Reposting a Job

- a** You may repost a job at anytime from the **Manage Job** page. Click on **Listed** in the Update Status box to move the job from Review Mode or Storage to be listed on the website.

Manage Job

Job Title	Employer	Status	Job Type
Engr/Elec Tech I	Financial Aid, Office of	Listed	All Jobs

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.

Update Status

Listed » Current Status – Click to update remaining days listed on site

Review Mode » Click to change to

Storage » Click to change to

Manage Application

This job is configured to collect online applications.

» [Edit, view or remove the online application.](#)

View Applicants

No applications have been submitted for this job.

[View old Applications](#)

Hire Student

This Job Type is not configured for hiring.

[\[Edit this job\]](#)

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

Engr/Elec Tech I	
Job ID	33784
Funding Source	Work-Study
Employer	Financial Aid, Office of
Employer Type	All Employers
Category	Technical
Job Type	All Jobs

- b** If there have been any changes to the job (including a change to the number of openings), the job must be reviewed and approved by the Student Employment Office before being posted to the site again.

Update Job Status

[\[Return to Manage Job Page\]](#)

Job Title	Employer	Current Status
Assistant In Research	Student Life	Review Mode

[\[Click here to choose a different status\]](#)

b **List this Job on the site**

Since changes have been made to this job since it was last approved, it will be first need to be reviewed and approved by an administrator again before it is listed on the site.

From the list below, you can choose whether the job should be listed immediately upon approval or on a specific date in the future, assuming that date falls after the job has been approved.

[\[List immediately upon approval.\]](#) ▼

Choose the length of time the job should be listed on the site:

[\[Until I close the job.\]](#) ▼

[Save Changes](#)

(continued on next page)

Reposting a Job (continued)

- c** If the number of openings for the job is zero, you will not be able to select Listed (to list the job on the site) until you change the number to one or more openings.
- d** To do this, go to **Edit this Job** from the Manage Job page or **Edit Job** from control panel. Once you have changed the number of openings, you will be able to select Listed to place the job on the site.

Manage Job

Job Title	Employer	Status	Job Type
Engr/Elec Tech I	Financial Aid, Office of	Storage	All Jobs

Additional details about this job's status:

» This job is currently in Storage.

Update Status

Listed
Review Mode
Storage

Cannot list job because it has 0 openings.
» Click to change to
» Current Status

Manage Application

This job is configured to collect online applications.
» Edit, view or remove the online application.

View Applicants

No applications have been submitted for this job.
[View old Applications](#)

Hire Student

This Job Type is not configured for hiring.

[Click here to \[Delete\] this job](#)

[\[Edit this Job\]](#)

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

Engr/Elec Tech I	
Job ID	33784
Funding Source	Work-Study
Employer	Financial Aid, Office of
Employer Type	All Employers
Category	Technical
Job Type	All Jobs

Once your job is approved, you will receive an email telling you when it has been listed on the site.