

Employer User Guide

For Use with the Online Job Posting/ Application System



Office of Student Financial Aid Services
Scholarships & Student Employment Unit
233 Glenbrook Road, Unit 4141
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Phone: (860) 486-3474
Fax: (860) 486-6253

<http://studentjobs.uconn.edu/>

Employer User Guide

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Getting Started

UConn's Office of Student Financial Aid Services – Scholarships & Student Employment unit is pleased to provide Web services that automate and streamline the job posting and hiring process. The features of our website provide users with a seamless source of student employment information, as well as expanded recordkeeping functions. With this tool, you will be able to efficiently post jobs, review applications, and begin the hiring process 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 openings for the same job; designate multiple University employees to manage a job advertisement; submit a job posting for review by Student Employment
- *Review applications:* receive notification of applications by email and review online; keep all applications in a central location and manage with preview and notes functions; email students about the status of their applications
- *Hire students online:* link directly to the WINJA payroll interface to submit payroll authorizations; keep an archive of all students hired by your department
- *Manage previously-posted jobs:* store lists of students interested in job postings; save job postings for re-use
- *Access information:* download needed employment paperwork; access the Student Employment Guide; locate uniform job descriptions and job codes; use "Work-Study Calculator" to calculate the number of student work hours available per award amount
- *Contact us:* request log-in access; sign up for our ListServ; email questions to Student Employment

Features for Students

- *Search for jobs:* use any number of different criteria to find jobs; receive automated email when preferred jobs become available
- *Apply online:* enter information and instantly submit it to prospective employers
- *Access information:* download needed employment paperwork; access the Student Employment Guide; use "Work-Study Calculator" to calculate the number of work hours available per award amount, find job descriptions
- *Contact us:* email questions to Student Employment

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 Student Employment at studentjobs@uconn.edu.

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

<http://studentjobs.uconn.edu/>

You will then see a main homepage like this:

DIVISION OF ENROLLMENT PLANNING AND MANAGEMENT

Office of Student Financial Aid Services – Student Employment

Home Financial Aid UConn Students Employers Forms and General Information Employment Guide Job Descriptions FAQs Contact Us

Important Links and Resources

Assistance
[Who to call for Assistance:](#) Please use this document as a resource to determine who to call for Student Employment inquiries.

Time Cards
[2014-2015 Academic Year Time Cards](#)

UConn Employers
 Information regarding Student Paid Sick Leave may be found on [Payroll's website](#).

The "Gear Up" presentation for [Payroll](#) and [Student Employment](#) can be found [here](#).

Other Employers
 Contact [Career Services](#) for more information about hiring UConn students.

Off-Campus Community Service
 Want to make a difference through your part time employment? Students with a Work-Study award may earn that award through paid community service positions. Login to JobX, click the "Find a Job" link

Important Updates for Students and Employers (Click post for more information)

National Student Employment Week, April 12-18
 National Student Employment Week officially "kicks off" on Sunday, April 12th and runs until Saturday, April 18th. Please take a moment during this time to offer thanks and appreciation to your student employees for all of their contributions and effort over the past year. Gestures of gratitude are appreciated in recognition of the fact that our [...]
March 31, 2015

Pay-Scale have changed for the 2015 semester
 The student employee pay scales were changed on 12/26/2014. The new rates can be found at <http://studentjobs.uconn.edu/employment-guide/#rates>
January 15, 2015

Work-Study Dates
 The last day Federal Work Study Funds can be earned for the 2014/2015 Academic Year is Friday, May 8th, 2015. No exceptions.
January 14, 2015

Connecticut State Minimum Wage has increased
 Effective on 12/26/2014 pay period, minimum wage has increased to \$9.15. The new hourly pay ranges can be found at <http://studentjobs.uconn.edu/employment-guide/#rates>.
June 20, 2014

2014-2015 Academic Year Payroll Dates
 The payroll dates for the 2014-2015 academic year have been posted and are available at http://studentjobs.uconn.edu/wp-content/uploads/sites/32/2014/07/dates_14-15.pdf.
July 18, 2013

JobX Links

[JobX for UConn Students](#)

[JobX for University Employers](#)

[JobX for Non-University Employers](#)

Upcoming Events
 This calendar has no events scheduled at this time.

Student Employment Contact

Mailing Address:
 Student Financial Aid Services
 233 Glenbrook Road Unit 4141
 Storrs, CT 06269-4141
Phone: (860) 486-3474
Fax: (860) 486-6253
Email: studentjobs@uconn.edu



Here you will see announcements important to users under the "Important Information" heading. From this main page, all users may access the features of the site that apply to them.

There are three main types of users:

-  **UConn Students:** Students seeking jobs on the Student Labor and Work-Study payrolls will be able to view available jobs. Only UConn students will have the capability to apply online.
-  **University Employers:** Departments on-campus who wish to post Student Labor and Work-Study jobs may do so after they receive log-in permission from Student Employment ([see page 5](#) for information on obtaining log-in access).
-  **Non-University Employers:** Off-campus private non-profit, municipal, and state agencies seeking to employ Work-Study students in community service positions may request access to the site if they have an active Work-Study contract with the University, access to internet and email capabilities, and have a designated contact person who will review applications on a regular basis. ([see page 5](#) for information on obtaining log-in access)

Off-campus private non-profit, municipal, and state agencies who do NOT have a current Work-Study contract with the University may contact Student Employment by phone or via the website to obtain information about the Work-Study program at UConn. Private, for-profit companies seeking student employees may use the site to link to [UConn's Career Services Department](#) to obtain information about how to post their positions on that site.

Each user type (described previously) has its own special homepage. From the left-side navigation bar on the main page of the site, employers should select the employer type that applies to them (University Employer or Non-University Employer). You will then see one of these two screens:

**For On-Campus
Departments:**

-  [JOBX HOME](#)
-  [LOG IN](#)
-  [REQUEST LOG-IN PERMISSION](#)
-  [LOG OUT](#)

University Employers

 **Log-In Here** to place job advertisements, access electronic job application review, and hire students.

- [Request a Log-In](#)
- [Password Reminder](#)
- [Employer User Guide](#) [PDF]

Welcome, UConn Student Employers!

[Log in to our JobX system](#) to post job advertisements, obtain on-line employment applications and hire students.

Click the links below for important employment information including Payroll Calendars, Work-Study balance tracking sheets, changes in payroll deadlines, and notices regarding the [WINJA system](#).

- [Student Employment Guide](#)
- [Forms for Employers](#)
- [Employer User Guide](#) [PDF]
- Subscribe to our ListServes:
 - [Departmental list](#)
 - [Payroll list](#)

Work-Study Awards

To calculate the total number of hours per semester a student may work to earn his/her full Work-Study Award:

$$\text{Work-Study Award} \div \text{Pay Rate} = \text{Total Hours}$$

Technical Tips

- A current version of [Firefox](#) is recommended or best compatibility.
Other options include [Chromium](#), [Midori](#), [SeaMonkey](#), [Camino](#), or [Konqueror](#).
- Users are logged out of the JobX system after **60 minutes** of inactivity.

**For Off-Campus
Community Service
Employers:**

JOBX HOME

LOG IN

REQUEST LOG-IN
PERMISSION

LOG OUT

Non-University Employers

If you have an active work-study contract with the University:

 **Log-In Here** to place job advertisements, access electronic job application review, and hire students.

- [Request a Log-In](#)
- [Password Reminder](#)
- [Employer User Guide](#) [PDF]

Welcome, Off-Campus Community Service Employers!

If you have an active work-study contract with the University, you can [log in to our JobX system](#) to post job advertisements, obtain online applications, and hire students.

Not Approved for Work-Study?

The University of Connecticut is committed to providing its work-study students with community service options for employment. If you are a non-profit organization or federal/state/municipal agency interested in employing UConn students to perform work in the public interest, it may be possible for you to enter into a contract with the University for this purpose. Please [contact our office](#) for more information about initiating a work-study contract.

Other Employers

If your off-campus organization does not meet the criterion to hire work-study students, you may submit advertisements for general employment opportunities through the [Department of Career Services](#):

- **Phone:** (860) 486-3013 
- **Website:** www.career.uconn.edu

Click the links below for important employment information including Payroll Calendars, Work-Study balance tracking sheets, changes in payroll deadlines, and notices regarding the [WINJA system](#).

- [Student Employment Guide](#)
- [Forms for Employers](#)
- [Employer User Guide](#) [PDF]
- Subscribe to our ListServes:
 - [Departmental list](#)
 - [Payroll list](#)

Work-Study Awards

Request Log-In Permission

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

- 1 ▶ Point your browser to <http://studentjobs.uconn.edu/> You will be on the main homepage.
- 2 ▶ Click [University Employers](#) or [Non-University Employers](#) from the left-side navigation bar. This will get you to your Employer homepage.
- 3 ▶ Click [Request Log-In Permission](#) from the left-side navigation bar.

4 ▶ Select the employer type that applies to you from the pull-down menu. The choices are: "Storrs Campus, Regional Campuses," or "Off-Campus Work-Study Community Service." Then click *Go to Next Step*.

Thank you for your interest in posting jobs on the University of Connecticut Student Employment Web site. To begin, please choose the **type** of employer which best describes you from the list below.

Storrs Campus

Go to next step

5 ▶ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters (case sensitive). The mailing address is simply to help an administrator identify you; you will also be able to designate a different mailing address for each job posting. (see "Post a New Job" on page 9)

Request Permission To Use This Site

To post jobs on the Student Employment site you must be a registered user. Please fill out the following information and we will evaluate your request as quickly as possible.

First Name

Middle Name

Last Name

Phone Number

Your Full Email Address
Example: husky@uconn.edu

Choose a password
Enter Password:
Re-Enter Password:

Mailing Address

6 ▶ If you want to 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*.

Please choose the employer for which you work from the list below.

Employer

Job Title

Notes
Use this space to indicate if you hire students in more departments than the department you indicated in the Employer pull-down menu above.

Submit

NOTE: The log-in application process is complete, but YOU DO NOT YET HAVE ACCESS to the site. Student Employment will review your information, and upon approval, you will receive a confirmation

Log In

You will receive an email from Student Employment 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://studentjobs.uconn.edu>
- 2 ▶ Click University Employers or Non-University Employers from the left-side navigation bar.
- 3 ▶ Click Log in from the left-side navigation bar.

4 ▶ Enter your university/work email address and the password you selected (case sensitive) when applying for log-in permission, then click *Log in*.

Please Log In!

Email Address

Password

Employers, don't have a password? Request permission to post jobs by clicking [here](#).

Help! I forgot my password! (If so, click [here](#)).

- 5 ▶ If you requested log-in permission via the website, but haven't yet received approval, please be patient. Student Employment's goal is to approve access request within 24 hours. If it has been over 2 days since you sent the request, please contact Student Employment at (860) 486-3474.

If you have forgotten your password, follow the "click [here](#)" link and you will be sent an email with your password shortly.

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 Log out from the left-side navigation bar, or have not used the Web site for over 20 minutes.

The following directions assume that you have logged in first.

My Control Panel

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

If you are granted access to administer jobs for more than one employer, you can select the department/agency 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, Manny Numeros, is assigned to multiple employers and has selected to see his jobs in the Mathematics Department.

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

Add a new job for **Mathematics - Sample - Don't use!**

Job Status Filter: [[show/hide](#)]

- View Listed Jobs (0)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (1)
- View Jobs in Storage Mode (0)

Job Actions: [[show/hide](#)]

   -- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to **1** of **1** | << < > >> |

 **REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)**
Mathematics - Sample - Don't use!

Ref# 2311 [Class II - Student Research Specialist \(Equipment Design & Testing\) - 201](#) [2 Applicants \(2 New\)](#) Listed: 8/16/2007   

1 to **1** of **1** | << < > >> |

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.

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

What do all of these terms mean?!?

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

 **Listed** – The job has been approved by Student Employment 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 again for approval. Departments may use this status when posting a job to indicate that they wish for Student Employment to approve the job for online posting.

 **Pending Approval** – The job has been submitted for approval to Student Employment. 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 final approval must be resubmitted to Student Employment.

 **Review** – The job has been temporarily de-listed from the website, and students may no longer view and/or apply for it. The associated applications, however, are still available for review and hiring. (The UConn policy mandates retention of job applications of interviewed students for a period of 3 years, so please remember to print them out.)

For example, you may move a job into *Review* mode once you have posted the position for 14 days, if you are satisfied with the applications you have received, but still want time to review them before hiring a student. Because applications may be stored in *Review*, this mode is the recommended way to store previously-posted jobs for the short term (until the candidate you hired has actually started working). A job in *Review* mode may be re-posted, though any changes must be resubmitted for approval by Student Employment.

 **Storage** – The job has been de-listed from the website, is not viewable, and any associated student applications have been deleted. Details of the job posting are saved as is the blank application template approved for that job. A job is typically moved into *Storage* after hiring is completed, the job is closed, and your newly-hired student employee has had a successful start. A job in *Storage* may be re-posted with approval from Student Employment – 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 five-step process. In a nutshell, you create the job profile, edit the job’s application if desired (based on the University’s standard application), and follow the steps to 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 Add a new job for [Your Employer Name] to open the Job Profile form ([see page 7](#) for *My Control Panel* details).

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 Add a new job 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 Job Profile form and descriptions of the fields are located here and on the following page:

Category – Select the category that best describes nature of the job. Students may search for jobs by category.

Job Title – Select a specific job title, e.g. “Student Clerical Specialist.”
For descriptions, click on “Job Descriptions” from the left-side navigation bar.

Pay Range – Select a wage that is within the range associated with the job classification. Student Employment will verify that the wage range is consistent with the level of responsibility for the job posted. If you have questions or concerns about the wage, contact Student Employment.

Funding Source(s) – Select the funding source for the job by highlighting the available source, then clicking “Add”. If you have

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:
Choose one...

Select a Job Title:
Choose one...

Please read the wage descriptions carefully and select the appropriate rate.

IMPORTANT NOTE: You must select a wage within the appropriate class based on the job category and title you selected above.

Class I: \$9.15
Class II: \$9.30-10.50
Class III: \$10.55-12.50
Class IV: \$12.55-27.85

Check here if this job will pay an hourly rate.

Pay Range: From To
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"
"\$0.50 raises every year"
- 255 character limit.

OR Check here if an hourly rate does not describe this job's compensation.

Describe Compensation Here:
Examples:

Funding Source(s)

concerns about the funding source, contact Student Employment.

Requirements for the Job – List any knowledge, skills, and abilities that the student must possess. For instance, if you need a student that can type 30 words per min, note that here. Requirements listed must be directly related to the job duties.

Requirements for the job

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

Hours per Week
Enter a numerical value in integer form, such as "3" 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...

Number of Available Openings – Indicate the number of openings available. This number will decrease automatically as you hire students within the system.

Hours per Week – Indicate how many or the range of hours per week you expect the student to work. Student Employment guidelines recommend that full-time students not work more than 20 hours per week.

Start/End Date/Timeframe – These mandatory fields indicate to students when you need help. These dates should conform to payroll time periods. Start/End Date provides specificity for the timeframe selected and may be actual dates or strings of text, like "ASAP." Students may view and search for jobs by timeframe.

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Contact Person [«?»](#) Choose one...

Secondary Contact People [«?»](#)

Phone Number

Fax Number

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

Workplace Location
Please use this space to indicate a regional campus location.

Contact Person – The primary contact person will be responsible for managing the job and will receive email about the position from Student Employment and students who apply online. Select yourself as the contact person unless you are posting the job for someone else. 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 selected department.

Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students. If you do not wish to receive phone calls or emails, you may leave these fields blank

Secondary Contact People - Secondary contact persons must be registered users of the system. If there are other people in your department who should receive notifications about listed jobs, indicate so here by selecting one or more names and adding them to the list. (Do not list the Primary Contact twice)

3 ▶ Click *Submit*. The *Review Job Application* page will load. Please note, if you do not agree To the terms and conditions, you will not be able to submit your job.

In order to meet the requirements of affirmative action and equal opportunity and the University's policy, all available positions must be advertised via the Office of Student Financial Aid Services – Student Employment for at least a two-week period. Supervisors who are rehiring former student employees, and who are NOT seeking new candidates for their available position(s), are not required to advertise.

By selecting the option below, I attest that I have read and understand the University's policy on Employment and Contracting for Services of Relatives. I further understand that under no circumstances will the University approve the employment of dependent children or step-children as student employees under direct or indirect supervisory relationships, and I will not hire an employee that is in the direct or indirect line of supervision of a relative working in another University position. Please contact Student Employment with questions regarding this policy.

Employment Policy Agreement? ▼

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

>>[Step 1: Supply Job Profile](#) >> **Step 2: Review Job Application**

The job data was successfully saved. However, there are two more steps. First, please review the job data and your preferences. You may make changes, subject to the University's Employment Policy.

Pending Job Application - Mathematics - Class II - Student

If you are ready:

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked of the supervisor.

4 ▶ Review the application, then click the [Click Here when finished](#) button at the top or bottom of the page if you are satisfied with the basic application as is.

NOTE: Student Employment requires that all applications include basic contact fields with gray backgrounds. Fields with red asterisks must be answered, including the student's Student Administration/ PeopleSoft ID.

1. First Name	<input type="text"/>
2. Middle Name	<input type="text"/>
3. Last Name	<input type="text"/>
4. E-mail Address	<input type="text"/>
5. PeopleSoft ID	<input type="text"/>
6. Phone Number:	<input type="text"/>

To add a question to an application, click to edit the job's application. select the format for the question (single-line, multiple line, multiple choice, etc.) from the drop-down menu, then click Insert. The page will reload and you can then enter the question itself, along with a number of other options.

This job is currently set to accept online applications.

To edit this job's application: [Click Here](#)

Note: If you make changes to the job application, the job will not go live until the changes are approved by a manager.

For multiple-choice questions, please note that the choice you indicate should be written within the *Options* section in a comma-separated list, as seen to the right.

When you are finished writing your question, click the [Click Here when finished](#) button at the bottom.

The screenshot shows a dialog box titled "Insert Multiple Choice". It has four main sections: "Question" with the text "To what number can you count?", "Options" with the text "100, 1000, 5000", "Default" which is empty, and "Description" which is empty. At the bottom of the dialog are "Save" and "Cancel" buttons. Below the dialog box, there is a button labeled "Click Here when finished" with a red arrow pointing to it from the text box on the left.

Once the application has reloaded with your new questions, click the [Click Here when finished](#) button at the top or bottom of the page.

- 5 ▶ The final step in the job posting process confirms what will be done with your job after it is submitted. Your options may include the following, depending on the permission level granted to you by Student Employment:
- 🐾 *Question 1 – (As Soon As Possible; Later)* If *ASAP* is selected, the job will be submitted immediately to Student Employment for approval. If *Later* is selected, the job will move into Review mode and not be seen by Student Employment. 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 – (# of 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. All jobs must be posted for a minimum of 14 days, in line with Student Employment's policy to help ensure equal opportunity for all qualified student applicants.

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**

Mathematics - Class II - Student Accountant - 216

Your job will have to be approved because you can't post jobs without permission **AND** you edited the application. Please call 486-3474 if you have any questions about this process.

1. When do you want the job and application to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

When you are finished writing your question, click the [Click here to finish!](#) button at the bottom.

► **Congratulations!** 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 [View the job details](#), from which you may print a paper copy of the job you advertised.

Mathematics - Class II - Student Accountant - 216

Thank You For Submitting Your Job Advertising Request! Your job is pending approval, of Student Employment. It will be listed online after it has been reviewed and approved.

What would you like to do now?

- [View the job details \(for printing, etc.\)](#)
- [Return to your control panel.](#)

If you discover the need to change details of the job you have submitted **before** it is approved, you can do so easily. From *My Control Panel*, view the [Jobs which are pending approval](#).

Click [Manage Job](#) to make any changes ([see page 19](#) of this manual for details about how to edit the details and status of a job.)

:: Jobs which are pending approval		
Ref# 703	Class II - Student Accountant - 216	Manage Job

Review Student Applications

Once your job has been posted, 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. Each row of the table provides functionality for one particular job.

Click [Applicants](#) to see a listing of students who have applied for your job.



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 ▶ A new page will load, and a screen similar to the following will display:



Applications										
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume		Delete
New!	02-14-2014	Kirby-McGann	Danielle	danielle.kirby-mcgann@uconn.edu	Preview	View	Hire	Resume		Delete
New!	02-13-2014	Rivera	Santorini	santorini.rivera@uconn.edu	Preview	View	Hire	Resume		Delete

- 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 [Preview](#) or [View](#) next to the application you wish to review. Both links will display the application in exactly the same manner except that [Preview](#) 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 [Preview/View](#), the student's application will appear:

5 ▶ Review the student application, and if you would like to print a hard copy of it, click the printer icon. (A new window will open from which you can print.)

[Return to Application List](#) [Delete App](#) 

Application Date: 08/16/2007

1. First Name

weorjwpj

2. Middle Name

3. Last Name

s;dfjls;fljs

4. E-mail Address

sakdfh@sfjhlj.com

5. PeopleSoft ID

7654321

6. Phone Number

111-2222

7. Describe your work experience related to this job

s;ljlwldlcknc;lsaijfoweinlkn

Resume Submitted: No

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click [Send Greeting Emails](#) or [Send Rejection Emails](#), located just above the table of applications.

[Send Greeting Email\(s\)](#) [Send Rejection Email\(s\)](#)

Applications											
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume		Delete	
New!	02-25-2014		Victoria	victoria. @uconn.edu	Preview	View	Hire	Resume		Delete	
New!	02-24-2014		Matthew	matthew. @uconn.edu	Preview	View	Hire	Resume		Delete	
	02-24-										

A new page will load with a screen similar to the one 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, it 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.

Email Applicants - Greeting
Default: Applicants selected if not greeted or rejected.

Luvstacount, Jerry [Jerry@countingmaniac.net]
 Countsalot, Sylvia [sylvia.countsalot@uconn.edu] **Greeted**

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

From stacey.musulin@uconn.edu

Subject Job: Class II - Student Equipment Specialist - 236

Body
I am interested in meeting with you to discuss your interest in the Class II - Student Equipment Specialist - 236 job opening in my department.
Please contact me as soon as possible so that we can set up a time to meet to discuss your qualifications and our needs further.

Send **Cancel**

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.

Body – The system provides a standard message based on whether you selected Greeting or Rejection, but you can edit it at will.

NOTE: Sending a "Rejection" email to a student you have accidentally hired within the JobX system will not "unhire" him/her. Please refer to the next section, "Hire a Student" and contact Student Employment should this occur.

Hire a Student

After you have finished interviewing for your job, you are ready to begin the University hiring process. The website allows you to hire students who have applied either online or in person. The information about students you are hiring will be stored within the system under a Hiring Archive. This process does not replace the need to enter payroll authorizations into the Winja payroll system. Entering payroll authorizations should be done at the time of hire. New student employees will also need to complete pre-employment paperwork in Student Employment (or at a regional campus office) on or before their start date.

- 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:

Fill the job "Class II - Student Equipment Specialist - 236"

There are 2 openings for this position. Please select 2 or fewer applicants to fill this job.

-- Click for help on completing this step.

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

	First Name	Middle Initial	Last Name
<input checked="" type="checkbox"/> Sylvia Countsalot	1. <input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Jerry Luvstacount	2. <input type="text"/>	<input type="text"/>	<input type="text"/>

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:

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Class II - Student Equipment Specialist - 236

Fill out hire info for student 1 of 2

Student First Name	Sylvia
Student Middle Name	
Student Last Name	Countsalot
Student ID number	1234567
Email Address of Student Hired	sylvia.countsalot@uconn.edu
Wage which will be paid student	8.90
Position Index Number	
Hours student will work.	10.0
Estimated Employment Start Date (mm/dd/yyyy)	01-07-2005
Estimated Employment End Date (mm/dd/yyyy)	05-05-2005
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire

3 ▶ The previous screen confirms information gathered from your initial job posting and the student's application. Review the information, make any changes necessary, then click [Submit](#). This is the hiring info that will be a part of the hiring archive for your department.

4 ▶ Another screen will load, on which on-campus departments will be prompted to enter the WINJA system to enter in the student's payroll authorization. Click on the [WINJA](#) link. Off-campus agencies should contact Student Employment to finish the hiring process for their students



For University Employers/ On-Campus Departments:

Your new student hire has been archived in the system. Thank you for using the UConn Student Employment web site. **Please enter a payroll authorization in [WINJA](#).**

For Non-University/ Off-Campus Work-study Community Service Agencies:

Please contact Student Employment to activate the student's pay. You will be provided with timesheets, payroll deadline dates, and any needed pre-employment paperwork for the student.

For on-campus departments, be sure to have the following information handy as you prepare to complete the authorization:

- Your Winja user ID and password (new Winja users must obtain authorization from [Payroll](#))
- The student's social security number
- The student's Citizenship Status (US Citizen, Permanent Resident, or Non-Resident Alien/International)
- Whether or not this position is under the Student Labor or Work-Study payrolls
- Start and End Dates of employment that correspond to payroll time periods
- Your department's FRS code
- The hourly wage you wish to pay the student(s) and the corresponding Job Code
- Your department's payroll U-Box.

NOTE: If you have hired the number of employees you indicated in "Available Openings" in your job ad, the following will display at the bottom of the screen. Select what to do next with your job advertisement:

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 if you are not positive that you are ready to close the job, but also don't want to re-list the job immediately. 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.

It is recommended that you keep your job in Review Mode until your new student employee has made a successful start. Remember that Review Mode will store all of the applications submitted for your job.

TO EDIT A JOB OR MANAGE AN APPLICATION:

Job Actions: [[show](#)/[hide](#)]

   -- Select Action Below --

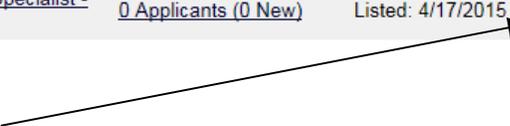
Select/Deselect All Show results per page to **75** of **107** | << < > >> |

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

Environmental Sciences & Engineering, Center for

Ref# 6820 [Class III - Student Research Review Specialist - 305](#) [0 Applicants \(0 New\)](#) Listed: 4/17/2015 

1. Go to your Control Panel



2. Click the edit job or manage application icon

3. **Edit the job details.** At the bottom of this screen, you will be asked to choose whether to keep the job posted in its "old form" while waiting for approval or to place it in Review mode until the changes have been approved by Student Employment. Select one of these options at the bottom of the page, and click Submit.

The Edit *Job* function allows you to manage a number of different functions from one central location, including:

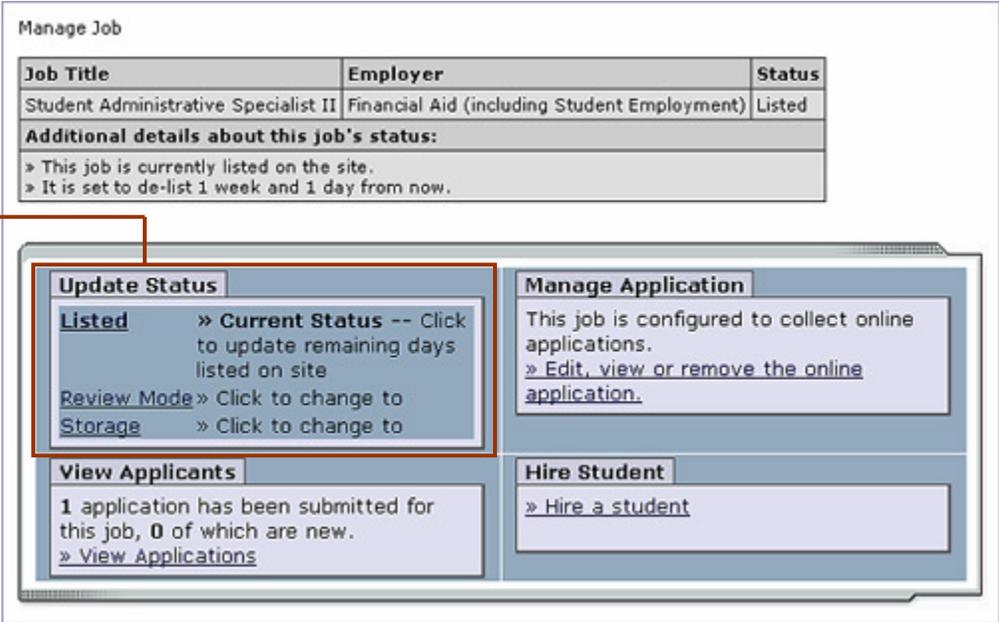
-  Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
-  Editing a job advertisement/description.
-  Editing a job's online application.
-  Viewing applications (also accessible from *My Control Panel*).
-  Hiring a student (also accessible from icon on *My Control Panel*).

3 ▶ Your changes will be submitted to Student Employment 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*.

TO UPDATE JOB STATUS:

 **Update Job Status:**
To change a job's status, click the desired status (e.g. Listed, Review, Storage) from the *Update Status* portion of the window. You will then be prompted to change the status. To change status to *Listed*, you must designate at least one job opening in the *Job Profile*.



The screenshot shows a 'Manage Job' window with the following content:

Job Title	Employer	Status
Student Administrative Specialist II	Financial Aid (including Student Employment)	Listed

Additional details about this job's status:

- » This job is currently listed on the site.
- » It is set to de-list 1 week and 1 day from now.

The interface includes several management panels:

- 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:**
 - 1 application has been submitted for this job, 0 of which are new.
 - » View Applications
- Hire Student:**
 - » Hire a student

NOTE: For an explanation of the different statuses, please [see page 8](#) of this guide.

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.

NOTE: You will not be able to change a job's *Listed* status within the first 14 days it has been posted.

🐾 Delete a Job

If a job is already in *Storage* mode, a link to [\[Delete this Job\]](#) will be visible. 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 in the *Job Profile* and that job's application template.

🐾 View Applicants ▶ Hire Student

You may access these functions within [Manage Job](#) by clicking the links under these titles.

🐾 Manage an Online Application

To view, edit or remove a job's online application, click [View the Online Application](#) from the Manage an Online Application section (the upper right-hand part of the table in the [Manage Job](#) screen). The *Manage Job Application* screen will then load and present you with a preview of the current application. If the job has been *Listed* for the required minimum 14 days, you will also see these messages:

Manage Job Application

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

Job Title	Employer	Status
Class II - Student Clerical Specialist - 211	Financial Aid (including Student Employment)	Listed

This job is currently set to accept online applications.

- To edit this job's application: [\[Click Here\]](#)
- If you want 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: [\[Here\]](#)

Use the [Click Here](#) link to edit the job's application. After you edit the application and click the Click Here when finished button, the job and its new application will be re-submitted for approval by Student Employment. The job may be relisted with its new application following Student Employment's approval.

NOTE: Changing the online application and resubmitting the job for approval will not cause you to lose any of your "old" applications for that job unless you place the job in Storage mode.