



# External Employer Training





## =Total Solution

**JobX** assists schools to automate the job posting, application, hiring, and reporting process for employees, employers, and administrators.

# Next Gen Web Solutions

Next Gen Web Solutions offers web and mobile software solutions to enable administrators to efficiently manage online forms, scholarships, employment, online timesheets and other specialized processes that requires electronic management.

JobX solution in this training, assist institutions to automate the job posting, application review, and reporting process for employees, employers, and site administrators. The solutions also assist in compliance validations based on various regulations and institutional policies.

# JobX Benefits



Easy job posting



Workflow job approval process ensures your jobs are reviewed timely and are compliant



Customize job specific questions on the application to find the “most qualified” candidates in your job(s)



Systematic e-mail alerts ensure timely communications amongst everyone (employees, supervisors, site administrators)



Systematic applicant compliance checks ensures all employment eligibility requirements are met



Broadcast e-mail tools for improved communications with your employees

# School Specific Customization



The JobX site has the Institution's look and feel



The JobX site has the Institution's Off-Campus Employers



The JobX site has been configured to support the Institution's business processes

# Training Agenda

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Access JobX

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Job Posting

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Review and Hire Applicants

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Approved for Hire

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Questions

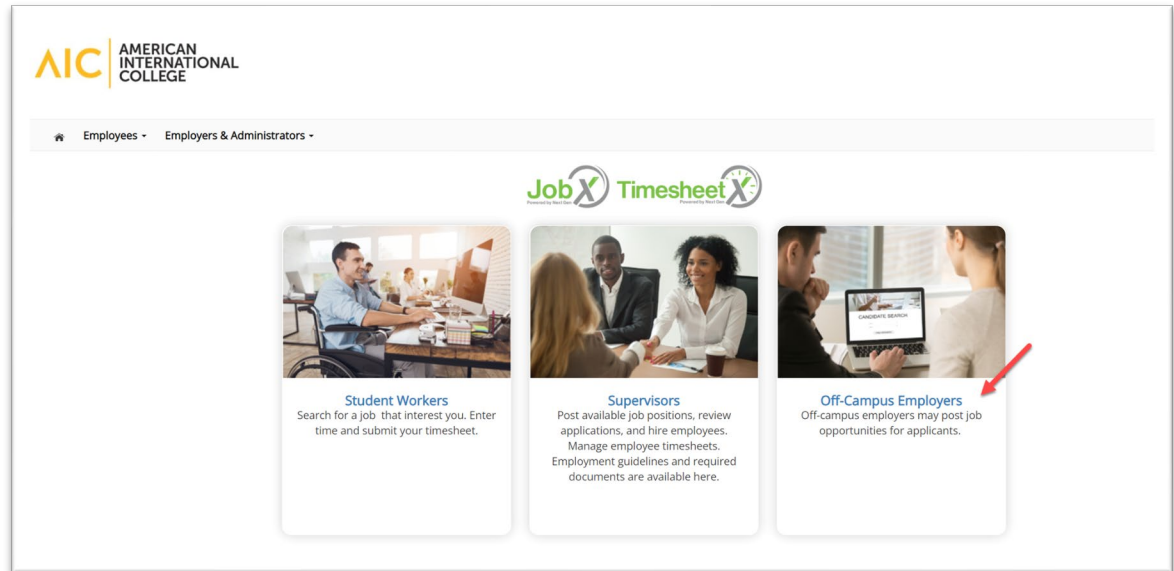


# Access JobX

# Access JobX

Navigate to your school's customized JobX Site.

Then click on the 'Off-Campus Employers' link.



The screenshot shows the American International College JobX site. At the top left is the AIC logo and the text "AMERICAN INTERNATIONAL COLLEGE". Below this is a navigation bar with "Employees" and "Employers & Administrators" dropdown menus. The main content area features the "JobX Timesheet" logo. Below the logo are three cards: "Student Workers" (with a photo of a man in a wheelchair), "Supervisors" (with a photo of three people in an office), and "Off-Campus Employers" (with a photo of two people looking at a laptop). A red arrow points to the "Off-Campus Employers" card. The text for each card is as follows:

- Student Workers**  
Search for a job that interest you. Enter time and submit your timesheet.
- Supervisors**  
Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are available here.
- Off-Campus Employers**  
Off-campus employers may post job opportunities for applicants.


American International College JobX Site:

<https://aic.studentemployment.ngwebsolutions.com/>




# Off-Campus Employer Request Login

Click the 'Request Access to the Site' link.



## Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

<h3>Student Employment News</h3> <p>Welcome to the Student Employment website!</p> <p>This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.</p> <p><u><a href="#">Off-Campus Work-Study Information</a></u> General information about how to become an Off-Campus FWS employer.</p> <p><u><a href="#">Tell Us Who you Hired</a></u> Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.</p> <p><u><a href="#">Off-Campus Supervisor Training</a></u> Click here to access the Off-Campus Supervisor Training in PDF format.</p> <p><u><a href="#">Suggestion Box</a></u> Send us your suggestions, ideas, or concerns!</p>	<h3>FWS Jobs</h3> <p>Federal Work-Study (FWS) is a federally funded financial aid program established to provide part-time employment opportunities for students with demonstrated financial needs. To become an Off-Campus FWS Employer, agencies must be approved by the Student Employment Office.</p> <p><u><a href="#">JobX &amp; TimesheetX Login</a></u> Login to post jobs, hire students, access student applications, and approve Timesheets.</p> <p><u><a href="#">Request Access to Site</a></u>  Click above if you are an Off-Campus Employer who has <b>never</b> logged in before.</p>
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# Off-Campus Employer Request Login

Complete Request Login Form.

Then click 'Submit' button to submit your request for an approved login.

**Request Permission To Use This Site**

You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Full Email Address * <small>Example: yourname@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>


Choose a Password *	Enter Password: <input type="password"/>
<small>Passwords are case-sensitive.</small>	Re-Enter Password: <input type="password"/>

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

Department	<input type="text" value="Choose one..."/>
Job Title	<input type="text" value="Supervisor"/>


**Notes**  
If your department is not listed in the pull-down menu, please provide the name of the department you should be affiliated with here. Also use this space to indicate if you have applicants in more departments than the one you indicated with the pull-down menu above.

**This must be verified prior to submitting the form**

<input type="checkbox"/> I'm not a robot	
--	---

# Off-Campus Employer Login

After access approval, click the 'JobX Login' link to login to the system.



## Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.

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### Student Employment News

**Welcome to the Student Employment website!**

This is the best way to reach students and advertise your job. Employers with positions open are welcome to add them for FREE to our database by clicking one of the links to the right.

**Off-Campus Work-Study Information**  
General information about how to become an Off-Campus FWS employer.


**Tell Us Who you Hired**  
Please fill out this short form to tell us who you hired. This information is aggregated and reported to the Federal Government to demonstrate the value of this online service.

**Off-Campus Supervisor Training**  
Click here to access the Off-Campus Supervisor Training in PDF format.

**Suggestion Box**  
Send us your suggestions, ideas, or concerns!

### FWS Jobs

Federal Work-Study (FWS) is a federally funded financial aid program established to provide part-time employment opportunities for students with demonstrated financial needs. To become an Off-Campus FWS Employer, agencies must be approved by the Student Employment Office.

**JobX Login**   
Login to post jobs, hire students, and access student applications.

**Request Access to Site**  
Click above if you are an Off-Campus Employer who has **never** logged in before.



# Job Postings

# Create a Job Posting

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HOW DO I POST A JOB IN JOBX?

# Create a Job Posting – Add a Job

Click 'Add a Job' button to start the process to create a job.

The screenshot displays the NextGen Web Solutions Job Control Panel. The interface includes a navigation menu with options like Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main content area features a 'Job Control Panel' section with various filters and controls. A red arrow points to the 'Add a Job' button, which is highlighted in blue. The job listing below shows details for a 'Food Service Assistant' position, including Job Id, Contact Person, Status, Location, Wage, and Job Type.

**nextgen** WEB SOLUTIONS

Welcome, Test Off-Campus Supervisor | [Logout](#)

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

Job Control Panel

Result Filters: Employer: All Available [Reset Filters](#)

-- Select Action Below --

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

Food Service Assistant		Applications:	Employer: Chick-Fil-A
<input type="checkbox"/>	Job Id: 4497 Contact Person: Test Off-Campus Supervisor Wage: \$15.00 /hr	Status: Pending Approval Location: 6821 Southpoint Dr N Jacksonville FL 32216	Listed: Off-Campus Non-FWS Jobs Actions ▾

# Create a Job Posting - Department

nextgen WEB SOLUTIONS

Home Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

You are adding a brand new job to the web site for:  
>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live

Please Choose an Employer/Department

Choose Employer

- Academic Learning Center
- Ann Taylor
- Boys and Girls Club
- Center for Nonprofits
- Chick-Fil-A
- Communities In Schools

Go to next step

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© Copyright 2001- 2020, /

If you have posting permissions for more than one department, Select the department for which you want to post a job from the **'Employer/Department Name'** drop down list.

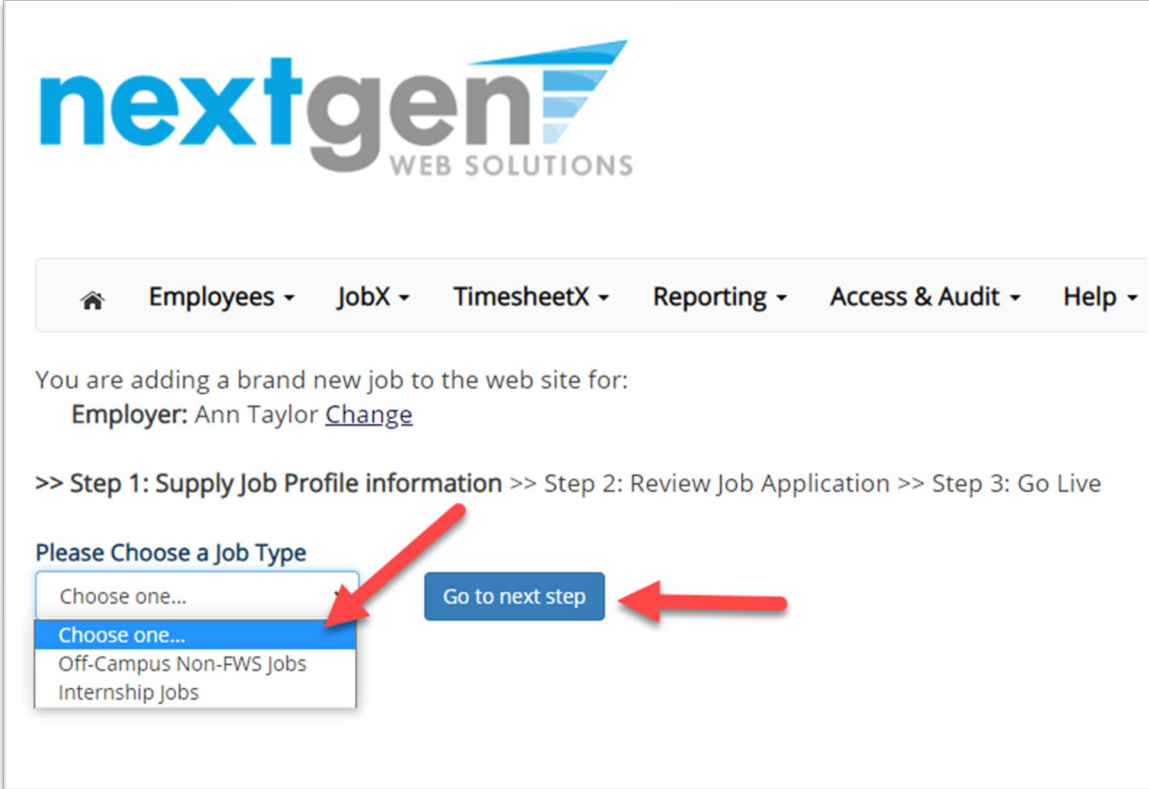
Next click **'Go to next step'** button to proceed.

**Note:** If you only have permissions to post for one department, please proceed to the next slide.



# Create a Job Posting – Job Type

If you have posting permissions for more than one job type, Select the job type for which you want to post a job from the **'Job Type'** drop down list. Then click **'Go to next step'** to proceed.



The screenshot displays the NextGen Web Solutions interface. At the top, the logo "nextgen WEB SOLUTIONS" is visible. Below it is a navigation bar with a home icon and several menu items: "Employees", "JobX", "TimesheetX", "Reporting", "Access & Audit", and "Help". The main content area shows a message: "You are adding a brand new job to the web site for: Employer: Ann Taylor [Change](#)". Below this, a progress indicator shows three steps: ">> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live". The current step, Step 1, is titled "Please Choose a Job Type" and features a dropdown menu with the following options: "Choose one...", "Choose one..." (highlighted in blue), "Off-Campus Non-FWS Jobs", and "Internship Jobs". To the right of the dropdown is a blue button labeled "Go to next step". Two red arrows point to the dropdown menu and the "Go to next step" button, respectively.



# Create a Job Posting – Complete Job Posting Template

Complete the Job Posting Template.

The Job Posting Template may vary depending on the job type selected.

Fields denoted with a red \* are required fields.

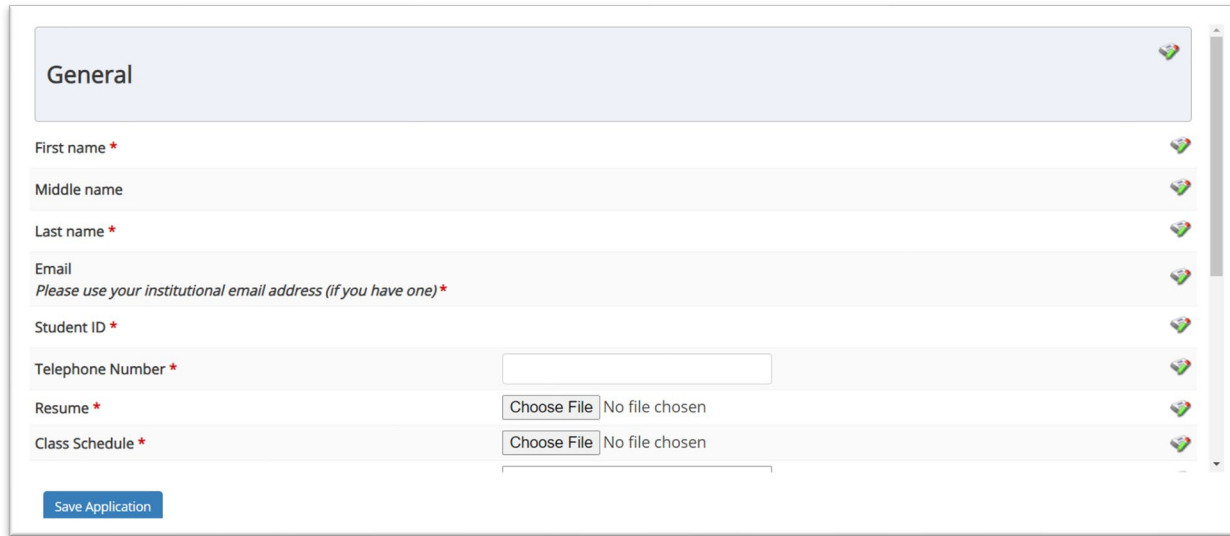
Lastly, click **‘Submit’** to continue the next steps in the process.

**Important Note:** *If your school has loaded your contact information (e.g. Phone Number, Fax Number, & Office Address), these fields will be pre-filled systematically. If not, you may optionally enter your Phone Number, Fax Number, E-Mail Address, and Location so an applicant can contact you, if desired.*

The screenshot shows a web form for creating a job posting. At the top, it indicates the current step: '>> Step 1: Supply Job Profile information >> Step 2: Review Job Application >> Step 3: Go Live'. The form includes the following fields and sections:

- Job Category \***: A dropdown menu with 'Choose one...' selected.
- Job Title \***: A text input field with the placeholder text 'Example: Front Desk Receptionist'.
- Job Description \***: A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), and other text formatting options.
- Job Requirements \***: Another rich text editor with a similar toolbar.
- Number of Available Openings \***: A text input field.
- Hours per Week**: A dropdown menu set to '10.0' and a radio button labeled 'Same'.
- Time Frame for this job**: A dropdown menu with 'Choose one...' selected.
- Base pay rate: \***: A dropdown menu with 'Choose one...' selected.
- Primary Contact Person \***: A dropdown menu with 'Choose one...' selected. Below it is a note: 'Select a contact and the Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.'
- Phone Number \***: A text input field.
- Email \***: A text input field.
- Location \***: A text input field.
- Do you wish to collect online applications for this job?**: Two radio buttons, 'Yes' (selected) and 'No'.
- Company/Department Logo**: A 'Choose File' button and the text 'No file chosen'.
- A blue **Submit** button at the bottom.

# Create a Job Posting – Review Default Application



The screenshot shows a web form titled "General" with the following fields and options:

- First name \*
- Middle name
- Last name \*
- Email  
*Please use your institutional email address (if you have one) \**
- Student ID \*
- Telephone Number \* (with an empty input field)
- Resume \* (with a "Choose File" button and "No file chosen" text)
- Class Schedule \* (with a "Choose File" button and "No file chosen" text)

A "Save Application" button is located at the bottom left of the form.

To ensure you find the most qualified candidate for your job, you may add job specific questions to the institutional default application questions.

Your site administrator must approve these job specific questions.

To add job specific questions to your institutional default application, at the bottom of the page you may use the customized tool, see next slide for additional information.

# Create a Job Posting – Add Customized Questions

When creating a new question, please select a type of question from the 'Question Type' drop down menu (i.e. Single Line, Multiple Line, Single Choice, Multiple Choice, Date, File Upload, or Instructional Text).

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the text and HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the 1<sup>st</sup> new field being presented within this new section.

Once this section has been added with your new question, all subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section" drop down list.

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by your Site Administrator.

The screenshot shows the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section, which includes a 'Question Type' dropdown menu with options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to the 'Question Type' dropdown. Below this is the 'Application Behavior' section, which includes an 'Application Section' dropdown menu with options: 'Select an existing section' and 'Create a new section'. A red arrow points to the 'Application Section' dropdown. Below this are 'Other flags' with checkboxes for 'Application input is required' and 'Prefill this question from previous answer?'. A red arrow points to the 'Application input is required' checkbox. Below the flags is a 'Where To Add This Question?' dropdown menu with the option 'End of Application'. A red arrow points to the 'Where To Add This Question?' dropdown. At the bottom of the form is an 'Add Question' button. A red arrow points to the 'Add Question' button.

# Create a Job Posting – Finalize Job Posting – Step 1

Your job will be approved by an administrator before it can be posted. Please choose an option.

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

When all the above information looks correct... [Click here to finish!](#)

Select **'As soon as possible'** from the list on question #1 if you want the job to be reviewed for approval immediately.

- If you want to save the job for later, select **'Later, I need to review it myself first'**. The job will go to Storage for later review.

Select **'Yes, immediately'**, from the list on question #2 if you want the job to be listed immediately upon approval.

# Create a Job Posting – Finalize Job Posting – Step 2

Your job will be approved by an administrator before it can be posted. Please choose an option.

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

When all the above information looks correct... [Click here to finish!](#)

For the question, ‘For how many days do you want the job to be listed on the site?’

- If you want to designate a specific period of time the job should be posted, select the applicable duration from the drop-down list.
- If you want the job to be posted until you close the job, select ‘Until I close the job.’

Click the “**Click here to Finish!**” button.

- Your job will be submitted to the Student Employment Office for review/approval.

# Create a Job Posting – Pending Approval

Congratulations! Your job is pending approval, then it will be listed.

What would you like to do now?

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

You may either print your job details or click '**Return to your control panel**' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the '**Pending Approval**' queue.

The screenshot displays the 'nextgen WEB SOLUTIONS' interface. At the top right, it says 'Welcome, Test Off-Campus Supervisor | Logout'. Below this is a navigation bar with 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The main area is titled 'Job Control Panel'. On the left, there's a sidebar with filters: 'Employer Name' (Show Jobs From All My Employers), 'Job Status' (Listed Jobs (0), Pending Approval (2) - selected, Review Mode (0), Storage Mode (0)), 'Job Type' (Choose Job Type), and 'My Jobs' (Show My Jobs Only). A red arrow points to the 'Pending Approval (2)' option. The main content area shows 'Result Filters: Employer: All Available' and 'Job Status: Pending Approval'. There's a search bar and a table of jobs. The first job is 'Food Service Assistant' with Job Id: 4497, Status: Pending Approval, Location: 6821 Southpoint Dr N Jacksonville FL 32216, and Wage: \$15.00 /hr. The second job is 'Volunteer Manager' with Job Id: 4498, Status: Pending Approval, Location: 6821 Southpoint Dr N Jacksonville FL 32216, and Wage: \$10.00 /hr. A red arrow points to the 'Pending Approval' status of the second job. The table also shows 'Applications' and 'Employer' information for each job.

# Edit a Job Posting

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WHAT STEPS DO I TAKE IF MY JOB  
POSTING NEEDS UPDATING?

# Edit a Job Posting

nextgen WEB SOLUTIONS

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Job Control Panel

Employer Name: Show Jobs From All My Employers

Job Status:  Listed Jobs (0)  Pending Approval (2)  Review Mode (0)  Storage Mode (0)

Job Type: Choose Job Type

My Jobs:  Show My Jobs Only

Result Filters: Employer: All Available  
Job Status: Pending Approval [Reset Filters](#)

[Add a Job](#) Search Title, Description Search

Select/Deselect All Show 25 results per page

**Food Service Assistant** Applications:

Job Id: 4497 Contact Person: Test Off-Campus Supervisor Location: 6821 Southpoint Dr N Jacksonville FL 32216 Status: Pending Approval Wage: \$15.00 /hr Listed: Job Typ Non-FW

**Volunteer Manager** Applications:

Job Id: 4498 Contact Person: Test Off-Campus Supervisor Location: 6821 Southpoint Dr N Jacksonville FL 32216 Status: Pending Approval Wage: \$10.00 /hr Listed: Job Typ FWS Job

You may view the job and/or application details or request the job status be changed by simply clicking on the Job Title link.

To edit the job, click **'Edit this Job'** button on the 'Manage Job' page.

To edit the application tied to your job, click **'Edit or View the Online Application'**.

Welcome, Test Off-Campus Supervisor | [Logout](#)

Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Manage Job

Job Title	Employer	Status	Job Type
Volunteer Manager	Communities In Schools	Pending Approval	Off-Campus FWS Jobs

**Additional details about this job's status:**

- » This is a **new** job that has not yet been approved.
- » It is set to **go live upon approval**.
- » JobMail has been requested to be sent when the job is approved and listed.

**Update Status**

[Listed](#) » Click to update listing options

[Review Mode](#) » Click to cancel approval and change to

[Storage](#) » Click to cancel approval and 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.

**Hire Applicant**

You cannot hire employees while the job is in this status.

[Edit this Job](#)

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

**Volunteer Manager**

Job ID: 4498





# Review & Hire Applicant(s)

# Manage Applications

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HOW DO I REVIEW APPLICATIONS FOR MY JOB POSTING?

# Manage Applications

**nextgen** WEB SOLUTIONS

Welcome, Test On-Campus Supervisor | [Logout](#)

Home Employees - JobX - TimesheetX - Reporting - Access & Audit - Help -

Job Control Panel

Result Filters: Employer: All Available  
Job Type: On-Campus FWS Jobs [Reset Filters](#)

Search Title, Description,  -- Select Action Below --

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

<b>Help Desk Assistant</b>		Applications: <a href="#">1 (1 New)</a>		Employer: MANAGEMENT INFORMATION SYSTEMS	
<input type="checkbox"/>	<b>Job Id:</b> 4494 <b>Contact Person:</b> Test On-Campus Supervisor <b>Wage:</b> \$8.50 - \$10.50 /hr	<b>Status:</b> Listed <b>Location:</b> 6821 Southpoint Dr. N Jacksonville FL 32216	<b>Listed:</b> 11/18/20 <b>Job Type:</b> On-Campus FWS Jobs	<input type="button" value="Actions"/>	

- You may hire an online applicant by clicking the 'Applications' link next to the job title or 'Hire Applicant' from the action drop down menu.

# Manage Applications

Welcome, I est Un-Campus Supervisor | [Logout](#)

Employees ▾ JobX ▾ TimesheetX ▾ Reporting ▾ Access & Audit ▾ Help ▾

View Job Applications - Admin College of Health Professions - Test On-Campus FWS Job - 09/24/20

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 filter 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?

[Apply Filter\(s\)](#) [Clear Filter\(s\)](#)

-- Select Action Below -- [Apply Action](#)

Select/Deselect All Show 25 results per page 1 to 2 of 2 | << >> |

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Award</u>	<u>Preview</u>	<u>Actions</u>
<input type="checkbox"/>	<a href="#">Frank_Rogers3</a>	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	9/24/2020	New!		<input checked="" type="checkbox"/>	<a href="#">Resume</a>	940.00	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Roy_Rogers1</a>	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	9/24/2020	New!		<input checked="" type="checkbox"/>	<a href="#">Resume</a>	2500.00	<input type="checkbox"/>	<a href="#">Actions</a>

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.

# Interview and Selection

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HOW DO I CONTACT AN APPLICANT OR APPLICANTS FOR AN INTERVIEW?

# Schedule an Interview

Select/Deselect All Show 25 results per page 1 to 6 of 6 |<< < > >>|

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	⚡	Greeted	Resume	1000.00	🔍
<input checked="" type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	⚡		Resume		🔍

Actions

- Select Action Below --
- Delete
- Export Summary
- Export Details
- Print Summary
- Print Details
- Send Greeting Email
- Send Reject Email
- Send Custom Email

- This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.

**Important Note:** Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated 'Send Rejection Email(s)' function reviewed in a future slide.

# Schedule an Interview

[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.

**Email Applicants - Greeting**

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

Rogers1, Roy [royrogers1@ngwebsolutions.com]

New!  Rogers2, Ted [tedrogers2@ngwebsolutions.com]

New!  Rogers3, Frank [frankrogers3@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** teston@ngwebsolutions.com

**Subject** Job: Your Institution Job Title

**Body**

I am interested in meeting with you to discuss your interest in the "Your Institution Job Title" job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

- This feature is utilized to reach out to one or more students.
- If you select more than one student to interview, individual e-mails will be sent to each student selected. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

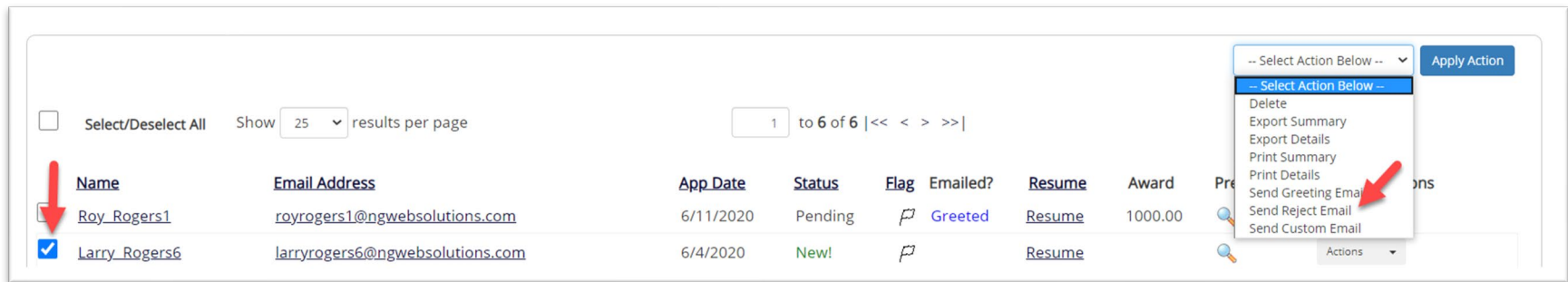
# Decline Applicants

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HOW DO I DECLINE AN APPLICANT OR APPLICANTS WHO WILL NOT BE HIRED FOR THE JOB?



# Notify applicant(s) they were NOT Selected



The screenshot shows a web application interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 6 of 6'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag, Emailed?, Resume, Award, and Pre. Two applicants are listed: Roy\_Rogers1 (Pending, Greeted) and Larry\_Rogers6 (New!). A red arrow points to the checkbox next to Roy\_Rogers1. Another red arrow points to the 'Send Reject Email' option in a dropdown menu that is open over the 'Pre' column header. The dropdown menu also includes options like 'Delete', 'Export Summary', 'Print Summary', and 'Send Greeting Email'. An 'Apply Action' button is visible to the right of the dropdown.

<input type="checkbox"/>	Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Award	Pre
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/11/2020	Pending	P	Greeted	Resume	1000.00	
<input checked="" type="checkbox"/>	Larry_Rogers6	larryrogers6@ngwebsolutions.com	6/4/2020	New!	P		Resume		

- Click the box next to one or more applicants you would like to send a rejection email. Next, select the **'Send Reject Email'** action. Finally click, **'Apply Action'**.

# Notify applicant(s) they were NOT Selected

- This feature is utilized to inform one or more students they did not get this job.
- If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.
- You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.

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

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

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

### Email Applicants - Rejection

**Default:** No applicants selected. You must select recipients.

<input type="checkbox"/>	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input type="checkbox"/>	Rogers2, Ted	[tedrogers2@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@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

teston@ngwebsolutions.com

Subject

Job: Your Institution Job Title - Job NOT Available

Body

**B** **I** **U** **☰**

You recently submitted an on-line application for the "Your Institution Job Title" job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

# Hire Applicants

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HOW DO I HIRE AN APPLICANT OR APPLICANTS?

# Hire an Applicant – Select Applicant

The screenshot displays the NextGen Web Solutions interface. At the top left is the logo for 'nextgen WEB SOLUTIONS'. On the top right, it says 'Welcome, Test On-Campus Supervisor | Logout'. Below this is a navigation menu with items: Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The main area is titled 'Job Control Panel'. On the left, there is a sidebar with filters for 'Employer Name', 'Job Status' (Listed Jobs (4), Pending Approval (0), Review Mode (1), Storage Mode (1)), 'Job Type', and 'My Jobs'. The main content area shows 'Result Filters: Employer: All Available' and a search bar. Below the search bar, there are options to 'Add a Job', 'Select/Deselect All', and 'Show 25 results per page'. The main table lists two job openings:

Job Title	Applications	Employer
Student Office Assistant	2 (2 New)	ALUMNI RELATIONS
Help Desk Assistant	2 (2 New)	MANAGEMENT INFORMATION SYSTEMS

Each job listing includes details such as Job Id, Contact Person, Status, Location, Wage, and Listed date. Red arrows in the original image point to the '2 (2 New)' link in the 'Applications' column and the 'Actions' dropdown menu for the 'Student Office Assistant' job.

- To hire an applicant click on the 'Applications' link or select 'Hire Applicant' from the action drop down menu. This is also used to hire or rehire an applicant that did not submit an application.

# Hire an Applicant – Select Applicant who Applied

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 filter 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?

Send Reject Email

Select/Deselect All Show  results per page  to 3 of 3 | << < > >> |  Show Deleted?

Name	Email Address	App Date	Status	Flag	Emailed?	Resume	Profile Video	Award	Preview	Actions
<input checked="" type="checkbox"/> Frank_Rogers3	<a href="mailto:frankrogers3@ngwebsolutions.com">frankrogers3@ngwebsolutions.com</a>	7/29/2020	New!		<input type="checkbox"/>			1000.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/> Ted_Rogers2	<a href="mailto:tedrogers2@ngwebsolutions.com">tedrogers2@ngwebsolutions.com</a>	7/28/2020	Hired		<input type="checkbox"/>			9.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>
<input type="checkbox"/> Roy_Rogers1	<a href="mailto:royrogers1@ngwebsolutions.com">royrogers1@ngwebsolutions.com</a>	7/28/2020	Hired		<input type="checkbox"/>	<a href="#">Resume</a>	<a href="#">Video</a>	1268.00	<input type="button" value="🔍"/>	<input type="button" value="⋮"/>

Actions

- Email Applicant
- Print Application
- Delete Application
- Hire Applicant

- If you wish to hire the applicant, please select 'Hire Applicant' from the Actions dropdown list next to the applicant's name you wish to hire.

# Hire an Applicant – Applied to Job Posting

**Hire Students**  
For Job: Test - Community Service FWS Jobs - 052020

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

① <-- Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:  
Roy a Rogers1, Ted b Rogers2, Larry f Rogers6

There is one pending hire for this job.

Student	Status	Cancel Request
Ted b Rogers2	Pending Acceptance	<a href="#">Cancel Request</a>

**Hire On-line Applicants**

<input checked="" type="checkbox"/> Samuel d Rogers4
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**Hire Candidates who did not apply On-line**

First Name	Middle Initial	Last Name
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

[Go to step 2](#)

- The applicant's name will be automatically selected for you if you are hiring from an application. Otherwise, to hire an applicant who did not apply you will need to enter their information manually.
- Next, click '**Go to Step 2**'.



# Approved for Hire

# Hire an Applicant – Report Your Hire

- Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
- You may edit the information prior to establishing the hire.
- Click on the “**Submit Request**” button.
- Reporting your hire information assist the institution with reporting data and knowing who is hiring their students. We encourage you to report the applicant that you selected for tracking purposes.

Hire Student(s) Step 2: Fill Out Hire Info  
For Job: ZZZ - Training Test - 3-25-2022

Please fill out hire info for this student.

Employee First Name	<input type="text" value="Dakota"/>
Employee Middle Name	<input type="text"/>
Employee Last Name	<input type="text" value="Rogers9"/>
Employee ID number	<input type="text"/>
Email Address of Employee Hired	<input type="text"/>
Wage which will be paid to Employee *	<input type="text" value="14.25"/>
Hours per week *	<input type="text" value="10.0"/>
Estimated Employment Start Date (mm/dd/yyyy) *	<input type="text" value="03-25-2022"/>
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
Additional Notes	<input type="text"/>



# Hire Approval Email – Pending Acceptance

- When you submit the hire, the following email will be sent to the student.

Employee: Congratulations! You have been approved for work.

**Hire Request Details:**

**Student Name:** Sample Student

**Email Address:** samplestudent@aic.edu

**Position:** Student Employee

**Employer Name:** AIC University

**Primary Supervisor:** AIC Supervisor

**Dates:** 08/20/2021 – 05/20/2022

**Wage:** \$8.00

# Questions?

**Please contact the Student  
Employment Office at:  
[saremicenter@aic.edu](mailto:saremicenter@aic.edu)**

