

Off-Campus Employer Guide to JobX



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GETTING STARTED

New User – Request a Login to JobX

1. Open your browser (Internet Explorer preferred) and copy and paste the JobX main address:
https://vassar.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6.
2. Click on Off-Campus CSWS Employers.
3. Click on Request a Login.
4. Fill out all required information and click submit.
5. Your request will be reviewed by the SEO and you will be notified upon approval.

Returning User – Login to JobX

1. Open your browser (Internet Explorer preferred) and copy and paste the JobX main address:
https://vassar.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpId=6.
2. Click on Off-Campus CSWS Employers.
3. Click on Job Control Panel and enter the E-Mail address and password you used when you requested a login.
4. Click login.

Manage & Edit your Jobs(s)

1. Follow the login process. Upon logging in, you will be directed to the Job Control Panel where you will see the Job Status Filter.
2. To view your listed positions available for students to search on JobX, check View Listed Jobs. Hover your mouse over the icons to the left of each check box to see what each status description means. (You will spend most of your time viewing your listed jobs, followed by those in review mode which are jobs that are not viewable by students but you may still hire into. Also, your break positions will be listed in review mode until break registration is available). For more info on Job Status, please view the section Manage Job Status below or the Vassar College Employer User Guide.
3. To view the position information, click on the name of the position. You will be able to manage the job here and/or edit the job. Any edits to the job profile are sent to the SEO Administrator for approval.
4. ****IMPORTANT: FOR ANY EDITS TO YOUR JOB(S), INDICATE THE ITEM(S) YOU'VE CHANGED/UPDATED UNDER JUSTIFICATION NOTES.**
5. To edit the position, click on Edit This Job. Here you may update the various features of the job profile.
 - a. If you wish to increase the available openings or change the base pay rate for a job funded by the SEO, include an explanation in the *Justification Notes*. This

particular request must be reviewed by the SEO Task Force. You will be notified by email upon approval/denial.

- b. To edit the budget info for a job that is paid out of a grant or department budget, you can edit these fields here.
 - c. You can make any changes to the job description/requirements.
*****Please note if you edit your job and it is not in the Listed Status, after making edits and filling in the justification notes, you must put the job into Listed Status.**
6. Your changes to the job application will be sent to the Admin for approval.

Edit Student Job Application

1. To edit the student job application form students must submit to apply for the position, first move the job to review status if it is not already (see Manage Job Status below).
2. Edit the application.
3. Select *Click here when finished*.
4. Click *Return to Manage Job Page*.
5. Change the status to *Listed* and you will see the screen titled *List this job on the site*. Select from the drop down box *List immediately upon approval*.
6. Click *Save Changes*.
7. Your changes to the job application will be sent to the Admin for approval.

Manage Job Status

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel.
2. In the Job Control Panel, you will see the Job Status Filter. To show all jobs regardless of status, check all of the boxes.
3. To learn what each status means, hover the mouse over the icon to the left of the box. To summarize:
 - a. *Listed Jobs* will show your positions that can be viewed and searched by students. Students can submit a job application in this status.
 - b. *Review Mode* cannot be viewed or searched by students, and students cannot submit a job application in this status. However, if there are still vacancies left, you can place students into the position. This status is mainly for positions for which an employer does not wish to have students view; positions that may not be needed for a certain time during the year; positions that have a large number of applicants and you wish to stop receiving more applications. Positions that become filled will automatically be moved to this status.
 - c. *Storage Mode* is mainly for jobs that are closed for the year but may be open in future years. Any job application submitted to this job will be deleted. This mode will be used very minimally if at all.

- d. *Jobs Pending Approval* is the location for any job that has had a change request submitted with it. Examples include a change in any part of the job template/description, a new job request, a change in job status etc.
4. To change a job status, click on the job title where you will be taken to the screen titled Manage Job.
5. In the box titled Update Status, you can click the status you wish to switch the job to, and you will be taken to the page titled Update Job Status.
6. To continue with your selection, click the button Send to ___ Mode. To choose a different status, click on [Click here to choose a different status].
7. You have the option to list the job on the site at a future date or right now, to have JobMail automatically sent to students who are interested and/or the length of time you'd like the job listed.
8. All status change requests are submitted to the SEO administration and must be approved by the SEO administration.

CREATING NEW JOBS IN JOBX

Create a New Off-Campus CSWS Job

1. Follow the login process. Upon logging in, you will be directed to the Job Control Panel.
2. If you have supervisor access in multiple organizations, Under Employer Filter click the drop-down next to “Employer” and choose the designated organization.
3. Under Employer Filter in the Job Control Panel, click on the button “**Add a new job for your department.**”
4. Complete the job profile by filling out all of the information requested. If you hover the mouse over the <<?>> image, you will be provided with additional information. In filling out the job profile, please note the following important items:
 - a. Select 8-10 hours per week (8/week for freshmen; 9/week for sophomores; 10/week for juniors and seniors). If part time, list the designated hours.
 - b. Choose a Base pay rate of \$9.00/hour.
 - c. **For a new position**, complete the *Justification Notes* and provide an explanation for the request. Leave the budget codes blank (these will be determined by the SEO). This will then be reviewed by the SEO.
5. After submitting the job profile, review the job application for the position. The questions shown are required; to add additional questions go to the bottom of the form, choose the type of question format from the drop down and click *Insert*. For more information on adding questions, see the Post a Job section of the Employer Handbook.
6. *Click Here when finished.*
7. You will see a message “your job will be approved by an administrator before it can be posted, please choose an option”. Select the appropriate choice from the drop down boxes. *Click here to finish!*
8. You will now see this position in your control panel under Pending Approval. Any new position to be funded by the SEO must be reviewed by the SEO Task Force and an email will be sent upon approval/denial.
9. Upon approval, you will see the position listed in your Job Control Panel under the requested Job Status. If this is a job you do not want students to see on the job board, once you are notified of the job approval move the job into Review Status.

MANAGING AND HIRING APPLICANTS

View On-Line Applicants

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel.
2. To locate the job to hire a student, click the box next to *View Listed Jobs*. If your job is in Review Mode, you will need to click that box. If unsure, select all boxes.
3. To view job applications, click on the link that says *"X" Applicants ("X" New)*. Here you can Preview, View or Delete an application. You can also view a resume if a student chose to upload one.
 - a. If you Preview an application, the status will still show *New!* on the left. If you View the application, *New!* will no longer show.
 - b. To note applications that you like, you can flag the application by clicking the flag icon.
 - c. If you delete an application, you will no longer have access to the student's application in the future. You will only have record of the student info in your hiring archive; you will not be able to access a job application once it has been deleted.
4. If you return to the application list, by clicking *Send Greeting Email(s)* or *Send Rejection Email(s)* you have the option of contacting the student(s) with a click of a button or personalize your own messages.
5. If you have received a large number of applications and wish to no longer have the job visible by students, you can move the job into Review mode (see Manage Job Status instructions). The job is then de-listed from the job search site, however you can still hire students into the job.

Hire Validation Process

The hire validation process occurs during the on-line hire process; however you should become familiar with this process prior to hiring any students.

1. During the hire, upon entering a student's name followed by email address, JobX validates several different pieces of information:
 - a. Award List (CWS) – If the student is NOT on this list, the student will have a red X and does not have a work study award; students who do not have work study cannot be hired into a an off-campus CSWS job**. Otherwise, the student will have a green check mark if they have a work study award.

*** The exception to this is if a student is a returning CSWS student, they can be rehired regardless of CWS status. If the student is a new CSWS student, they must have a CWS award in order to be hired. In order to hire a returning CSWS worker without a CWS award, please email stuemp@vassar.edu with the student name, ID and email and we can process the request manually for you.*

- b. I-9 List – The student must be on this list in order to be legally hired in JobX and begin work. If the student is not on this list, contact the student and instruct him/her to come to the SEO to complete the form. Students who have not completed the I-9 form cannot be hired. **It is against the law for a student to begin work prior to completing the I-9 form.*
- c. W-4 List – If the student is not on this list, contact the student and instruct him/her to come to the SEO to complete the form. Students who have not completed the W-4 form cannot be hired. ** Exception: If the student is an International student waiting for a social security number, they can begin work as long as they complete the I-9; they are just not able to get paid until they complete the W-4 and must keep track of the hours worked. If you are trying to hire an international student who has completed the I-9 but unable to complete the W-4, please contact Student Employment so we may assist you in the hiring process.
- d. “Warning – Student has already been hired in another job for the same period”. While the system allows you to proceed with the hire, **we request that you contact the student and the SEO prior to hiring the student.** Students may apply and interview for multiple jobs and get hired into another job. In most cases we don’t allow students to work more than one position. The request would need to go through the SEO for a student to have more than one job. The SEO will be monitoring this as well.
- e. “Email Entered does not Match Student Name”. If the name of the student and/or the email address is typed incorrectly, the validation will not work and you will be unable to proceed. Please verify this is the correct name and email of the student.

Hire an On-Line Applicant into an Off-Campus CSWS Job

****Students are to be hired *prior* to beginning any work**

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel. View your jobs in your control panel.
2. To hire a student who has applied for the position, click on Hire next to the position and you will see the student’s name selected.
3. Click *Go to Step 2*, then click Check Email to validate the student information. If the name or email is spelled incorrectly, the validation will not be successful. Double check the student email by going to the student directory on Ask Banner: <https://banweb1.vassar.edu/directory/studir.html>.
4. The Validation Lookup Results will inform you if the student can be hired (see Hire Validation Process).
5. If the student passes validation, you will be taken to *Step 2: Fill Out Hire Info*.
6. ***Important:** If hiring a student after the defaulted date in *Estimated Employment Start Date*, update this date to the current date. If hiring ahead of time, prior to the defaulted

date, do not update the date and leave the default. (Essentially, this date should be the date the student actually begins work).

Wage which will be paid student	10.00
Hours per week	8.00
Estimated Employment Start Date (mm/dd/yyyy)	09/10/2013*
Estimated Employment End Date (mm/dd/yyyy)	05/21/2014*
Is this a hire or a re-hire? If you are not sure, select hire.	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire*
<input type="button" value="Submit Request"/>	

7. Here you may check the Re-Hire button if you know this is a rehire. If unsure, select hire. No other fields need to be updated.
8. Click *Submit Request* at the bottom of the page.
9. Email Hire Approver Details: An email will be pre-populated with the hire details to send to both the student and employer. Here you can add any text and/or additional recipients. Click *Email Hire Approval*. *Note New York State law requires a student employee to be notified of earnings at the beginning of a new job assignment.


Hire a Walk-In Applicant into an Off-Campus CSWS Job

1. Follow the log in process. Upon logging in, you will be directed to the Job Control Panel. View your jobs in your control panel.
2. To hire a walk-in student who has not applied online, click on the job in your Job Control Panel.
3. Under Manage Job you can click Hire a student. You will be taken to the same screen as you would if you were to be hiring an on-line applicant. Here you can enter the student's first and last name.
4. Enter the email address in order to validate the student's status. The Validation Lookup Results will inform you if the student can be hired (see Hire Validation Process). Double check the student email by going to the student directory on Ask Banner: <https://banweb1.vassar.edu/directory/studir.html>.
 - a. ****Important:** If you are hiring multiple students into the same job, you can enter as many names as there are vacancies at this step in the process.

Hire Students

For Job: I see you, do you see me?

There are 3 openings for this position. Please select 3 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.		
There are currently no applicants for this job. You must write the name(s) in manually.	First Name	Middle Initial	Last Name
	1. John		Smith
	2. Jane		Smith
	3.		
	<input type="button" value="Go to step 2"/>		

- b. Click *Go to Step 2*, click *Check Email(s)* to validate the student information. If the name or email is spelled incorrectly, the validation will not be successful. The Validation Lookup Results will inform you if the student is on the I-9 and W-4 Lists.

Hire Student(s) Step 2: Fill Out Hire Info

For Job: I see you, do you see me?

Validate Students

Student	Enter Email Address:
Jane Smith	<input type="text" value="jasmith@vassar.edu"/> *
John Smith	<input type="text" value="josmith@vassar.edu"/> *
<input type="button" value="Check Emails"/>	

- c. Ex. You are hiring both John Smith and Jane Smith into the same job which has two vacancies. Enter **both** John Smith and Jane Smith on the *Hire Students* page; when you reach Step 2: Fill Out Hire Info, leave the hire info and submit request for the first student, then the second student’s hire info should pop up for you to repeat the same process.
5. Click *Submit Request* at the bottom of the page.
 6. Make any desired edits to the email and then click *Email Hire Approval*.

Manage your Student Roster

1. To manage your student roster, employers will need to keep track. Our recommendation is to set up an excel spreadsheet with the pertinent information and update accordingly. The SEO has developed a template to use.

Tab 1: Active Roster

	A	B	C	D	E	F	G	H
1	Position #	Department	Position Name	Last Name	First Name	ID	Email	Start Date
2	V8XXXX	Student Employment Office	SEO Intern	Doe	John	999XXXXXX	jdoe@vassar.edu	9/3/2013
3	V8XXXX	Student Employment Office	SEO Intern	Doe	Jane	999XXXXXX	jdoe@vassar.edu	9/5/2013
4								

Tab 2: Position Info

	A	B	C	D
1	Position #	Department	Position Name	Total # of Positions
2	V8XXXX	Student Employment Office	SEO Intern	2
3				

Tab 3: Terminations

	A	B	C	D	E	F	G	H
1	Position #	Department	Position Name	Last Name	First Name	ID	Email	Date Terminated
2	V8XXXX	VELLOP	English Language Literacy Tutor	Doe	John	999XXXX	jdoe@vassar.edu	12/21/2013
3								

- Note that JobX does not track terminations – so if you have submitted a termination for a student, this will not be visible in your hiring archive.
- You can also contact student employment and ask for a roster, please provide position name and V#. Email: stuemp@vassar.edu. If you have any questions during the semester please contact us, Student Financial Services.

Terminate a Student

- On the Off-Campus Employer Home Page, click on *Additional Forms & Resources*.
- Click on *Student Termination Request*.
- Complete the form and click *Send Message*.
- Please allow 24-48 hours for the termination to be processed by the SEO and a vacancy to become available in JobX.

PAYING YOUR STUDENT EMPLOYEES

How to Pay your Student Employees

All Vassar students will record their time on web time sheets and submit for approval. Off-campus CSWS employers have various options for time sheet approvals. There are limited agencies that are able to approve student web time sheets through Banner, and while they are considered off-campus CSWS agencies, they are to follow the on-campus time sheet approval process. For those that do not have web time sheet access, please follow these guidelines.

Payroll is biweekly and runs from Monday through Sunday. Please refer to the [2016-17 Student Payroll Calendar](#) for the exact dates we will need the Vassar Student Time logs. This is usually every other Monday, by 5PM. Email/Fax the student time log to the Office Specialist in Student Financial Services each pay period. Reminders are sent out prior to the deadline and upon receiving the time logs, the Office Specialist is able to act as the designated time sheet approver for student's web time sheets. For a CSWS Student Time Log template and instructions click [here](#). If you would like us to send the spreadsheet in an Excel format, please let us know.