

JobX Supervisor Training

Academic Year 2017-18

**Office of Scholarships & Student Aid
University of North Carolina at Chapel Hill**



UNC
Scholarships
& Student Aid

Training Summary

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Student Employment Home

Welcome to JobX!

On-Campus Employers

Off-Campus Employers

Contact Us



Important Information

More Than Just Our Look Has Changed:

As part of an electronic initiative, this site now includes increased functionality for students and employers alike. We invite you to begin a new experience with us.

Job Listings Are Continuously Being Added: Check Back Often!

Students

Review Work-Study jobs currently available for the 2016-17 academic year.

On-Campus Employers

The deadline has passed to post jobs for the 2016-17 academic year. We will let you know the deadlines to Post work-study jobs, review applications, and hire student employees for 2017-18.

Off-Campus Employers

Non-profit community service employers may submit an application to participate in the Work-Study Program.

JobX Overview

A brief explanation of the JobX system & its role in the FWS process



JobX Overview

- Instituted in 2012, the JobX system replaced the previous online posting & paper hiring system.
- It is the current system of record for all FWS placements.
- JobX currently serves 4 main functions:
 1. Provides a job board for employers to post jobs and students to search for jobs
 2. Functions as an application portal allowing students to apply to positions
 3. Serves as a hiring record system, keeping track of which student is employed in which position
 4. Retains communication lists, allowing the FWS office to contact students and supervisors with current positions



JobX Overview

JobX will be undergoing an update for the 2017-18 academic year to provide 3 new features and functions:

1. The system will utilize a modern, user-friendly navigation menu.
2. The system will provide new batch administrative features allowing multi-position and multi-students adjustments.
3. **The system will allow supervisors to view hired students' awards and remaining award balance on demand in JobX**
 - Data will be updated every two weeks as new payroll data is received, but will not be real-time due to the delay in payroll processing.



JobX Supervisor Timeline

- May: JobX site updated to new software version & tested
- June 1: JobX site opened for supervisors to post positions.
 - **FWS jobs must be submitted by June 30th to guarantee they will be available when the system opens to student in August.**
 - **Jobs submitted July 1-31 may not be posted by August 1**
 - **Jobs submitted after August 31 will not be accepted**
- June 2: FWS Staff begin approving and displaying 2017-18 jobs on the JobX website
- August 1: FWS students are granted JobX access to view and apply to jobs
- Augusts 22nd
 - Supervisors confirm that students have completed all requirements (listed below) & allow students to begin work after developing a work schedule
 - Completion of work eligibility process (I-9)
 - Completion of payroll process (W-4, NC-4, Direct Deposit)
 - Completion of FWS Training (FWS Student Training Certification Form)





JobX Processes

Important instructions on how to:

- Access JobX
- Post a new position
- Update a positions from a previous year
- Review, reject, & interview applicants
 - Select & Hire a student





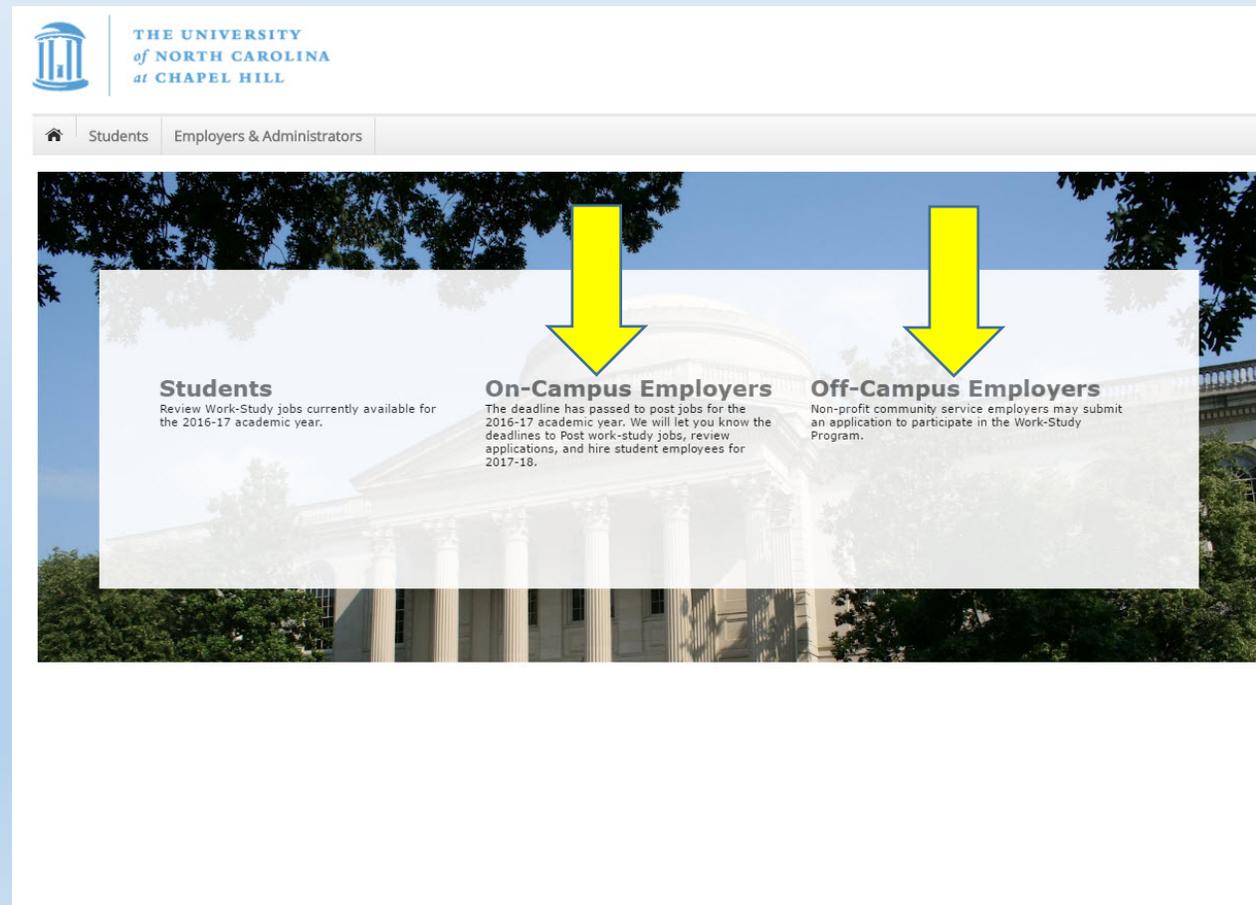
Accessing JobX



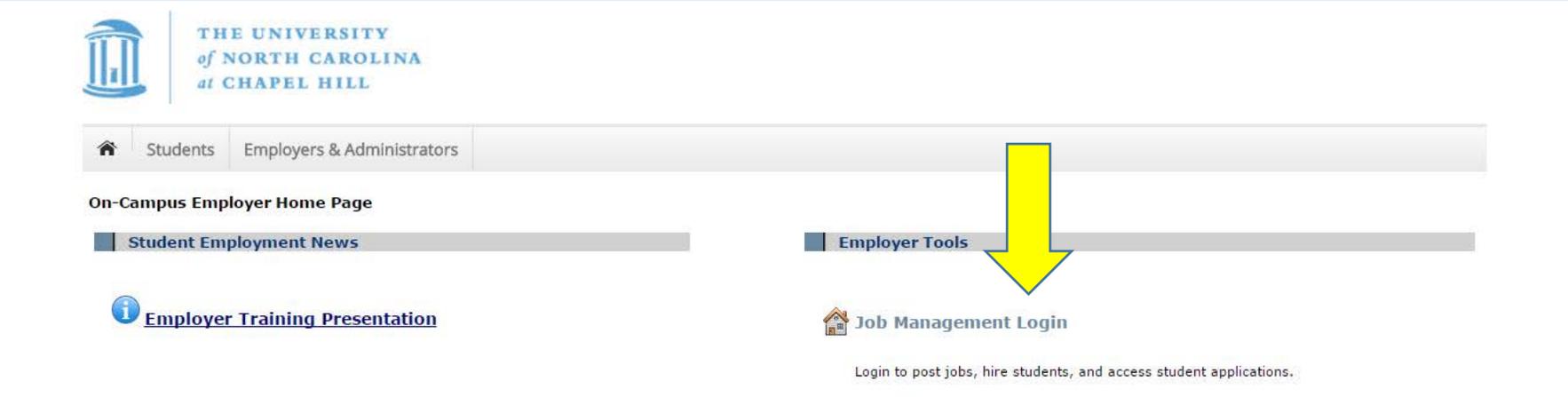
To access the Job X system

Go to <https://unc.studentemployment.ngwebsolutions.com>.

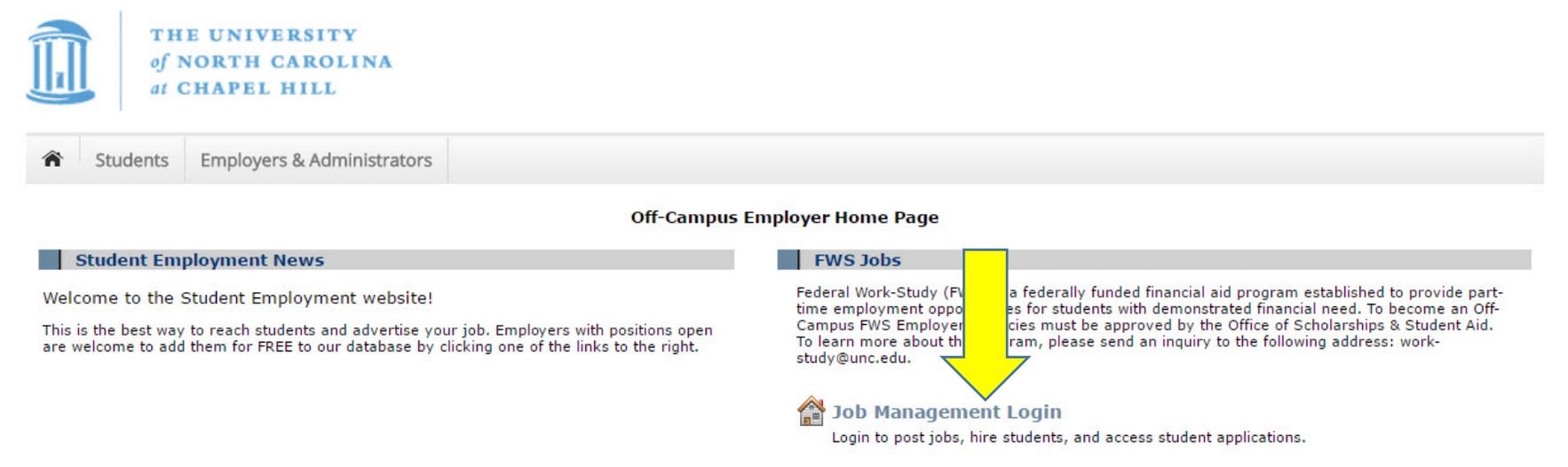
Click the appropriate employer link displayed on the main screen. Most users will be “On-Campus Employers”.



Once in the Manager Home Page (on- or off-campus), click the “Job Management Login” link.

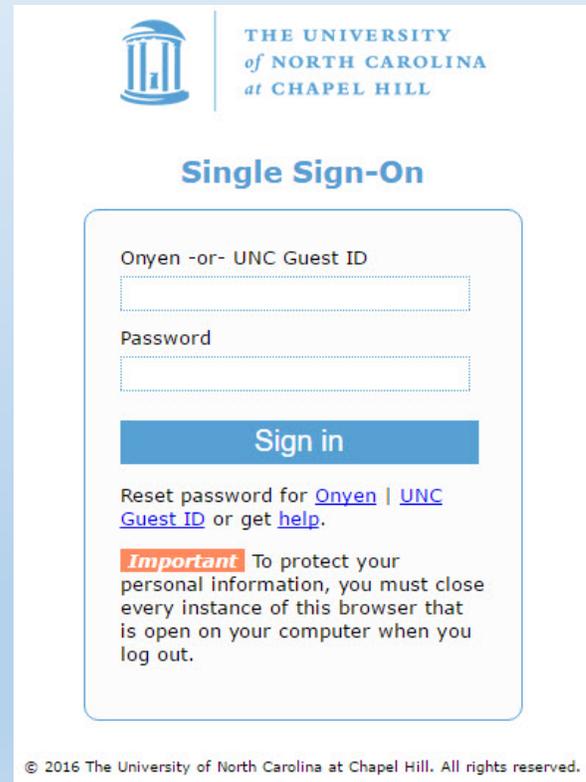


The screenshot shows the 'On-Campus Employer Home Page' for The University of North Carolina at Chapel Hill. At the top left is the university logo and name. Below it is a navigation bar with 'Students' and 'Employers & Administrators' tabs. The main content area has a header 'On-Campus Employer Home Page' and two main sections: 'Student Employment News' on the left and 'Employer Tools' on the right. A yellow arrow points from the 'Employer Tools' section down to a 'Job Management Login' link, which includes a house icon and the text 'Login to post jobs, hire students, and access student applications.'



The screenshot shows the 'Off-Campus Employer Home Page' for The University of North Carolina at Chapel Hill. At the top left is the university logo and name. Below it is a navigation bar with 'Students' and 'Employers & Administrators' tabs. The main content area has a header 'Off-Campus Employer Home Page' and two main sections: 'Student Employment News' on the left and 'FWS Jobs' on the right. The 'Student Employment News' section contains a welcome message and information about advertising jobs. The 'FWS Jobs' section contains text about the Federal Work-Study program. A yellow arrow points from the 'FWS Jobs' section down to a 'Job Management Login' link, which includes a house icon and the text 'Login to post jobs, hire students, and access student applications.'

To verify your eligibility to access the JobX manager functions, please log in using your UNC ONYEN and password when prompted.



The screenshot shows the 'Single Sign-On' login page for The University of North Carolina at Chapel Hill. At the top left is the university's logo, a blue icon of a classical building with columns. To its right, the text reads 'THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL'. Below this is the heading 'Single Sign-On'. The main content area is enclosed in a rounded rectangle and contains two input fields: 'Onyen -or- UNC Guest ID' and 'Password'. Below the fields is a blue 'Sign in' button. Underneath the button, there is a link to 'Reset password for Onyen | UNC Guest ID or get help.' and an 'Important' notice: 'To protect your personal information, you must close every instance of this browser that is open on your computer when you log out.' At the bottom of the page, a copyright notice states '© 2016 The University of North Carolina at Chapel Hill. All rights reserved.'



Logging in will take you to your landing page also known as the Job Control Panel. From here, you'll be able to start all administrative actions available to a supervisor.

The screenshot displays the Job Control Panel interface for a supervisor. At the top left is the University of North Carolina at Chapel Hill logo and name. The top right shows a welcome message for 'Test On Campus Employer' and a 'Logout' link. Below this is a navigation bar with 'Students', 'JobX', and 'Access & Audit' tabs. The main content area features a search bar for 'Title, Description, Contact or Job ID' and a 'Search' button. A central instruction reads: 'To add a job, please select an employer from the employer dropdown list presented in the filters to the left.' On the left side, there are several filter sections: 'Your Selections' with a 'Reset' link; 'Job Filters Applied' showing 'Employer: All Available' and 'Job Status: Show All'; 'Job Filters' including 'My Jobs' (with a 'Show My Jobs Only' checkbox), 'Employer Name' (with a 'Show Jobs From All My Employ' dropdown), and 'Job Status' (with checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (0)'). The 'Job Actions' section on the right contains icons for 'Delete', 'Export', 'Print', and 'Email Supervisors', along with a dropdown menu for selecting an action and an 'Apply Action' button. At the bottom right, a pagination control shows '1 to 0 of 0' with navigation arrows.



Post a New Position

If you are a returning FWS Supervisor who will not be creating new positions, you may skip to the next section: [Updating positions from a previous year.](#)



On your landing page, you'll want to select your employer (i.e. your department/office name) in the dropdown list on the left.

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

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

Students JobX Access & Audit

Search Title, Description, Contact or Job ID Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: —

Show My Jobs Only

Employer Name: —

Show Jobs From All My Employ ▾

Job Status: —

Listed Jobs (0)

Pending Approval (0)

Review Mode (0)

Storage Mode (0)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

If you ever forget, the text at the top of the page will remind you how to add a job

Adding a job requires three steps:

1. Supply the Job Profile
2. Review Job Application
3. Go Live

To begin the Supply the Job Profile process, click the “Add a new job for” button.

The screenshot shows the user interface for The University of North Carolina at Chapel Hill. At the top left is the university logo and name. A navigation bar contains links for Home, Students, JobX, and Access & Audit. A yellow arrow points to the 'Add a new job for' button in the 'Academic Advising' section. To the right is a search bar. Below the navigation bar, there are sections for 'Your Selections' (with a 'Reset' link), 'Job Filters Applied' (Employer: Academic Advising, Job Status: Show All), and 'Job Filters' (My Jobs: +, Employer Name: Academic Advising, Job Status: -). The 'Job Filters' section includes checkboxes for 'Listed Jobs (0)', 'Pending Approval (0)', 'Review Mode (3)', and 'Storage Mode (0)'. The main area is titled 'Job Actions:' and contains icons for Delete, Export, Print, and Email Supervisors. Below these are a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a page indicator '1 to 3 of 3'. A section titled 'REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)' contains a table of job listings under 'Academic Advising'.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5576	Male of Color Engagement Senio...	Chris Faison	On-Campus	1 (0 New)	07/27/16	
<input type="checkbox"/> 5577	Male of Color Engagement Stude...	Chris Faison	On-Campus	0 (0 New)	07/27/16	
<input type="checkbox"/> 4775	Male of Color Engagement Stude...	Chris Faison	On-Campus	2 (2 New)	07/27/16	

At the bottom right of the page, there is a page indicator '1 to 3 of 3'.



Supplying the Job Profile requires the inclusion of 15 data points, which we'll review each in more detail shortly. These fields are:

1. Job Category
2. Job Title
3. Job Description
4. Job Requirements
5. Number of Available Openings
6. Hours per Work (approximate number)
7. Time Frame for this Job
8. Base Salary Rate
9. Primary Contact Person
10. Primary Contact Phone Number
11. Primary Contact Fax Number
12. Primary Contact Email
13. Primary Contact Location(s)
14. Secondary Contact People
15. Online Application Collection

On the right you can see a screenshot of how these fields are arranged in JobX. We'll refer back to this screenshot in future slides.

Remember to use the [Save] button when done.

Students JobX Access & Audit

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

Job Category [?](#) Choose one... ▼

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Number of Available Openings

Hours per Week 10.0 ▼ to Same ▼

Time Frame for this Job Choose one... ▼

Base pay rate: Choose one... ▼

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

Primary Contact Person Choose one... ▼

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

Fax Number

Email

Location

Secondary Contact People [?](#)

Available
Test On Campus Employer

Selected

Do you wish to collect online applications for this job?

Yes
 No

Submit

Job Category

A selection of 12 general job categories which allows students to search for jobs by a particular position type.

Example: a position washing glassware & assisting with equipment in a research laboratory would utilize the “Laboratory” option

Job Title

The official title of the position that you would like displayed to students. In many cases this is also the official position title used with Human Resources, but it can also be a less official description.

Example: a position washing glassware & assisting with equipment in a research laboratory might use the title “Laboratory Maintenance Technician I” or “Student Worker in Research Lab”

Students JobX Access & Audit

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

Job Category «?» Choose one...

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Job Category «?»

Choose one... ▼

- Choose one...
- Athletics
- Clerical
- Environmental
- General Office
- Laboratory
- Library
- Marketing/Public Relations
- Miscellaneous / Other
- Research
- Student Services
- Technology
- Tutoring

Pro Tip: many FWS positions may fit into multiple or none of these categories. Rather than selecting “Miscellaneous/Other” consider using the category that describes the majority of duties. Using a category besides Misc./Other should increase the frequency by which your job turns up in job searches

Job Title
Example: Front Desk Receptionist

Job Title
Example: Front Desk Receptionist

Job Title
Example: Front Desk Receptionist

Laboratory Assistant

Videographer

Android Developer Programmer



Job Description

An overview of the important factors regarding the job. This section serves as your space to explain to prospective employees what they'll be doing and the value of the position. A great description will contain:

- A basic overview of duties, tasks, & required activities
- Information about the work environment
- Atypical elements e.g. hazards, opportunities, incentives
- Scheduling and flexibility of hours
- Why the job might interest students
- Additional information about the office, department, and/or lab

For an excellent example of a job description (created by a 2016-17 supervisor), please see the image below.

Students JobX Access & Audit

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

Job Category [e?](#) Choose one...

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Pro Tip: the tool buttons at the top will allow you to:

- view your posting in html
- spell check the posting
- bold/italicize/underline portions
- add or remove numbering/bullet points/indenting
- link sections of the text to other websites.

html ABC B I U

Job Description
Please be as detailed as possible.

This position is for students interested working in a laboratory environment. You will be helping with general laboratory maintenance such as disposing of waste properly, cleaning glassware, and keeping the lab clean. Other duties will include recording temperature of freezers, calibrating balances and pH meters, and making labels and labeling vials. This is an HIV research laboratory so an interest in HIV and/or biomedical research is a plus. You will not be working with patient samples but you will be working with and around people that will be so you must wear protective equipment (gloves, eyewear, lab jacket) when in the lab. Students will work a pre-arranged schedule of 2-5 days per workweek between 8 AM & 6 PM; scheduling is not flexible on a week-to-week basis. For more information about the laboratory and division, please visit the [Division of Pharmacotherapy and Experimental Therapeutics](#).



Job Requirements

This section is your opportunity to explain to prospective employees what knowledge, skills, and abilities (KSA's) they need to currently possess and/or will need to gain. A good description will contain information on required:

- Knowledge: information the student must know
- Skills: tasks the student must be able to perform
- Abilities: the capacity of the student to perform a duty
- Any additional requirements of the position
- Clarification whether the requirements are needed to be hired or can be developed while in the position.

Pro Tip: Line spacing is automatically set to a web development standard of 2x. To single space lines, hold down the [Shift] key while pressing [Enter].

Students JobX Access & Audit

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

Job Category Choose one...

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

html ABC B I U

Knowledge:

1. Student must have a basic understanding of laboratory equipment or agree to learn from other lab members

Skills:

1. Excellent organization skills
2. Basic skills with ProMed research tool and Microsoft Excel or willingness to learn

Abilities:

1. Student must be able to stand at a workbench and lab sink for extended periods of time

Other:

1. Must be willing to wear proper safety equipment at all times
2. Students must have a Laboratory Safety certification or be willing to complete the 4-hour safety training before beginning full duties

Pro Tip: Organizing your requirements makes them much easier for the job seeker to understand. Breaking them down by section, using bullet points, and/or numbering items can make a big difference in decipherability and increase your number of applicants

Number of Available Openings

One job profile can be used to hire multiple employees, streamlining your application review process. Keep in mind you'll need to file multiple job profiles if the description, requirements, hours, or pay differs between openings

Number of Available Openings

Hours Per Week

Ranging from 0 to 20 (the max allowed under program regulations), this field lets you set the expected minimum and maximum number of hours per week a student will work. The average values vary greatly between positions, but most students actually work an average of 10-12 hours per week.

Hours per Week to

Please be sure that the number on the right is bigger than the one on the left

Pro Tip: While this field should be determined by your needs and availability, remember that most students have FWS awards of \$2,700 to \$3,000 and are looking for positions that allow them to earn that much over the academic year.

Time Frame for Job

Define whether the position is for Fall, Spring, or (most commonly) both semesters.

Time Frame for this Job

The screenshot shows a job posting form with several sections. A blue arrow points from the 'Number of Available Openings' field (value: 4) to the text above. Another blue arrow points from the 'Hours per Week' field (value: 10.0 to Same) to the text above. A third blue arrow points from the 'Time Frame for this Job' dropdown menu to the text above. The form includes fields for 'Base pay rate', 'Primary Contact Person', 'Phone Number', 'Fax Number', 'Email', 'Location', and 'Secondary Contact People'. At the bottom, there are radio buttons for 'Do you wish to collect online applications for this job?' (Yes/No) and a 'Submit' button.

Base Pay Rate

Given the job description and requirements, select the appropriate pay band for the position. If you need a refresher on how to classify a position, see the text on the right copied from the FWS Supervisor Training Guide.

Base pay rate:

Level 1, \$7.25/hour - \$8.30/hour ▼
Choose one...
Level 1, \$7.25/hour - \$8.30/hour
Level 2, \$8.30/hour - \$10.05/hour
Level 3, \$10.05/hour - \$11.80/hour
Level 4, \$11.80/hour - \$13.55/hour

Number of Available Openings

Hours per Week to

Time Frame for this Job

Base pay rate:

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

Primary Contact Person

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

Fax Number

Email

Location

Secondary Contact People [«?»](#)

Available: Test On Campus Employer
Selected:

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

• **Level 1 (\$7.25-\$8.30):**

- No experience or previous training required
- Positions that perform routine tasks with minimal responsibility
- Where applicable, positions may require demonstrated ability to successfully interact with the public
- Student employee works in a well-supervised setting and takes little-to-no independent action

• **Level 2 (\$8.30-\$10.05):**

- Little or moderate experience, technical knowledge, or previous training is necessary
- Special instruction may be necessary for some aspects of these positions.
- Student employee must demonstrate the ability to learn new tasks and work independently with moderate or limited supervision

• **Level 3 (\$10.05-\$11.80):**

- Moderate to substantial experience, technical knowledge, or previous training or certification is necessary
- Student employee must possess a high level of competency with a specialized skill and readily demonstrate the use of independent judgment, decision-making ability, and/or the ability to work responsibly with little-to-no direct supervision
- Previous work experience at a lower level within the same department may be required

• **Level 4 (\$11.80-\$13.55):**

- In addition to the qualifications and scope associated with Level 3, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training/certification
- The student may be expected to manage technologies/equipment, research, analyses, publications, instruction, or other special projects or activities of significant scope
- The student may work with extremely limited supervision on a regular basis

Primary Contact Information (person, phone, fax, email, location):

Provide information on who is in charge of the application review, interview, selection, and supervision processes. In almost every case, this will be you. As such, the system will autofill most of this information for you based on your JobX Profile.

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

Primary Contact Person	Test On Campus Employer
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	555.555.5555
Fax Number	555.555.5556
Email	teston@unc.edu
Location	123 South Road Chapel Hill, NC

Pro Tip: you don't have to provide every field in the primary contact info or a secondary contact person, but we'd recommend supplying at least a contact person, email or telephone, and work location. The contact person is a required field, the email/telephone lets job seekers contact you with questions about the job, and the work location lets applicants know where they'll be working which is especially important if your located far from the main hub of campus.

Secondary Contact People

If your JobX Profile is associated with another user (e.g. you both work in the same lab), you can associate them with the posting here. This will allow other users to assist in the administration of the application, search, & hiring functions in JobX. To select someone, highlight their name and click the [Add>>>] button.

Number of Available Openings

Hours per Week 10.0 to Same

Time Frame for this Job Choose one...

Base pay rate: Choose one...

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

Primary Contact Person	Choose one...
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	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>
Location	<input type="text"/>

Secondary Contact People [«?»](#)

Available	Test On Campus Employer	Add >>>	Selected
		<<< Remove	

Do you wish to collect online applications for this job?

Yes
 No

Submit

Secondary Contact People [«?»](#)

Available	Test On Campus Employer	Add >>>	Selected
		<<< Remove	

Collect Online Applications For This Job?

We **STRONGLY** recommend using the online system to collect applications. If you choose to collect applications by email, fax, or in-person, you are still responsible for ensuring that you complete all required aspects of the selection process including ensuring that FWS students are hired through JobX.

Students hired without authorization through JobX will have all earned wages retroactively charged to the hiring department and the department may be removed from the FWS program

Once you complete the Supply Job Profile section of you of the project, you'll receive the message below

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and edit it to your preferences.

Pending Job Application - Academic Advising - Laboratory Assistant

Timer ⓘ
25:32

You'll then have approximately 30 minutes to complete the second phase of the job posting wherein you'll determine which questions you'd like to ask candidates. The timer in the top right corner of the screen should help you keep track of time. This section is called Review Job Application.

Pro Tip: you can utilize the following information in this guide to prepare all of the data for the Review Job Application section eliminating any concerns about time running out.

Review Job Application

This section of the application determines which items you'd like to collect from the applicant. The page is grouped into two parts with subsections:

1. Common Application Questions
 - a. General
 - b. Prior Work/Volunteer Experience
2. Custom application questions

Common Application Questions-General include several required fields (student name, PID, email, year in school) and a voluntary field (major)

Common Application Questions-Prior Work/Volunteer Experience contains a space for students to include their resume & cover letter as well as provide information about former employment and references

Custom application questions allow you add your own custom questions to the job application. We'll discuss this in more detail shortly.

General

First name *

Middle name

Last name *

Student PID Number *

Email * (You must enter your UNC institutional e-mail address.) * (re-enter to confirm)

Year in School Please select ▼ *

Intended Major

Prior Work/Volunteer Experience

Resume No file chosen

Cover Letter No file chosen

Company

Company Phone

Company Address

Supervisor

Job Title

Starting Salary

Ending Salary

Responsibilities

Employment 'From' Date

Employment 'To' Date

Reason for Leaving

May we contact your previous supervisor for a reference? Please select ▼

All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

▶ [Prior experience](#)

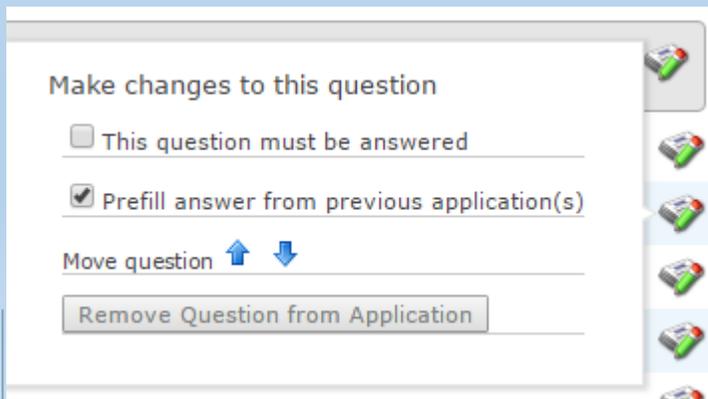
Review Job Application

At any point while reviewing a question, you can populate additional options for the section or question by clicking on the edit icon () to the right. This will open up a sub-menu.

Question Menu

The question sub-menu will appear when you click the edit icon on any blue or white line. It will allow you the option of making 4 modifications to a question:

- Make a question mandatory (i.e. the application can not be submitted if the question is left blank)
- Automatically prefill the information if the applicant answered the question during a previous application
- Change the order of questions by moving them up or down in a section
- Remove the question from the application

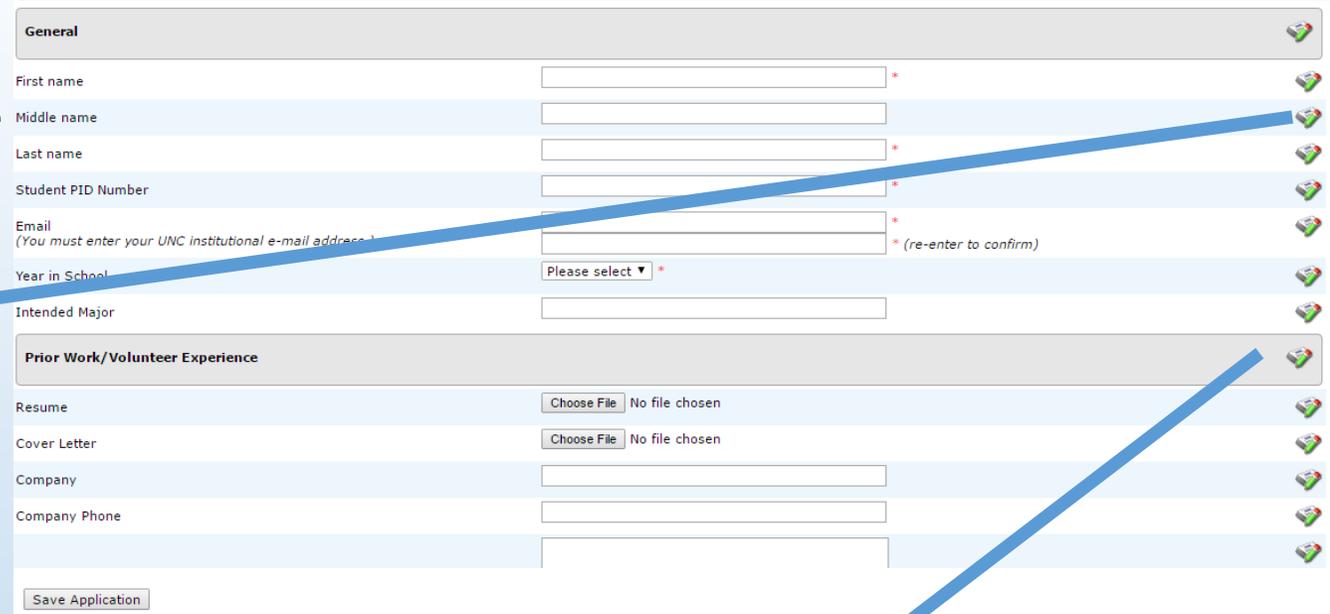


Make changes to this question

This question must be answered

Prefill answer from previous application(s)

Move question  



General

First name *

Middle name

Last name *

Student PID Number *

Email (You must enter your UNC institutional e-mail address) * (re-enter to confirm)

Year in School Please select *

Intended Major

Prior Work/Volunteer Experience

Resume Choose File No file chosen

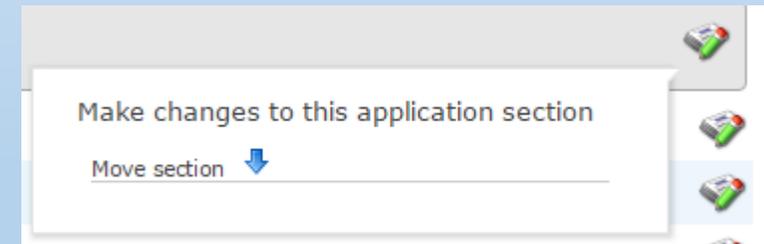
Cover Letter Choose File No file chosen

Company

Company Phone

Section Menu

The section sub-menu appears when you click the edit icon on any grey line. It will allow you to change the order of sections.



Make changes to this application section

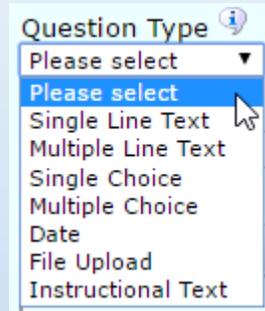
Move section 

Pro Tip: While all of the standard questions are great to include on a job application, eliminating any questions unnecessary to your evaluation process will save you (and the applicant) time during evaluation. So, before you post the application, consider whether you really care about the student's year in school or last job pay rate.



Review Job Application

Question Details allows you to choose the type of question from a given list including text, date, choice questions, file upload, and instructional text; the last option is extremely helpful if you'd like to relay a message to job applicants.



Once you've selected the type of question, the page will reset to provide data capture options that best fit the question format.

All options require the following fields

- Question Name
- Question Label

Additionally, you may be asked to provide the following data

- Default Value
- Regular Expression
- Require Confirmation
- Question Choices

If you ever need assistance, click the info icon ()

A screenshot of a web form for creating a question. At the top are two tabs: "Pick from Existing Questions" and "Create a New Question". The "Question Details" section includes a "Question Type" dropdown menu (set to "Please select"), a "Question Name" text field, and a "Question Label" text field with a rich text editor below it. The "Application Behavior" section includes an "Application Section" dropdown menu (set to "-- Please select --") with a "Create a new section" text field next to it, and "Other flags" with checkboxes for "Application input is required" and "Prefill this question from previous answer?". A "Where To Add This Question?" dropdown menu is set to "End of Application". An "Add Question" button is at the bottom.

Application Behavior governs where the question is placed. You can choose to locate the question in a new section or one of the existing sections. The first two boxes determine in which section you'd like to place the question; the last determines the question's order within the section.

*****Once you've finished creating your question, don't forget to click the [Add Question] button *****

Go To Live

This section of the application determines the review and posting timeline. The page is grouped into 4 questions:

1. When you want the job reviewed:

Select either now if you are happy with the current posting or later if you'd like to continue working on the posting before submitting it for review.

2. After review, when the job is posted:

You'll want to have the job posted immediately in most cases.

3. If you want the position to be eligible for JobMail, a system by which students interested in a predetermined family of jobs are notified of any new postings.

While not required, we recommend enabling JobMail so applicants can find your job more easily.

4. For how long do you want the job posted?

This question is entirely up to you. Most users leave the position posted until they chose to close it. The position will automatically close if all openings are filled; additionally, the FWS Team will close all open jobs at the end of the year.

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**

Academic Advising - Laboratory Assistant

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?

As soon as possible
Later - I need to review it myself first.
2. Do you want the job listed immediately after it is approved?

Yes, immediately
No, put it in storage for me.
3. Do you want JobMail to be sent when the job is listed?

Yes, send JobMail
No, do not send JobMail
4. For how many days do you want the job to be listed on the site?

Until I close the job
1 day
2 days
3 days
4 days
5 days
6 days
1 week
1 week, 1 day
1 week, 2 days
1 week, 3 days
1 week, 4 days
1 week, 5 days
1 week, 6 days
2 weeks
2 weeks, 1 day
2 weeks, 2 days
2 weeks, 3 days
2 weeks, 4 days
2 weeks, 5 days

When all the above information looks correct...

Finish!!!

Once you finish step 3, you'll get a congratulatory message confirming that you've completed the process. You'll also be presented with the options of viewing the job or returning to the control panel. Please note that your job will still need to be reviewed and approved before it can be posted for job seekers to find.

Academic Advising - Laboratory Assistant

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.](#)

Pro Tip: Viewing the job details is a great way to proofread, see what applicants will see, and provides you with an opportunity to save a copy of the description for your records & future years.

The screenshot shows a web interface for managing jobs. At the top, there are navigation tabs for 'Students', 'JobX', and 'Access & Audit'. Below this is a search bar and a 'Add a new job for' button. The main area is divided into sections: 'Your Selections' with a 'Reset' button, 'Job Filters Applied' (Employer: Academic Advising, Job Status: Show All), and 'Job Filters' (My Jobs: +, Employer Name: Academic Advising, Job Status: -). There are also filters for 'Listed Jobs (0)', 'Pending Approval (1)', 'Review Mode (3)', and 'Storage Mode (0)'. The 'Job Actions' section includes icons for Delete, Export, Print, and Email Supervisors, along with a dropdown menu and an 'Apply Action' button. Below this is a table of jobs in 'PENDING APPROVAL' status, with columns for Ref #, Title, Contact, Job Type, App #, Listed, and Actions. A single job is listed: Ref # 6323, Title 'Laboratory Assistant', Contact 'Test On Campus Employer', Job Type 'On-Campus'. Below the pending jobs is a section for 'REVIEW - Jobs NOT Currently Listed with Applicant Data (if applicable)', which contains a table of three jobs in 'Academic Advising' status.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
6323	Laboratory Assistant	Test On Campus Employer	On-Campus			

Ref #	Title	Contact	Job Type	App #	Listed	Actions
5576	Male of Color Engagement Senio...	Chris Faison	On-Campus	1 (0 New)	07/27/16	
5577	Male of Color Engagement Stude...	Chris Faison	On-Campus	0 (0 New)	07/27/16	
4775	Male of Color Engagement Stude...	Chris Faison	On-Campus	2 (2 New)	07/27/16	

The screenshot shows the details for a 'Laboratory Assistant' job. It includes fields for Job ID (6323), Job Type (On-Campus), Employer (Academic Advising), and Job Category (Laboratory). The Job Description states: 'This position is for students interested working in a laboratory environment. You will be helping with general laboratory maintenance such as disposing of waste properly, cleaning glassware, and keeping the lab clean. Other duties will include recording temperature of freezers, calibrating balances and pH meters, and making labels and labeling vials. This is an HIV research laboratory so an interest in HIV and/or biomedical research is a plus. You will not be working with patient samples but you will be working with and around people that will be so you must wear protective equipment (gloves, eyewear, lab jacket) when in the lab.' The Job Requirements section lists Knowledge (1. Student must have a basic understanding of laboratory equipment or agree to learn from other lab members), Skills (1. Excellent organization skills, 2. Basic skills with ProMed research tool and Microsoft Excel or willingness to learn), and Abilities (1. Student must be able to stand at a workbench and lab sink for extended periods of time). Other requirements include wearing proper safety equipment and completing 4-hour safety training. Available Openings: 4. Hours: 10.0 to 15.0 hours per week. Hourly Rate: \$7.25/hour to \$8.30/hour. Wage Notes: 1). Time Frame: Academic Year. Start Date: Tuesday, August 23, 2016. End Date: Tuesday, May 9, 2017. Primary Contact: Test On Campus Employer. Primary Contact's Email: teston@unc.edu. Phone Number: 555.555.5555. Fax Number: 555.555.5556. Work Location: 123 South Road Chapel Hill, NC. Community Service Job?: No.

Editing Posted Jobs

After the job has been posted, you can still edit the details of the job description from your control panel.

To edit the job profile from step 1, click on the edit job icon.



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

Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 

To edit the questions from step 2, click on the manage application icon.



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

Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 

To review the position/application details, request that the job status be changed (e.g. to have the job reviewed after making edits), or any of the other manager functions click on the job title.



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

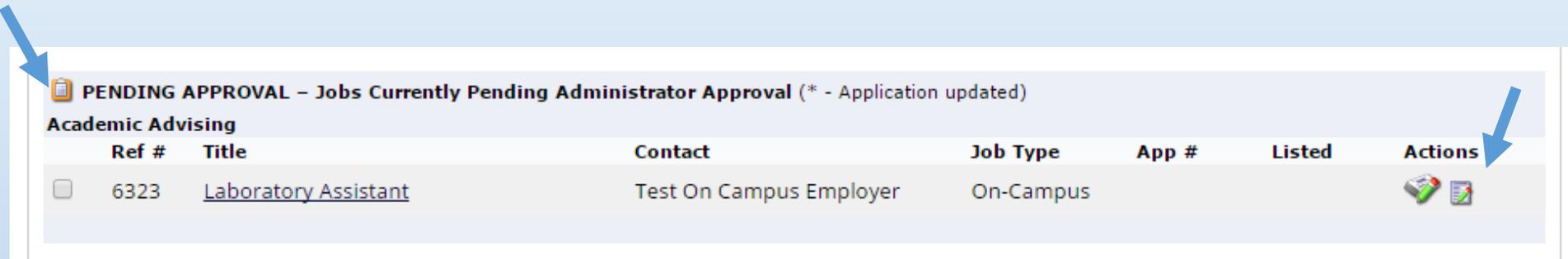
Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 

*****Please note that updating any portion of the job posting will require the position to be reviewed again.*****

Approved Jobs

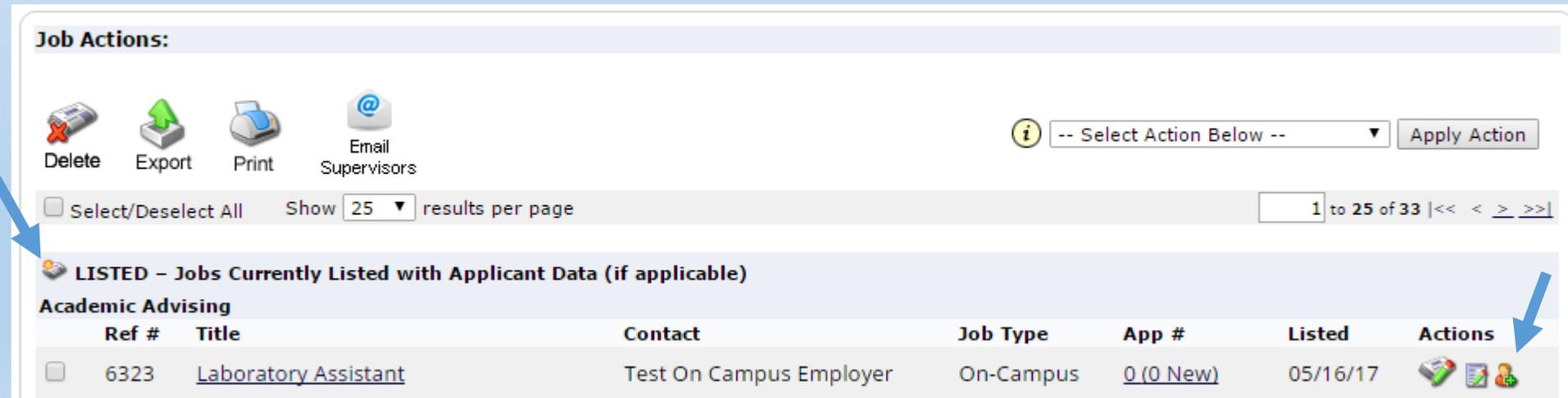
Once the review process has been completed and the job is listed, you'll notice that the position will change from the "Pending Approval" section to the "Listed" section. You'll also see a third icon appear at the right of the screen which will allow you to access the hiring menu, which we'll cover in a later section.



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

Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	6323	Laboratory Assistant	Test On Campus Employer	On-Campus		 



Job Actions:

    Info -- Select Action Below -- Apply Action

Select/Deselect All Show results per page to 25 of 33 | << < > >>

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

Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	6323	Laboratory Assistant	Test On Campus Employer	On-Campus	0 (0 New)	05/16/17   





Update a Position from a Previous Year



These instructions begin after logging in, if you need instructions on how to do so, please visit the [Accessing JobX](#) section of the guide.

On your landing page, click the storage mode filter to show the jobs currently in storage.

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

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

Students JobX Access & Audit

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Employ

Job Status: -

- Listed Jobs (4)
- Pending Approval (0)
- Review Mode (15)
- Storage Mode (14)

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Show 25 results per page 1 to 25 of 33

Ref #	Title	Contact	Job Type	App #	Listed	Actions
6323	Laboratory Assistant	Test On Campus Employer	On-Campus	0 (0 New)		
Academic Affairs Library						
Ref #	Title	Contact	Job Type	App #	Listed	Actions
5628	Davis Research Hub Student Ass...	Michael Millner	On-Campus	0 (0 New)		
5844	General Collections Conservati...	Lucas Darden	On-Campus	0 (0 New)		
5960	Interlibrary Services Student...	Clement GrawOzburn	On-Campus	0 (0 New)		
4480	Interlibrary Services Student...	Geneva Holliday	On-Campus	0 (0 New)		
5920	Kenan Science Library Student...	Tricia Maloney	On-Campus	0 (0 New)		
5991	Library Personnel Office Work...	Beth Ramos	On-Campus	0 (0 New)		
4411	MRC Media Lab Student Assistan...	Katelyn Ander	On-Campus	0 (0 New)		
5968	MRC Media Materials Assistant	Katelyn Ander	On-Campus	0 (0 New)		
4357	North Carolina Collection Stud...	Alison Murray	On-Campus	0 (0 New)		
5935	Southern Historical Collection...	Biff Hollingsworth	On-Campus	0 (0 New)		
4866	Special Collections Student As...	Eileen Dewitya	On-Campus	0 (0 New)		
4997	Special Collections Student As...	Alison Murray	On-Campus	0 (0 New)		
4471	Stone Center Library Assistant	James Moore	On-Campus	0 (0 New)		

Once your job(s) has populated click on the title of the position to enter job manager screen.

Job Management

The job management screen consists of 4 sections:

1. A position overview of the job at the top including the title, employer, and status.
2. An administrative overview
3. An edit/delete options section which you can use to update the job for the new year
4. A position description preview

Jobs moved into storage from previous years will have zero openings by default. In order to add jobs, you will need to use the **[Edit this Job]** link to open the Update Job Profile page.

Pro Tip: This is an excellent opportunity to review and update all portions of the Update Job Profile page to ensure you are attracting the best applicants possible. Sparse, clunky, or confusing posts often receive fewer applicants as job-seekers simply stop reading the post and move on.

Once the Update Job Profile Page is open, you will need to update the total number of jobs. If you plan on rehiring students from the previous year, you will need to account for both returning and new student workers

Manage Job

Job Title	Employer	Status	Job Type
Laboratory Assistant	Academic Advising	Storage	On-Campus

Additional details about this job's status:
» This job is currently in **Storage**.
» This will require approval before it can be listed because unauthorized changes have been made to it.

Update Status
Listed
[Review Mode](#)
Storage
Cannot list job because it has 0 openings.
» Click to change to
» Current Status

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

View Applicants
No applications have been submitted for this job.

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

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

[Edit this Job]

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

Laboratory Assistant	
Job ID	6323
Job Type	On-Campus
Employer	Academic Advising
Job Category	Laboratory
Job Description	This position is for students interested working in a laboratory environment. You will be helping with general laboratory maintenance such as disposing of waste properly, cleaning glassware, and keeping the lab clean. Other duties will include recording temperature of freezers, calibrating balances and pH meters, and making labels and labeling vials. This is an HIV research laboratory so an interest in HIV and/or biomedical research is a plus. You will not be working with patient samples but you will be working with and around people that will be so you must wear protective equipment (gloves, eyewear, lab jacket) when in the lab.
Job Requirements	Knowledge: 1. Student must have a basic understanding of laboratory equipment or agree to learn from other lab members Skills: 1. Excellent organization skills ?2. Basic skills with ProMed research tool and Microsoft Excel or willingness to learn Abilities:

Update Status

Listed	Cannot list job because it has 0 openings.
Review Mode	» Click to change to
Storage	» Current Status

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

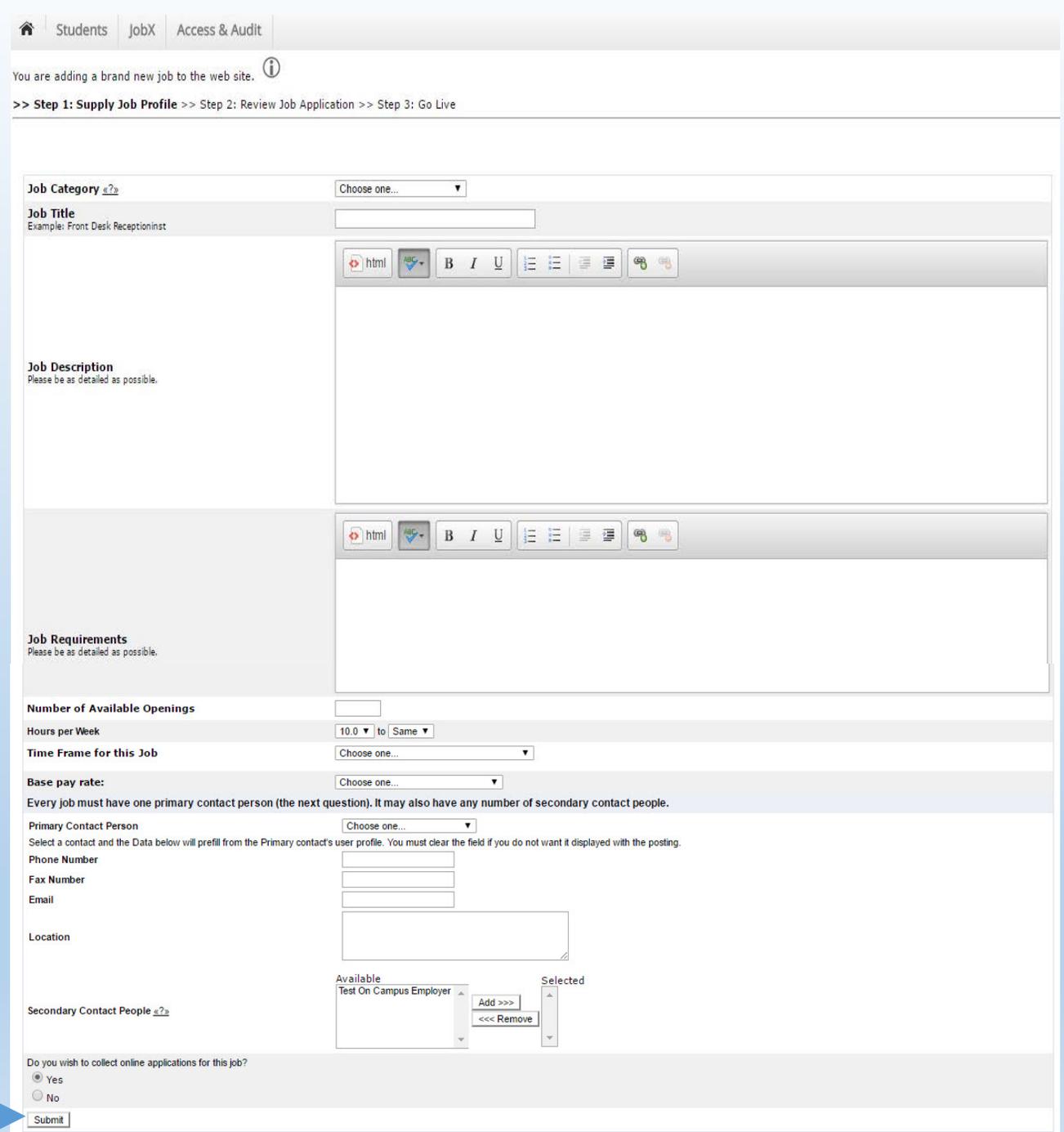
[Edit this Job]

The Job Profile consists of 15 data points, which we'll review each in more detail shortly. These fields are:

1. Job Category
2. Job Title
3. Job Description
4. Job Requirements
5. Number of Available Openings
6. Hours per Work (approximate number)
7. Time Frame for this Job
8. Base Salary Rate
9. Primary Contact Person
10. Primary Contact Phone Number
11. Primary Contact Fax Number
12. Primary Contact Email
13. Primary Contact Location(s)
14. Secondary Contact People
15. Online Application Collection

On the right you can see a screenshot of how these fields are arranged in JobX. We'll refer back to this screenshot in future slides.

Remember to use the [Save] button when done. 



The screenshot shows the 'Add Job Profile' interface in JobX. At the top, there are navigation tabs for 'Students', 'JobX', and 'Access & Audit'. A message states 'You are adding a brand new job to the web site.' Below this, a progress bar indicates the current step: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. The form is divided into several sections:

- Job Category:** A dropdown menu with 'Choose one...' selected.
- Job Title:** A text input field with the example 'Front Desk Receptioninst'.
- Job Description:** A rich text editor with a toolbar (html, undo, bold, italic, underline, bulleted list, numbered list, link, unlink) and a large text area. The instruction reads: 'Please be as detailed as possible.'
- Job Requirements:** Another rich text editor with the same toolbar and instruction: 'Please be as detailed as possible.'
- Number of Available Openings:** A text input field.
- Hours per Week:** A dropdown menu set to '10.0' and a 'Same' dropdown.
- 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, a note states: 'Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.' Below this are input fields for 'Phone Number', 'Fax Number', and 'Email'.
- Location:** A text input field.
- Secondary Contact People:** A list of 'Available' contacts (e.g., 'Test On Campus Employer') and a 'Selected' list. Between them are 'Add >>>' and '<<< Remove' buttons.
- Do you wish to collect online applications for this job?:** Radio buttons for 'Yes' (selected) and 'No'.
- Submit:** A button at the bottom of the form.

Job Category

A selection of 12 general job categories which allows students to search for jobs by a particular position type.

Example: a position washing glassware & assisting with equipment in a research laboratory would utilize the “Laboratory” option

Job Title

The official title of the position that you would like displayed to students. In many cases this is also the official position title used with Human Resources, but it can also be a less official description.

Example: a position washing glassware & assisting with equipment in a research laboratory might use the title “Laboratory Maintenance Technician I” or “Student Worker in Research Lab”

The screenshot shows a web form for adding a new job. At the top, there are navigation links for 'Students', 'JobX', and 'Access & Audit'. Below this, a message states 'You are adding a brand new job to the web site.' followed by a progress indicator: '>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live'. The main form area is divided into sections: 'Job Category' with a dropdown menu, 'Job Title' with a text input field and an example 'Example: Front Desk Receptionist', 'Job Description' with a rich text editor and the instruction 'Please be as detailed as possible.', and 'Job Requirements' with another rich text editor and the same instruction. A blue arrow points from the 'Job Category' dropdown in the main form to a larger, detailed view of the dropdown menu on the right. Another blue arrow points from the 'Job Title' text input in the main form to a list of example job titles at the bottom right.

This image shows a detailed view of the 'Job Category' dropdown menu. The menu is open, showing a list of 12 categories: Athletics, Clerical, Environmental, General Office, Laboratory, Library, Marketing/Public Relations, Miscellaneous / Other, Research, Student Services, Technology, and Tutoring. A blue box with white text is overlaid on the menu, containing a 'Pro Tip'.

Pro Tip: many FWS positions fit into multiple categories. Rather than selecting “Miscellaneous/Other” consider using the category that describes the majority of duties. Using a category besides Misc./Other should increase the frequency by which your job turns up in job searches

This image shows a list of three example job titles, each with a text input field to its right. The first example is 'Laboratory Assistant', the second is 'Videographer', and the third is 'Android Developer Programmer'. Each example is preceded by the text 'Job Title' and 'Example: Front Desk Receptionist'.



Job Description

An overview of the important factors regarding the job. This section serves as your space to explain to prospective employees what they'll be doing and the value of the position. A great description will contain information on:

- A basic overview of duties, tasks, & required activities
- Information about the work environment
- Atypical elements e.g. hazards, opportunities, incentives
- Scheduling and flexibility of hours
- Why the job might interest students
- Additional information about the office, department, and/or lab

For an excellent example of a job description (created by a 2016-17 supervisor), please see the image below

Students JobX Access & Audit

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

Job Category [?] Choose one... ▾

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Pro Tip: the tool buttons at the top will allow you to:

- view your posting in html
- spell check the posting
- bold/italicize/underline portions
- add or remove numbering/bullet points/indenting
- link sections of the text to other websites.

html ABC B I U

This position is for students interested working in a laboratory environment. You will be helping with general laboratory maintenance such as disposing of waste properly, cleaning glassware, and keeping the lab clean. Other duties will include recording temperature of freezers, calibrating balances and pH meters, and making labels and labeling vials. This is an HIV research laboratory so an interest in HIV and/or biomedical research is a plus. You will not be working with patient samples but you will be working with and around people that will be so you must wear protective equipment (gloves, eyewear, lab jacket) when in the lab. Students will work a pre-arranged schedule of 2-5 days per workweek between 8 AM & 6 PM; scheduling is not flexible on a week-to-week basis. For more information about the laboratory and division, please visit the [Division of Pharmacotherapy and Experimental Therapeutics](#).



Job Requirements

This section is your opportunity to explain to prospective employees what knowledge, skills, and abilities (KSA's) they need to currently possess and/or will need to gain. A good description will contain information on required:

- Knowledge: information the student must know
- Skills: tasks the student must be able to perform
- Abilities: the capacity of the student to perform a duty
- Any additional requirements of the position
- Clarification whether the requirements are needed to be hired or can be developed while in the position.

Pro Tip: Line spacing is automatically set to a web development standard of 2x. To single space lines, hold down the [Shift] key while pressing [Enter].

Job Category

Job Title
Example: Front Desk Receptionist

Job Description
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

Job Requirements
Please be as detailed as possible.

html ABC B I U

Knowledge:

1. Student must have a basic understanding of laboratory equipment or agree to learn from other lab members

Skills:

1. Excellent organization skills
2. Basic skills with ProMed research tool and Microsoft Excel or willingness to learn

Abilities:

1. Student must be able to stand at a workbench and lab sink for extended periods of time

Other:

1. Must be willing to wear proper safety equipment at all times
2. Students must have a Laboratory Safety certification or be willing to complete the 4-hour safety training before beginning full duties

Pro Tip: Organizing your requirements makes them much easier to understand for the job seeker. Breaking them down by section, using bullet points, or numbering items can make a big difference in decipherability and increase your number of applicants

Number of Available Openings

This field will be at 0 and needs to be updated.

One job description can be used to hire multiple employees, streamlining your application review process. Keep in mind you'll need to file multiple job profiles if the description, requirements, hours, or pay differs between openings

Number of Available Openings

4

Hours Per Week

Ranging from 0 to 20 (the max allowed under program regulations), this field lets you set the expected minimum and maximum number of hours per week a student will work. The average values vary greatly between positions, but most students actually work an average of 10-12 hours per week.

Hours per Week

10.0 to 15.0

Please be sure that the number on the right is bigger than the one on the left

Pro Tip: While this field should be determined by your needs and availability, remember that most students have FWS awards of \$2,700 to \$3,000 and are looking for positions that allow them to earn that much over the academic year.

Time Frame for Job

Define whether the position is for Fall, Spring, or (most commonly) both semesters.

Time Frame for this Job

Academic Year (08/23/2016 - 05/09/2017) ▼
Choose one...
Academic Year (08/23/2016 - 05/09/2017)
Fall (08/23/2016 - 12/16/2016)
Spring (01/11/2017 - 05/09/2017)

The screenshot shows a job posting form with several fields. A blue arrow points from the 'Number of Available Openings' field (containing '4') to the 'Hours per Week' field (set to '10.0 to Same'). Another blue arrow points from the 'Hours per Week' field to the 'Time Frame for this Job' dropdown menu. The form includes sections for 'Base pay rate', 'Primary Contact Person', 'Phone Number', 'Fax Number', 'Email', 'Location', and 'Secondary Contact People'. At the bottom, there are radio buttons for 'Do you wish to collect online applications for this job?' and a 'Submit' button.

Base Pay Rate

Given the job description and requirements, select the appropriate pay band for the position. If you need a refresher on how to classify a position, see the text on the right copied from the FWS Supervisor Training Guide.

Base pay rate:

Level 1, \$7.25/hour - \$8.30/hour ▼
Choose one...
Level 1, \$7.25/hour - \$8.30/hour
Level 2, \$8.30/hour - \$10.05/hour
Level 3, \$10.05/hour - \$11.80/hour
Level 4, \$11.80/hour - \$13.55/hour

Number of Available Openings

Hours per Week to

Time Frame for this Job

Base pay rate:

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

Primary Contact Person

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

Fax Number

Email

Location

Secondary Contact People [«?»](#)

Available
Test On Campus Employer

Add >>>
<<< Remove

Selected

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

• **Level 1 (\$7.25-\$8.30):**

- No experience or previous training required
- Positions that perform routine tasks with minimal responsibility
- Where applicable, positions may require demonstrated ability to successfully interact with the public
- Student employee works in a well-supervised setting and takes little-to-no independent action

• **Level 2 (\$8.30-\$10.05):**

- Little or moderate experience, technical knowledge, or previous training is necessary
- Special instruction may be necessary for some aspects of these positions.
- Student employee must demonstrate the ability to learn new tasks and work independently with moderate or limited supervision

• **Level 3 (\$10.05-\$11.80):**

- Moderate to substantial experience, technical knowledge, or previous training or certification is necessary
- Student employee must possess a high level of competency with a specialized skill and readily demonstrate the use of independent judgment, decision-making ability, and/or the ability to work responsibly with little-to-no direct supervision
- Previous work experience at a lower level within the same department may be required

• **Level 4 (\$11.80-\$13.55):**

- In addition to the qualifications and scope associated with Level 3, these positions require an individual who possesses substantial experience, advanced technical knowledge, and previous training/certification
- The student may be expected to manage technologies/equipment, research, analyses, publications, instruction, or other special projects or activities of significant scope
- The student may work with extremely limited supervision on a regular basis

Primary Contact Information (person, phone, fax, email, location):

Provide information on who is in charge of the application review, interview, selection, and supervision processes. In almost every case, this will be you. As such, the system will autofill most of this information for you based on your JobX Profile.

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

Primary Contact Person	Test On Campus Employer
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	555.555.5555
Fax Number	555.555.5556
Email	teston@unc.edu
Location	123 South Road Chapel Hill, NC

Pro Tip: you don't have to provide every field in the primary contact info or a secondary contact person, but we'd recommend supplying at least a contact person, email or telephone, and work location. The contact person is a required field, the email/telephone lets job seekers contact you with questions about the job, and the work location lets applicants know where they'll be working which is especially important if your located far from the main hub of campus.

Secondary Contact People

If your JobX Profile is associated with another user (e.g. you both work in the same lab), you can associate them with the posting here. This will allow other users to assist in the administration of the application, search, & hiring functions in JobX. To select someone, highlight their name and click the [Add>>>] button.

Number of Available Openings

Hours per Week 10.0 to Same

Time Frame for this Job Choose one...

Base pay rate: Choose one...

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

Primary Contact Person	Choose one...
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	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>
Location	<input type="text"/>

Secondary Contact People [«?»](#)

Available		Selected
Test On Campus Employer	Add >>> <<< Remove	

Do you wish to collect online applications for this job?

Yes
 No

Submit

Secondary Contact People [«?»](#)

Available		Selected
Test On Campus Employer	Add >>> <<< Remove	

Collect Online Applications For This Job?

We **STRONGLY** recommend using the online system to collect applications. If you choose to collect applications by email, fax, or in-person, you are still responsible for ensuring you complete all required aspects of the selection process including ensuring that FWS students are hired through JobX.

Students hired without authorization through JobX will have all earned wages retroactively charged to the hiring department and the department may be removed from the FWS program

Job Management

After you save the updated position, you will be returned to the Manage Job screen.

The Update Status box on the page should now be updated from the 0 figure to the number of employees you hope to hire. The images below show the box before the update (red) and after (green).

At this point your posting will need to be reviewed before it can be posted to the website. As a reminder:

- FWS jobs must be submitted by June 30th to guarantee they will be available when the system opens to student in August.
- Jobs submitted July 1-31 may not be posted by August 1
- Jobs submitted after August 31 will not be accepted

At this point you can also edit the application questions associated with your post by clicking on the “Edit, view or remove the online application.” link on the top-right of the page.

Manage Job

Job Title	Employer	Status	Job Type
Laboratory Assistant	Academic Advising	Storage	On-Campus

Additional details about this job's status:

- » This job is currently in **Storage**.
- » This will require approval before it can be listed because unauthorized changes have been made to it.

Update Status

Listed » Click to change to
Review Mode » Click to change to
Storage » Current Status

View Applicants

No applications have been submitted for this job.

Manage Application

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

Hire Applicant

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

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

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

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

Laboratory Assistant

Job ID: 6323
Job Type: On-Campus
Employer: Academic Advising
Job Category: Laboratory

Job Description

This position is for students interested working in a laboratory environment. You will be helping with general laboratory maintenance such as disposing of waste properly, cleaning glassware, and keeping the lab clean. Other duties will include recording temperature of freezers, calibrating balances and pH meters, and making labels and labeling vials. This is an HIV research laboratory so an interest in HIV and/or biomedical research is a plus. You will not be working with patient samples but you will be working with and around people that will be so you must wear protective equipment (gloves, eyewear, lab jacket) when in the lab.

Job Requirements

Knowledge:
1. Student must have a basic understanding of laboratory equipment or agree to learn from other lab members

Skills:
1. Excellent organization skills
2. Basic skills with ProMed research tool and Microsoft Excel or willingness to learn

Abilities:

Update Status

Listed
Review Mode
Storage

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

Update Status

Listed
Review Mode
Storage

» Click to change to
» Click to change to
» Current Status

Manage Application

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

Editing Posted Jobs

After the job has been posted, you can still edit the details of the job description from your control panel.

To edit the job profile, click on the edit job icon.



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

Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 

To edit the questions job questions, click on the manage application icon.



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

Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 

To review the position/application details, request that the job status be changed (e.g. to have the job reviewed after making edits), or any of the other manager functions click on the job title.



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

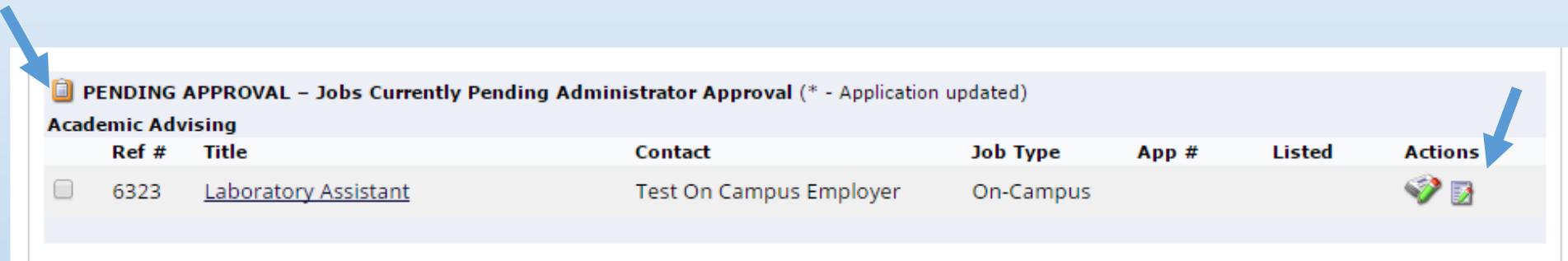
Academic Advising

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 

*****Please note that updating any portion of the job posting will require the position to be reviewed again.*****

Approved Jobs

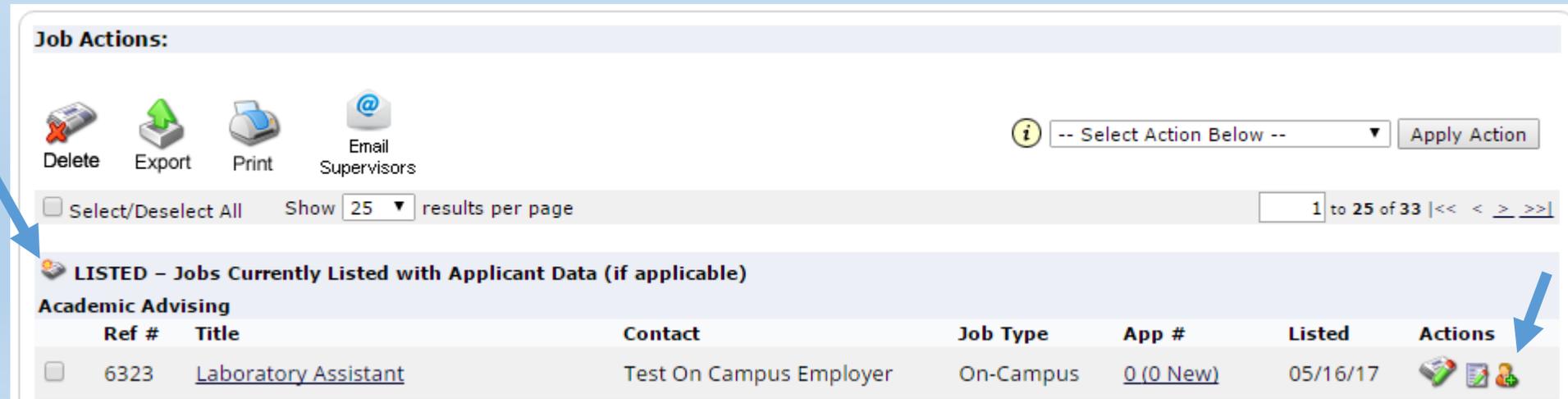
Once the review process has been completed and the job is listed, you'll notice that the position will change from the "Pending Approval" section to the "Listed" section. You'll also see a third icon appear at the right of the screen which will allow you to access the hiring menu which we'll cover in a later section.



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

Academic Advising

	Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	6323	Laboratory Assistant	Test On Campus Employer	On-Campus			 



Job Actions:

    Info -- Select Action Below -- Apply Action

Select/Deselect All Show results per page 1 to 25 of 33 |<< < > >>|

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

Academic Advising

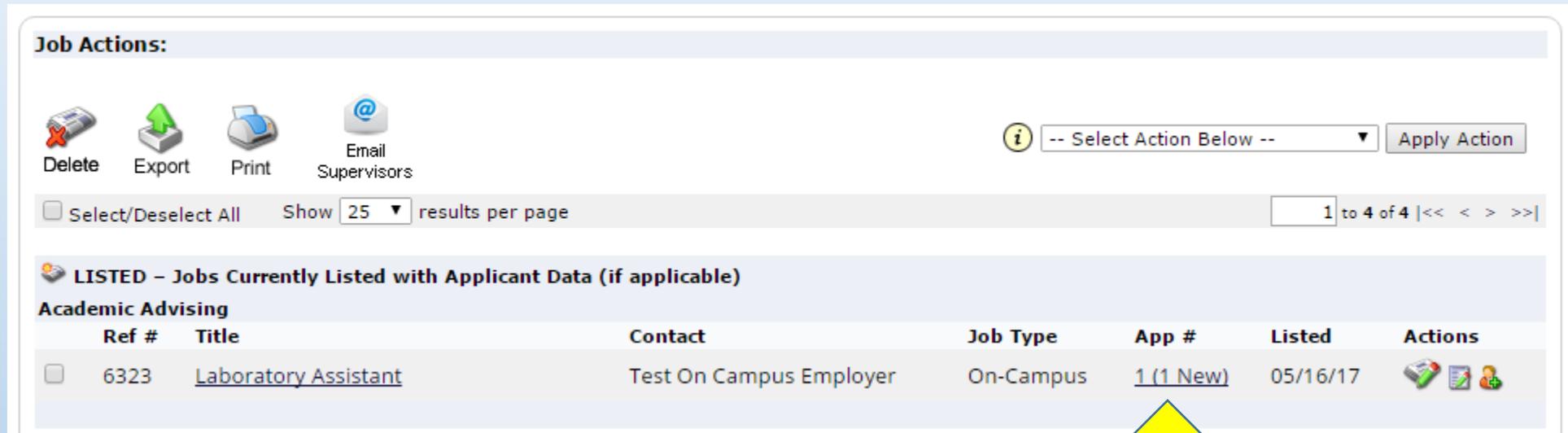
	Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	6323	Laboratory Assistant	Test On Campus Employer	On-Campus	0 (0 New)	05/16/17	  



Review, Reject, & Interview Applicants



Once students begin applying for your position, you'll notice that the information under the App# field will change from 0. The updated information will provide both the total number of applications and the number of unreviewed applications.



The screenshot displays a web interface for job management. At the top, there is a 'Job Actions:' section with icons for Delete, Export, Print, and Email Supervisors, along with a dropdown menu for selecting actions and an 'Apply Action' button. Below this is a pagination control showing '1 to 4 of 4' results. The main content area is titled 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)' and contains a table for 'Academic Advising'. The table has the following columns: Ref #, Title, Contact, Job Type, App #, Listed, and Actions. A single row is visible with the following data: Ref # 6323, Title [Laboratory Assistant](#), Contact Test On Campus Employer, Job Type On-Campus, App # [1 \(1 New\)](#), and Listed 05/16/17. A yellow arrow points to the 'App #' column header.

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 6323	Laboratory Assistant	Test On Campus Employer	On-Campus	1 (1 New)	05/16/17	

To review the applications, click the data under the App# column header. This will take you to the applicant review screen.

You should now be able to see a list of applicants who applied to the position as well as have access to a variety of tools to assist you in evaluating the student's application and communicating with the student.

<input type="checkbox"/> Select/Deselect All	Show <input type="text" value="25"/> results per page	<input type="text" value="1"/> to 1 of 1 << < > >>									
<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>				<u>Delete</u>	<u>Hire</u>
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	5/16/2017	New!							Delete	Hire

- To view the student's applications, click on their name or click/hover on the magnifying glass symbol
- To flag the student for further consideration, click on the flag symbol
- If the student submitted a resume, you will be able to view it by clicking on the entry in the "Resume" column
- To email the student (e.g. to request clarification) click on the envelope and pen icon
- To print a copy of the application, click the print icon
- The "Delete" & "Hire" links on the right allow you to delete or hire students, which we'll cover shortly

Once you've selected the student(s) you are interested in hiring, you will need to conduct an interview.

The screenshot shows a toolbar with the following buttons: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting, Reject Applicants, and Email Applicants. Below the toolbar, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 1 of 1'. A table below contains one row for 'Roy Rogers1' with columns for Name, Email Address, App Date, New, Flag, Emailed?, Resume, Delete, and Hire. A yellow arrow labeled '2' points to the 'Send Greeting' button. A yellow arrow labeled '1' points to the checkbox in the first row of the table.

1

To send the interview notice, check the box next to the student(s) you wish to notify & click the “Send Greeting” button above. This will open a new prepopulated email window.

The student address, subject line, and body are prepopulated, but the text can be edited to fit your needs.

Once you've updated the message to your specifications, click the [Send] button & JobX will handle the rest.

3

The screenshot shows an email composition window titled 'Email Applicants - Greeting'. It includes a 'To' field with a prepopulated recipient 'Rogers1, Roy [royrogers1@ngwebsolutions.com]'. The 'Subject' field is prepopulated with 'Job: Laboratory Assistant'. The 'Body' field contains a prepopulated message: 'I am interested in meeting with you to discuss your interest in the Laboratory Assistant 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.' At the bottom, there are 'Send' and 'Cancel' buttons. Blue arrows point from the text in the previous block to the 'To', 'Subject', and 'Body' fields. A yellow arrow labeled '3' points to the 'Send' button.



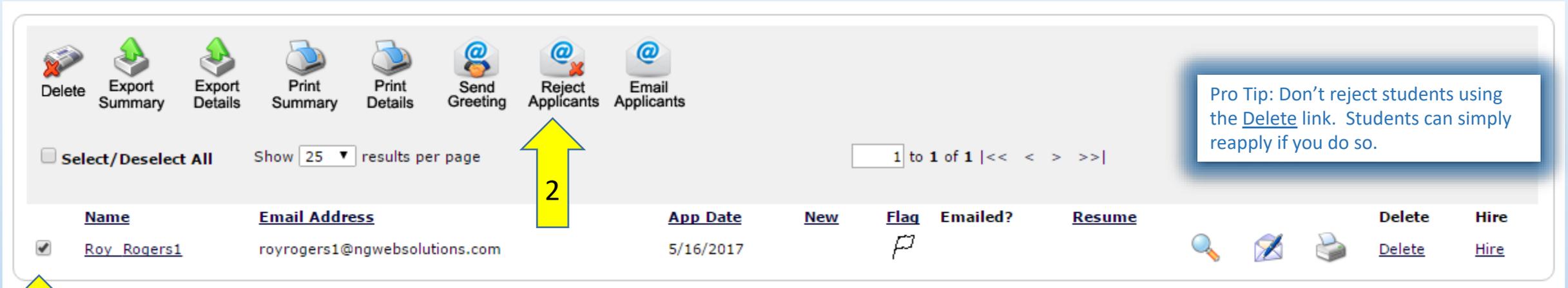
Interviews

- Interviews can be conducted in person, via phone, or over the internet using programs like Skype. Given that many applicants will apply before they move to campus, it might be prudent to plan for telephone/internet-based interviews if you intend to hire early in the process.
- Interviews provide an invaluable opportunity to evaluate the student's communication and interaction skills as well as gain insight into the motivations and character of the applicant.
- It is helpful to consider how the personality of this candidate might fit with the other members of your team when speaking with the student.
- Be mindful that some seemingly innocuous questions are off-limits during an interview (e.g. Would your spouse or children affect your work schedule?). Check with your departmental HR representative if you have questions in this area.

You are not required to interview students if they worked in the same position in the previous year.



If during your review you encounter a candidate you do not wish to hire, you are **REQUIRED** to notify them. Students are limited in the number of applications they can file. As such, we ask supervisors to release those students they do not wish to interview/hire so that the students can apply for other positions.



Pro Tip: Don't reject students using the [Delete](#) link. Students can simply reapply if you do so.

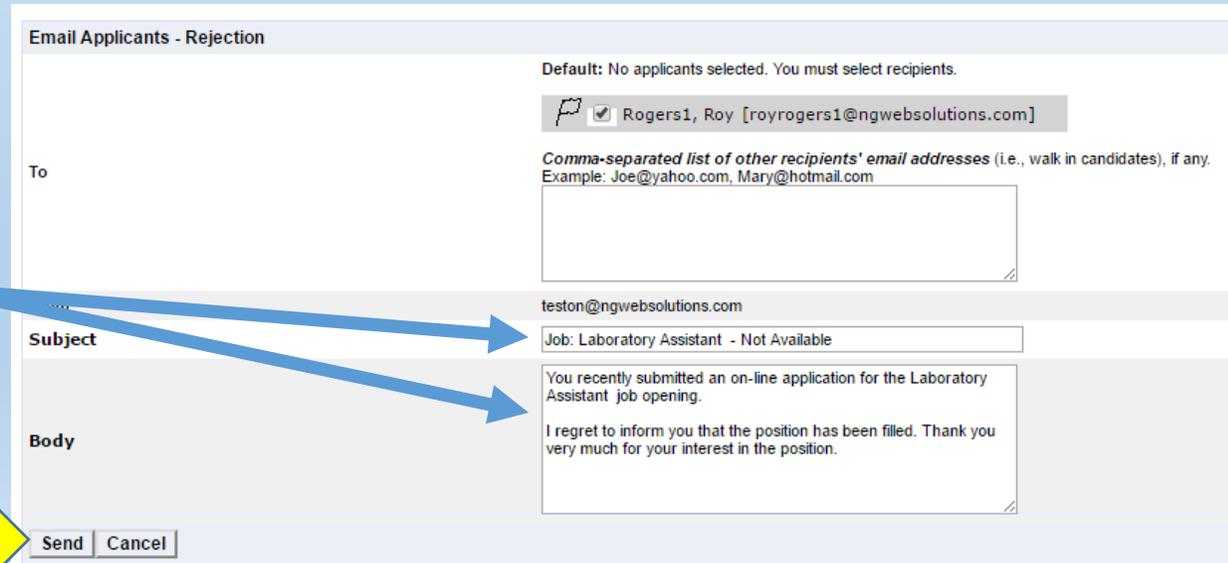
1

To send the rejection notice, check the box next to the student(s) you wish to notify & click the “Reject Applicants” button above. This will open a new prepopulated email window.

The student address, subject line, and body are prepopulated, but the text can be edited to fit your needs.

Once you've updated the message to your specifications, click the [Send] button & JobX will handle the rest.

3



Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

Rogers1, Roy [royrogers1@ngwebsolutions.com]

To

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

teston@ngwebsolutions.com

Subject

Job: Laboratory Assistant - Not Available

Body

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

Send Cancel



Select & Hire a Student



Extending an Offer

- Once you have selected a candidate(s) to hire, you will need to extend an offer of employment. This can be done through email, via phone, in person, or through any means you see fit.
- As a best practice, you'll want to include the following items in your offer.
 - The name of the position
 - The academic term(s) during which the student will be employed
 - A wage rate and number of hours per week
 - A deadline by which the applicant needs to give you their decision
 - A method by which the applicant can reach out if they have questions
- Once you have a reply, you'll need to update JobX to officially hire the student

Students hired without authorization through JobX will have all earned wages retroactively charged to the hiring department and the department may be removed from the FWS program



To hire a student in JobX, start by going to your landing page.

Once there click on view applicant data by clicking on the data under the App# column header.



Job Actions:

Delete Export Print Email Supervisors

-- Select Action -- Apply Action

Select/Deselect All Show 25 results per page 1 to 4 of 4

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

Ref #	Title	Contact	Job Type	App #	Listed	Actions
6323	Laboratory Assistant	Test On Campus Employer	On-Campus	1 (1 New)	05/16/17	

Pro Tip: If you're hiring for multiple vacancies, you don't have to wait until all spots are filled to begin the hiring process. If, for example, you have 4 vacancies, you can hire 3 students and leave the position open to gather resumes for the 4th hire.

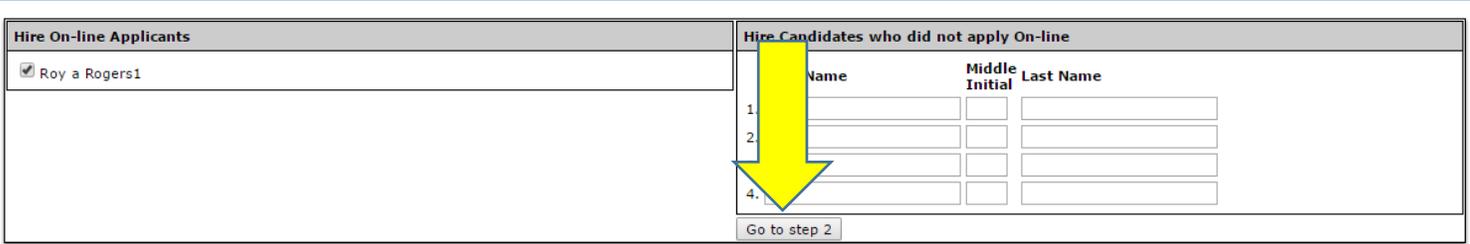
From here, click the "HIRE" link at the right edge of the page.



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

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Delete	Hire
Roy Rogers1	royrogers1@ngwebsolutions.com	5/16/2017	New!				Delete	Hire

This will open up the hire page, on which you'll want to click the [Go to step 2] button. This will open a new page on which you'll certify the student's information and then click the [Check Student] button.



Hire On-line Applicants	Hire Candidates who did not apply On-line												
<input checked="" type="checkbox"/> Roy a Rogers1	<table border="1"><thead><tr><th>Name</th><th>Middle Initial</th><th>Last Name</th></tr></thead><tbody><tr><td>1</td><td></td><td></td></tr><tr><td>2</td><td></td><td></td></tr><tr><td>4</td><td></td><td></td></tr></tbody></table>	Name	Middle Initial	Last Name	1			2			4		
Name	Middle Initial	Last Name											
1													
2													
4													

Go to step 2



Hire Student(s) Step 2: Fill Out Hire Info
For Job: Laboratory Assistant

Validate Employees

Employee: Roy a Rogers1

Enter PID:

Check Student

The system will then attempt to validate the students to confirm that they have a work-study award.

Students who pass validation will have a green check mark and a [Continue] button populated.

Students who do not pass validation will have a red x and a [Cancel] button populated. If this occurs, you'll want to confirm the student's PID and that she or he has a work-study award.

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Laboratory Assistant

Validate Employees

Employee	Enter PID:
[X] Roy a Rogers1	1111111110
<input type="button" value="Check Student"/>	

Validation Lookup Results

Roy a Rogers1:	Work Study List
✓	
Email Results	

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

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Laboratory Assistant

Validate Employees

Employee	Enter PID:
[X] Roy a Rogers1	1111111110
<input type="button" value="Check Student"/>	

Validation Lookup Results

Roy a Rogers1:	Work Study List
✗	
Email Results	

The employee did not pass validation and cannot be hired at this time.
Click the "Cancel" button to cancel this hire.

Clicking the [Continue] button will advance you to the "Fill Out Hire Info" screen

Clicking the [Cancel] button will return you to the hire page.



On the “Fill Out Hire Info” screen you will finalize the position details for the individual student. To complete this screen, you’ll need to complete the following fields.

1. Confirm that the student’s biographical and contact information is correct.
2. Input the student’s hourly wage rate. This rate has to fit within the job level you chose for the position and will be reviewed.
3. Input the expected hours per week. This figure is an approximation and can vary from week-to-week with supervisor approval.
4. Input the estimated employment start day of 8/22/2017 and the estimated employment end date of 5/8/2017. These dates should only vary if the position is for one semester only.
5. Indicate whether the student is being hired for the first time or rehired to the same position they held in the previous year.
6. Provide any additional relevant notes.
7. Click the [Submit Request] button.

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

For Job: Laboratory Assistant

Please fill out hire info for this student.

Student First Name	Roy
Student Middle Name	a
Student Last Name	Rogers1
Student ID	11111111
Student Email Address	royrogers1@ngwebsolutions.com

- Level 1, \$7.25/hour - \$8.30/hour
- Level 2, \$8.30/hour - \$10.05/hour
- Level 3, \$10.05/hour - \$11.80/hour
- Level 4, \$11.80/hour - \$13.55/hour

Wage which will be paid student	7.25
Hours per week	14
Estimated Employment Start Date (mm/dd/yyyy)	08-22-2017
Estimated Employment End Date (mm/dd/yyyy)	05-08-2018

Is this a hire or a re-hire? Hire Re-Hire

Additional Notes

Employee Details

There are no current hires to display.

Current Awards

Award Name	Amount	Balance	Term
Federal Work Study	\$1,000.00	\$1,000.00	Academic year 16/17 (08/15/2016 - 05/30/2017)

Pro Tip: Don't forget to go back and send reject letters for those applications you did not select, otherwise those applicants may bombard you with requests for updates on the position.

Pro Tip: You will want to note the student's work student amount (Amount) and remaining work eligibility (Balance) below. You'll need these figures to track earnings and ensure the student doesn't exceed their award for the year.





Real World Processes

Important instructions on how to:

- Set up the payroll process
- Complete on-boarding processes



Real World Processes

Before hired students can begin their work duties, they still need to accomplish two major categories of requirements:

- Completing the payroll process
- Completing the on-boarding process

The Federal Work-Study Supervisor is responsible for ensuring the hired student completes these processes and for assisting the student in accomplishing these tasks





Set Up The Payroll Process



Documentation for Hired Students

- Hired FWS students must complete all required payroll forms with the hiring department's HR representative before they can begin working.
- To expedite this process, you should email your departmental HR representative to set up an appointment for the student, preferably before the first day of work (in case the student has to make multiple appointments).
- You should also notify the student that they will need to complete required payroll forms including the:
 - NC-4
 - W-4
 - Direct Payroll Deposit Authorization
 - Electronic I-9 Employment Eligibility Verification
- Students will need to bring documentation to this meeting to complete the I-9/Direct Deposit and may need to bring the documents from home. It's best to cover this possibility with the student as early as possible.
- Feel free to refer the student to your HR representative for any technical questions which you do not feel comfortable answering.





Completing the On-Boarding Processes



Completing On-Boarding

- Before students can begin work, they'll need to provide you with documentation that they successfully completed Federal Work Study Student Training in Sakai (<https://sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e>)
- You'll need to obtain and retain 2 items related to the training
 - A copy of the student's assessment showing a score of 100
 - A signed copy of the FWS Training Certification Form 2018
- These documents are both on the Sakai site and can be submitted to you electronically or via paper copy at your discretion.
- If requested, you will need to provide these documents to the Federal Work-Study Team.

**Students may begin work only
if all aforementioned set-up
steps are complete and
classes have begun.**

**Please do not let students begin work before
August 22nd!**

**Please do not let students begin work until all
Payroll & FWS Training processes are completed!**

Pro Tip: Allowing students to begin working before school begins and/or payroll and training verification have been completed can result in costs to your department and/or removal from the work-study program.

Creating a checklist for each new hire is a quick and inexpensive way to prevent very costly errors.



Completing On-Boarding

You will also need to complete the following tasks with the student

- Show the student how to fill out the sign-in/sign-out sheet
- Give the student a tour of the work area
- Introduce the student to coworkers and secondary supervisors
- Have the student complete Chronos/TIM training
- Explain the student's job responsibilities in more detail

You may also choose to provide recommended on-boarding such as:

- Reviewing position expectations and office norms
- Setting up evaluation periods
- Discussing additional training opportunities
- Asking the student to complete job-specific privacy training



Thank you for completing JobX Supervisor Training!

We appreciate your interest in the FWS Program as well as your willingness to mentor FWS students. We look forward to working with you!