

ON-CAMPUS EMPLOYER USER GUIDE

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Getting Started

The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and contact applicants to offer them a position – all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

► Features for Employers

- *Post jobs:* build online applications; quickly add multiple positions for the same job; submit a job posting for admin review
- *Review applications:* receive notification of applications by email and review online; keep all apps in a central location and manage with preview and notes functions; email students
- *Hire students online:* easily find I-9/W-4 forms; submit job hiring requests; access University hiring paperwork online
- *Manage old jobs:* store lists of students interested in job postings; save job postings for re-use

► Features for Students

- *Search for jobs:* use any number of different criteria to find jobs; receive automated email when preferred jobs become available; review a history of job postings and hiring to get a better understanding of the University's student employment needs
- *Apply online:* enter information and instantly submit it to prospective employers
- *Complete paperwork:* download I-9/W-4/direct deposit forms; contact the Student Employment Office

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:  

The instructions contained in this document will explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to the Student Employment Office at student.employment@ase.tufts.edu.

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

<http://studentservices.tufts.edu/studentemployment>

Request Log-In Permission

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

- 1 ▶ Point your browser to <http://studentservices.tufts.edu/studentemployment>
- 2 ▶ Click On-Campus Employers from the left-side navigation bar.
- 3 ▶ Click Request a Log-In from the left-side navigation bar.
- 4 ▶ Fill in your information as indicated. Your password can be any alphanumeric combination up to 50 characters. You will also be able to designate a different mailing address for each job posting; this information is simply to help an administrator identify you.

If you administer jobs in more than one department or if your department is not listed, please write that in the *Notes* space. Feel free to add any additional notes there as well.

When finished, click *Submit*.

- 7 ▶ The application process is complete, but **YOU DO NOT YET HAVE ACCESS** to the site. The SEO will review your information, and upon approval, you will receive a confirmation email with additional instructions.

Request Permission To Use This Site

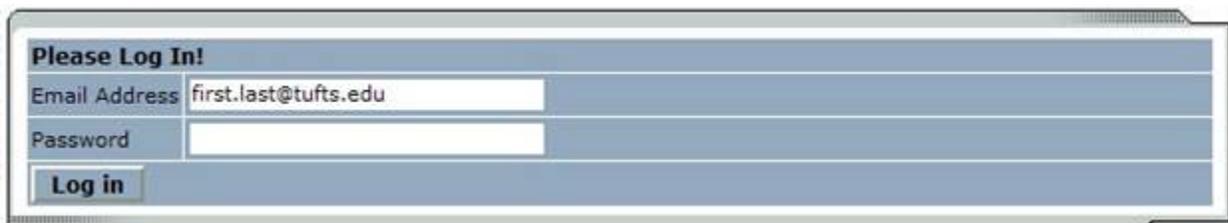
You must be a registered user to post jobs on the Student Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible.

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Full Email Address <small>Example: yourself@university.edu</small>	<input type="text"/>
Street 1	<input type="text"/>
Street 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Fax Number	<input type="text"/>
Website	<input type="text"/>
Choose a Password <small>Passwords are case-sensitive.</small>	Enter Password: <input type="text"/> Re-Enter Password: <input type="text"/>
Please choose the employer for which you work from the list below.	
Employer	<input type="text" value="Choose one..."/>
Job Title	<input type="text"/>
Notes <small>If your employer is not listed in the pull-down menu, please provide the name of the employer you should be affiliated with here. Also use this space to indicate if you hire students in more departments than the one you indicated with the pull-down menu above.</small>	<input style="width: 100%; height: 50px;" type="text"/>
<input type="button" value="Submit"/>	

Log In

You will receive an email from an SEO administrator once your account has been approved. In order to access any employer function of the website, you must log in.

- 1 ▶ Point your browser to <http://studentservices.tufts.edu/studentemployment>
- 3 ▶ Click On-Campus Employers from the left-side navigation bar.
- 4 ▶ Click Log In from the left-side navigation bar.
- 5 ▶ Be sure that you have read and understand the notice below the login box, then enter your Tufts email address and the password you selected when applying for log-in permission, then click *Log In*.



Please Log In!

Email Address

Password

Log in

Welcome to JobX!

You are required to log-in to use the system.
Enter your username (email address) and password.

In order to access any employer function of the Web site, you must always log in first. Once you have logged in, you will not have to log in again unless you close your browser window, click Log Out from the left-side navigation bar, or have not used the Web site for over 20 minutes.

All of the following directions assume that you are logged in first.

My Control Panel

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



Welcome
Tuesday, June 21, 2005

Filter Employers:

Biology Department

Only show "my" jobs

Show all jobs within selected employer(s)

[Add a new job for *Biology Department*](#)

:: CURRENTLY LISTED JOBS

Ref#	Count	Edit Job	Manage Job	View Applicants (5) (5 New)	Hire a student	Listed:
685	Amoeba					5/10/2004

:: Review Mode Jobs

Ref#	665	Job posting editor	Edit Job	Manage Job	View Applicants (0)	Hire a student
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:: Jobs in Storage

No jobs are currently in storage.

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the *Filter Employers* drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The user shown above, is assigned to multiple employers and has selected to see his or her jobs in the Biology Department.

Next to the *Filter Employers* drop-down, you can also select whether to view only "My" Jobs or all jobs within the selected employer(s). "My" Jobs only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown. Generally however, there will be only one primary contact in a department (i.e. hiring administrator).

Some users who manage a lot of jobs may also see the *Choose Jobs to View* options on their screen. →

Click one of the boxes next to the jobs you wish to display. Depending on the number of jobs to be displayed, the software may take a few seconds before it reloads your page.

Choose Jobs to View:

- View Listed Jobs (Jobs: 4) <?>
- View Jobs Pending Approval (Jobs: 0) <?>
- View Jobs in Review Mode (Jobs: 5) <?>
- View Jobs in Storage Mode (Jobs: 0) <?>

Listed, Pending Approval, Review, and Storage...**What do all these terms mean?**

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

- *Listed* – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.
- *Pending Approval* – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed*. Any change made to the job prior to its approval must be resubmitted to an administrator.
- *Review* – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into *Review* mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in *Review* mode may be re-posted, though changes must be resubmitted for approval.
- *Storage* – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into *Storage* after hiring is completed and a job is closed. A job in *Storage* may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each semester.

Post a New Job

Posting a new job is a three-step process. First you create the job profile, then edit the job's application if desired (based on the University's standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

- 1 ▶ From *My Control Panel*, click [Add a new job for \[Employer Name\]](#). The Job Profile form will open for you.

NOTE: If you are assigned to more than one employer, you must first select an employer from the *Filter Employer* pull-down menu, and then the [Add a job](#) link will appear. If you are assigned to only one employer, this link will already be visible.

- 2 ▶ Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.

Category – Pick a category that best describes the type of job you are posting. Students search for jobs by category.

Job Title – Give a specific job title, e.g. "Beaker Cleaner."

Describe the Job – Describe the job and set proper expectations for the work you intend for the student.

Requirements for the Job – List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here.

Number of Available Openings – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.

Hours per Week – Indicate how many hours per week you expect the student to work. If you are flexible, fill in a range of hours you need help.

Start/End Date/Timeframe – Indicate to students when you need help. Start/End Date provides specificity for the timeframe selected and may be actual dates or strings of text, like "ASAP." Students search by timeframe.

The screenshot shows a web form for creating a job profile. The form is organized into several sections:

- Category**: A dropdown menu with the text "Please select the category which best describes the job." and a "Choose one..." option.
- Job Title**: A text input field with the example "Student Worker" below it.
- Describe the job**: A large text area with vertical scrollbars.
- Requirements for the job**: Another large text area with vertical scrollbars.
- Number of Available Openings**: A text input field.
- Hours per Week**: A dropdown menu showing "10.0" and a "to" dropdown showing "Same".
- Start Date**: A text input field with instructions: "Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., 'ASAP')." Below the field is a "Same" dropdown.
- End Date**: A text input field with instructions: "Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., 'At completion of project')." Below the field is a "Same" dropdown.
- Time Frame**: A dropdown menu with the text "Choose one..." and a downward arrow.

[screen shot continued on next page]

2 ▶ (continued)

Wage – Select a wage that is most appropriate to the job. If you have questions or concerns about the wage, please review the Wage Scale. If you still have questions or concerns, leave a note for the administrator in the open text box.

Funding Source(s) – Jobs were the employee will be an employee of Tufts are almost always Work-Study. If you are unsure, choose Non-Work-Study.

Community Service – If the position is community service, please indicate it here, generally if the employee’s work will benefit the community, the position is community service.

Contact Person – Select yourself as the contact person (each employer should post their own jobs). The primary contact person will be responsible for managing the job and will receive email about the position from administrators and students who apply online. If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered user of the system and/or is not affiliated with the current department.

Secondary Contact Person - If there are other people in your department whom students may contact if they have questions about the job, indicate so here by selecting one or more names and Adding them to the list. Secondary contact people will also receive notification email if a student applies to the job online.

Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students.

Collect online applications - This system is designed to take advantage of online applications. If you choose to not receive online applications, students will be instructed to contact you directly.

Student Employment recommends that you establish wages based on Tufts' Student Wage Scale.

Check here if this job will pay an hourly rate.

Pay Range: From To

If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.

Compensation Description, if applicable.

Examples:
 "Depends on Experience"
 "\$0.50 raises every year"

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

Describe Compensation Here:

Examples:
 \$100 Stipend
 \$1.50 per phone call
 etc.

Funding Source(s) Only select Work-Study if you have a pre-approved Work-Study job.	Available On-Campus Non-Work-Study On-Campus Work-Study	Add >>> <<< Remove	Selected
Community Service?	No		
Contact Person <?>	Choose one... [..]		
Secondary Contact People <?>	Available Chad W Billmyer Joanne Marie Grande Michael On-Campus Patricia Reilly Rita Moreno	Add >>> <<< Remove	Selected
Phone Number Leave blank if you do not wish students to see this information.	<input type="text"/>		
Fax Number Leave blank if you do not wish students to see this information.	<input type="text"/>		
Email Address Leave blank if you do not wish students to see this information.	<input type="text"/>		
Location	<input type="text"/>		
Do you wish to collect online applications for this job?			
<input checked="" type="radio"/> Yes			
<input type="radio"/> No			
<input type="button" value="Submit"/>			

3 ▶ Click *Submit*. The *Review Job Application* page will load.

- 4 ▶ Review the job application, then click the Finished button at the top or bottom of the page.

NOTE: The Student Employment Office requires that questions with gray backgrounds be asked of students (and those with red asterisks be answered).

Pending Job Application - Biology Department - Beaker Cleaner

If you are ready:

Note:

* Indicates questions which must be answered by the applicant.

A gray background indicates questions which must be asked on every application.

1. First Name	<input type="text"/>	*
2. Middle Name	<input type="text"/>	
3. Last Name	<input type="text"/>	*
4. Email Address	<input type="text"/>	*
5. Student ID	<input type="text"/>	*
Insert:	<input type="text" value="New Element: Single Line"/>	<input type="button" value="Insert"/>

Depending on your permission level, you may be able to add questions, which will then be approved by an administrator. To do so, select a type of question from the drop-down menu (located below the last question), then click Insert. The page will reload and you can then enter the question itself, along with a number of other options.

For multiple-choice questions, please note that *Options* should be a comma-separated list, as seen to the right.

Insert Multiple Choice

Question	<input type="text" value="What is your favorite color?"/>
Options	<input type="text" value="Blue,Red,Green"/>
Default	<input type="text" value="Red"/>
Description	<input type="text" value="Tell us about your style."/>

- 5 ▶ The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, then click [Click here to finish!](#) Explanations of the questions are provided below.

NOTE: Depending on your permission level, some of the following questions may not appear.

Biology Department - Beaker Cleaner

Your job will have to be approved because you can't post jobs without permission AND you edited the application.

1. When do you want the job and application to be reviewed for approval?
As soon as possible
2. Do you want the job listed immediately after it is approved?
Yes, immediately
3. Do you want JobMail to be sent when the job is listed?
Yes, send JobMail
4. For how many days do you want the job to be listed on the site?
Until I close the job

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

- **Question 1** – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to an administrator for approval. If *Later* is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.
- **Question 2** – (Immediately; Send to Storage) If *Immediately* is selected, the job will post once it is approved. If *Storage* is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.
- **Question 3** – (Yes; No) Students sign up for JobMail, and it automatically emails them when a job matching their interests is posted.
- **Question 4** – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

- 6 ▶ Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting [View Jobs Pending Approval](#) from *My Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by selecting [Edit Job](#).

Choose Jobs to View:

- View Listed Jobs (Jobs: 22) <?>
- View Jobs Pending Approval (Jobs: 1) <?>

:: Jobs which are pending approval			
Biology Department			
Ref# 698	Beaker Cleaner	Edit Job	Manage Job

Review Student Applications

Now that you have posted a job for your department, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to *My Control Panel*.

- From *My Control Panel*, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click [View Applicants](#).

NOTE: Depending on how many jobs you manage, you may first have to choose *Currently Listed Jobs* from the *Choose Jobs to View* list, not shown here.

:: CURRENTLY LISTED JOBS						
Ref# 698	Beaker Cleaner	Edit Job	Manage Job	View Applicants (2) (2 New)	Hire a student	Listed: 5/11/2004
Ref# 678	Count Alumni	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 4/5/2004
Ref# 685	Count Amoeba	Edit Job	Manage Job	View Applicants (5) (5 New)	Hire a student	Listed: 5/10/2004

- Each row of the table provides functionality for one particular job. Click [View Applicants](#) next to the job for which you want to review applications, in this case “Beaker Cleaner.” A new page will load, and a screen similar to the following will display:

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications								
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	
New!	05-11-2004	Squarepants	Spongebob	sbob@underwater.com	Preview	View	Hire	
New!	05-11-2004	Neutron	Jimmy	jimmy@spaceworld.com	Preview	View	Hire	

- Applications are initially displayed in descending order by date/time. New applications are designated by “New!” in the left-hand column. Click one of the column headings, such as *Last Name*, to change the display and organize the applications by that field. You can also flag applications for follow-up by clicking the clear flag (to change it yellow) next to that application. Flagged applications will automatically move to the top of the list.
- Click either [Preview](#) or [View](#) next to the application you wish to review. Both links will display the application in exactly the same manner except that [Preview](#) will not eliminate the “New!” designation. This is to help you organize your applications, similar to the “Mark as Read” function in email programs.

After clicking [Preview/View](#), the student’s application will appear:

[Return to Applications List](#) [Printer-Friendly Version](#)

1. First Name	Spongebob
2. Middle Name	
3. Last Name	Squarepants
4. Email Address	sbob@underwater.com
5. Student ID	SISD16781
6. What is your favorite color?	Green

- 5 ▶ Review the student application, and if you would like to print a hard copy of it, click [Printer-Friendly Version](#). (A new window will open from which you can print.)

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click [Greeting](#) or [Rejection](#), located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.

To – Place a check mark next to the names of the students you would like to email. By default, all students who have not already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the *From* address.

Subject – The system provides a standard subject line, but you can edit it at will.

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

Email Applicants - Greeting

Default: Applicants selected if not greeted or rejected.

Neutron, Jimmy [jimmy@spaceworld.com]
 Squarepants, Spongebob [sbob@underwater.com]

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

From michael@foresitesolutions.com

Subject Student Employment Job: Beaker Cleaner

Body

I am interested in meeting with you to discuss your interest in the Beaker Cleaner 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.

- ▶ Click [Send](#) when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the *From* address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the *From* address.

Hire a Student

After you have finished interviewing for your job, you must begin the University hiring process as you normally would. This involves having the I-9, W-4, and Direct Deposit forms filled out by the student and then entering the student into the ePAF system. Please bear in mind that once you have hired students for all available positions for a job posting, the job should be placed into storage so that it is not available to students looking for a job.

Edit a Job

The Student Employment website allows you to revise the details of a posted job (e.g. description, time frame, location, etc.) through the [Edit Job](#) function.

- 1 ▶ From *My Control Panel*, click [Edit Job](#) next to the job you want to revise. A new page will load, which will be identical to the job detail page you saw when initially posting the position.

NOTE: Depending on how many jobs you manage, you may first have to choose *Currently Listed Jobs* from the *Choose Jobs to View* list, not shown here.

:: CURRENTLY LISTED JOBS						
Ref# 698	Beaker Cleaner	Edit Job	Manage Job	View Applicants (2) (2 New)	Hire a student	Listed: 5/11/2004
Ref# 678	Count Alumni	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 4/5/2004
Ref# 685	Count Amoeba	Edit Job	Manage Job	View Applicants (5) (5 New)	Hire a student	Listed: 5/10/2004

- 2 ▶ Edit the details of the job, then select one of the following options at the bottom of the page, and click [Submit](#).

You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

- Keep** this job listed on the site so students can still search for it, apply for it, and so on. It will be listed in the **old form** until the changes you just made are approved. When the changes you just made are approved, they will be immediately reflected in the listing.
- Remove this job from the web site so students may **not** search for it, **until** the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

- 3 ▶ Your changes will be submitted to an administrator for approval, and you will receive an email about the job's status.

NOTE: The details of jobs in *Storage* and *Review* modes can be edited in the same way as posted jobs, but those changes will not be submitted for approval until the job's status is changed to *Listed*. This is done through the *Manage Jobs* page, which is explained in the next section of this document.

Manage a Job

The *Manage Job* page provides a number of different functions from one central location, including:

- Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details (also accessible from *My Control Panel*).
- Viewing applications (also accessible from *My Control Panel*).

NOTE: The latter two functions of the *Manage Job* page are explained earlier in this document and will not be covered again here.

To access these functions, click [Manage Job](#) from *My Control Panel*, and the following screen will load with that particular job's details.

Manage Job

Job Title	Employer	Status
Beaker Cleaner	Biology Department	Listed
Additional details about this job's status:		
» This job is currently listed on the site.		
» It will not de-list until it is manually taken down.		

The screenshot displays a web interface for managing a job. It is divided into four main sections:

- Update Status:** Contains three links: [Listed](#) (with a tooltip: » Current Status -- Click to update remaining days listed on site), [Review Mode](#) (with a tooltip: » Click to change to), and [Storage](#) (with a tooltip: » Click to change to).
- Manage Application:** Contains text: "This job is configured to collect online applications. **You may not edit the online application while this job is listed. To edit the application, please send the job to review mode, then visit this box again.**" and a link: » [View or remove the online application.](#)
- View Applicants:** Contains text: "2 applications have been submitted for this job, 0 of which are new." and a link: » [View Applications](#)
- Hire Student:** Contains a link: » [Hire a student](#)

► Update Job Status

To change a job's status, ► click the target status link (e.g. [Listed](#), [Review](#), [Storage](#)) from the *Update Status* portion of the window.

NOTE: For an explanation of the different statuses, please see page 5 of this document, under the heading, "What do all these terms mean?"

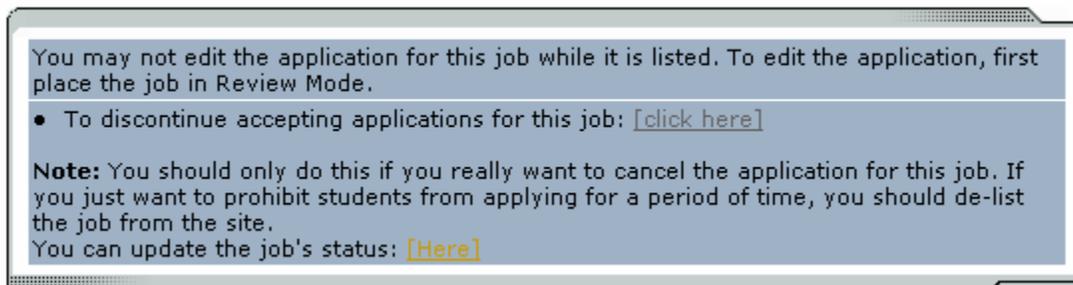
If moving a job from *Review* or *Storage* to *Listed*, you may be required to resubmit it for approval, particularly if you have made changes to the job's details.

▶ Delete a Job

If a job is already in *Storage*, a link to [\[Delete this Job\]](#) may be visible depending on your permission level. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details and applications.

▶ Manage an Online Application

To view, edit or remove a job's online application, click [View or Remove the Online Application](#) from the upper right-hand corner of the *Manage Job* table. The *Manage Job Application* screen will load and present you with a preview of the current application. If the job is currently *Listed*, you will also see this window:



As the window explains, a job must first be placed into *Review* mode before the application can be edited. Do so by clicking the link [\[Here\]](#) at the bottom of the window. Once the application is edited and the job status is returned to *Listed*, the job and its new application will be submitted for approval by an administrator.

To discontinue accepting applications for the job, click the link indicated in the window. The page will refresh, but you will not notice that the online application is gone until you click back to the *Manage Job* page.

NOTE: By changing the online application and resubmitting the job for approval, you will not lose any of your current applications.