EMPLOYER USER GUIDE

Getting Started	2
Request Log-In Permission	3
Log In	4
Job Control Panel	5
Post a New Job	7
Review Student Applications	11
Contact Applicants	12
Hire a Student	13
Edit a Job	15
Manage a Job	16
Update Job Status	16
Delete a Job	17
Manage an Online Application	17

Getting Started

The Student Employment Office (SEO) is pleased to help employers and students in the job posting and hiring process. With this Web tool, you will be able to post jobs, review applications, and complete the hiring process – including University paperwork – 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; designate multiple University employees to manage a 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: submit job hiring requests; process 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 forms; submit University forms online; 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 Administrator at seo@brynmawr.edu.

To begin using the website, visit the following web address:

https://brynmawr.studentemployment.ngwebsolutions.com/

Request Log-In Permission

Students can search 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 https://brynmawr.studentemployment.ngwebsolutions.com/
- **2** Click On-Campus Employers on the right side of the page.
- **3** Click Request Log-In on the right under Employer Tools.

4 Fill in your	Request Permission To Use This Site				
information as	You must be a registered user to post jobs on the Student Employment website. Please fill out the following information, and we will evaluate the student Employment website.	uate your request as quickly as possible.			
indicated. Your	First Name *				
password can be	Middle Name				
any alphanumeric	Last Name *				
combination up to	Bryn Mawr College ID * This yar 7-8pt, College-load O surbor. Pleas Include leading by.				
50 characters. You	Full Email Address * Larger paradity rameds				
will also be able to	Street 1				
designate a	Street 2				
different mailing	City				
address for each	State				
job posting; this	Zip Code				
information is	Phone				
simply to help an	Fax Number				
administrator	Website				
identify you.	Choose a Password *	Enter Password:			
	Passacht are case-entities.	Re-Enter Password:			
If you administer	Please choose the employer for which you work from the list below.				
jobs in more than	Employer	Choose one			
one department or	Your Job Title				
if your department					
is not listed, please	Notes **Grave replayer is not lead in the pull-down mens, please provide the some of the employer you should be efficied with here. Also use this opens to indoze if you him southers in more department than the cone you indicated with the pull-down mensulous.				
write that in the					
<i>Notes</i> space. Feel	This must be verified prior to submitting the form				
free to add any	I'm not a robot				
additional notes	NEGRY TOPIS Disage *Series				

When finished, click Submit.

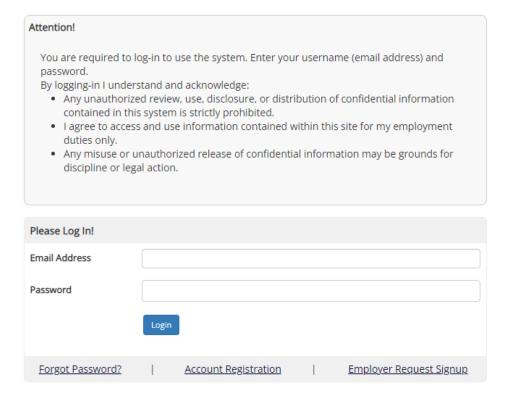
there as well.

5 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.

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 https://brynmawr.studentemployment.ngwebsolutions.com/
- **2** Click On-Campus Employers on the right side of the page.
- **3** Click JobX Login on the right under Employer Tools.
- **4** Enter your Bryn Mawr email address and the password you selected when applying for log- in permission, then click *Login*.



In order to access any employer function of the website, 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 Logout in the top right corner, or have not used the website for over 20 minutes.

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

Job Control Panel

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

If you are assigned to more than one employer, you can select the employer for which you would like to see jobs from the *Employer Name* drop-down menu at the top of the screen. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. The current user Cary Grant is only assigned to the Student Employment Office.



Under *Job Status* on the left of the screen, you can select 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.

Under *Job Type* on the left of the screen, you can also select whether to view only *My Jobs* or all jobs within the selected employer(s). *My Jobs* only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

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

What do all 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

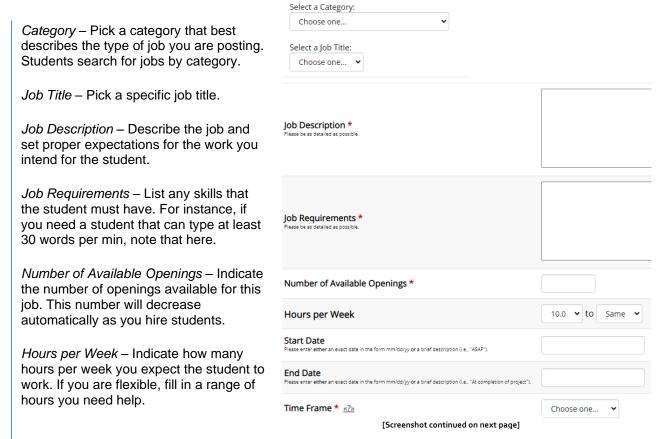
Posting a new job is a three-step process. First you create the job profile, then edit the job's application if desired (based on the University's standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

- 1 From Job Control Panel, click Add a Job
- **2** You will then be prompted to *Choose a Job Type*. You can either select On-Campus Jobs or On-Campus SUMMER Jobs.

NOTE: If you are assigned to more than one employer, you must first select an employer from the *Choose an Employer/Department* pull-down menu before choosing a job type. If you are assigned to only one employer, this will not be an option.

3 Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.



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.

Pay Rates

2 (continued)

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

Budget to Charge Job – This can be obtained from the person in the relevant department who manages that department's budget.

Primary Contact Person – Select yourself as the contact person unless you are posting the job for someone else. 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.

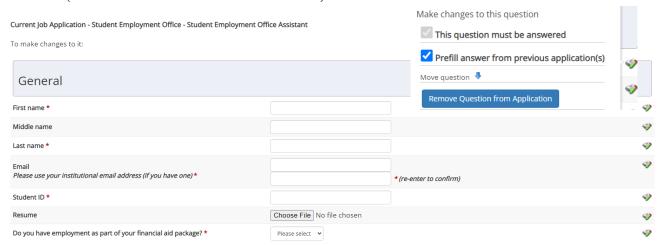
Collect online applications - This system is designed to take advantage of online applications. If you choose to not receive online applications, students will be instructed to contact you directly.

Campus pay rates are established by the Treasurer's Office. Pay rates should be determined by the skill level necessary to perform the job. It is the supervisor's responsibility to hire students at the approved hourly rate and to adhere to the limits of the departmental budget. Departments may request a student position that exceeds the maximum pay rate; the Treasurer's Office must approve these positions.

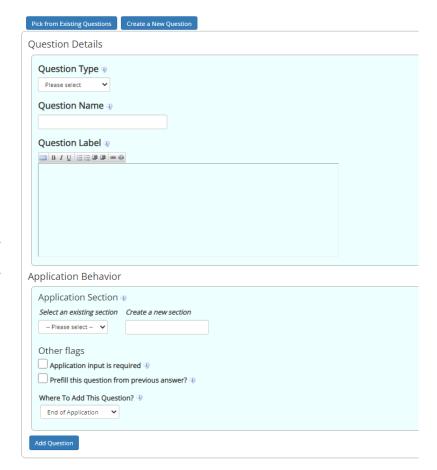
Choose One:	
AY 21/22: Level I; new to job, \$10.40/hour	
O AY 21/22: Level I; returning to job, \$10.40 + /hour	
AY 21/22: Level II; new to job, \$11.15/hour	
AY 21/22: Level II; returning to job, \$11.15 + /hour	
Grad Students Only, \$0.00/hour (If you select this choice, you m justifying why the student should be paid at this pay rate.)	ust include a statement in the text box below
0	
Salary / Stipend, \$0.00/hour (If you select this choice, you must why the student should be paid at this pay rate.)	include a statement in the text box below justifying
If you wish to submit any notes or messages to the student employment space.	nt office about your job, you may do so in the following
Budget to Charge Job * Please enter the 16-digit budget number WITH hyphens.	
Community Service?	No 🕶
Every job must have one primary contact person. It may also	so have any number of secondary contact people.
Contact Person * <a>«?»	Choose one
Secondary Contact People <u>@?></u>	Ctrl + click to select multiple
Secondary contacts copie	Select Some Options
Phone Number Leave blank if you do not wish students to see this information.	
Fax Number Leave blank if you do not wish students to see this information.	
Email Address Leave blank if you do not wish students to see this information.	
Location	
Do you wish to collect online applications for this job? Yes No	

- 3 Click Submit. The Review Job Application page will load.
- **4** Review the job application. To edit a question, click the green pencil to the right of the question. Then click the Finished button at the top or bottom of the page.

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



Depending on your permission level, you may be able to add questions, which will then be approved by an administrator. To create a new question, select a type of question from the drop-down menu, choose a name for your question so that it can be chosen in the future, then you can enter the question itself along with a number of other options.



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.

1. When do you want the job 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 sit	te? Until I close the job	

- 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.

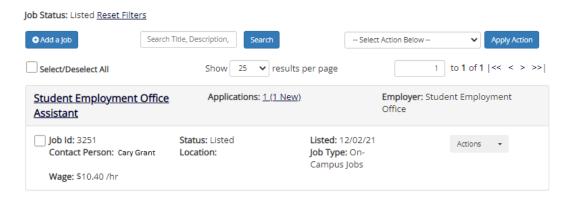
The details of your job are accessible by selecting View Jobs Pending Approval from *Job Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by selecting <u>Edit Job</u>.

Review Student Applications

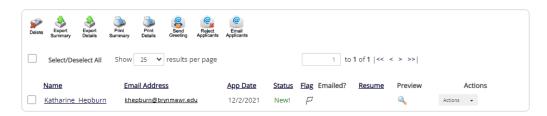
Now that you have posted a job for your department, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to *Job Control Panel*.

1 From *Job 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 *Listed Jobs* from the *Choose Jobs to View* list, not shown here.



2 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 "Student Employment Office Assistant". A new page will load, and a screen similar to the following will display:



- **3** Applications are initially displayed in descending order by date/time. New applications are designated by "New!". 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 for that application. Flagged applications will automatically move to the top of the list.
- 4 Click either Preview or View next to the application you wish to review. Both links will display the application in exactly the same manner except that Preview will not eliminate the "New!" designation. This is to help you organize your applications, similar to the "Mark as Read" function in email programs.

After clicking Preview/View, the student's application will appear:



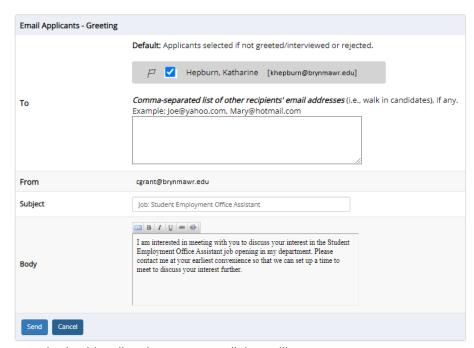
5 Review the student application, and if you would like to print a hard copy of it, click Printer- Friendly Version. (A new window will open from which you can print.)

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click Send Greeting or Reject Applicants, 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 their 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 Send Greeting or Reject Applicants, but you can edit it at will.

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

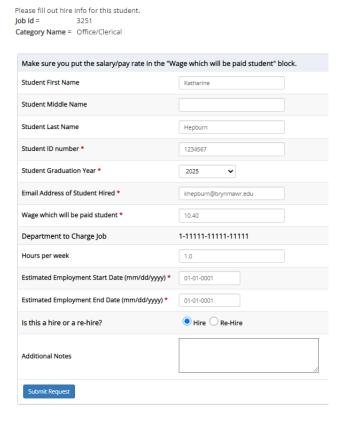
After you have finished interviewing for your job, you must begin the University hiring process through the Student Employment website. The website allows you to hire students who have applied either online or in person.

- 1 To begin the process, click Hire a Student from any number of locations:
 - Job Control Panel
 - Manage Job
 - View Applicants

A page similar to the following will display:



2 The below screen confirms information gathered from your initial job posting and the student's application. Review the information, make any changes necessary, then click Submit Request. This is the hiring information that will be submitted for approval.



3 The system will confirm that your job request has been submitted, and depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode.

Close the Job	This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. However , the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example. You will have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.
Re-list the job	Use this option if you wish to continue looking for applicants for this job.
Keep the job in Review Mode	Use this option if you are not positive that you are ready to close the job, but also don't want to re-list the job immediately. This way, if you need to in the near future, you can re-list the job at any time with the current set of job applications and listing information still saved.

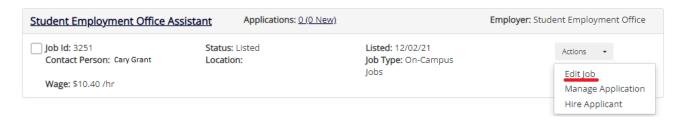
After selecting one of the three options, you have completed the hiring process!

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 *Job 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 *Listed Jobs* from the *Choose Jobs to View* list, not shown here.



2 Edit the details of the job, then select one of the following options at the bottom of the page, and click Submit.



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:

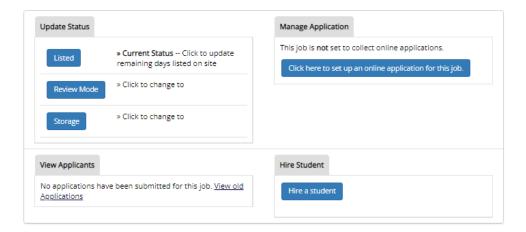
- Updating a job's status e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details (also accessible from *Job Control Panel*).
- Viewing applications (also accessible from Job Control Panel).
- Hiring a student (also accessible from Job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

NOTE: The latter three 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 *Job Control Panel*, and the following screen will load with that particular job's details.

Manage Job





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] will be visible. After clicking this link, the system will confirm that you want to delete this job. By deleting a job, you permanently eliminate all record of it, including any associated details 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:

You may not edit the application for this job while it is listed. To edit the application, first place the job in Review Mode.

· To discontinue accepting applications for this job: [click here]

Note: You should only do this if you really want to cancel the application for this job. If you just want to prohibit applicants from applying for a period of time, you should de-list the job from the site.
You can update the job's status: [Here]

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.