EMPLOYER USER GUIDE

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 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*.

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.*

Attention!

You are required to log-in to use the system. Enter your username (email address) and password.
By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

Please Log In!

| Email Address | |
| Password | |

[Login]

Forgot Password? | Account Registration | Employer Request Signup

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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.

Job Control Panel

Result Filters: Employer: Student Employment Office <u>Reset Filters</u>

| Job Status: | ❍ Add a Job | Search Title, Description | Search | -- Select Action Below -- ⌄ | Apply Action |

☐ Listed Jobs (0)

☐ Pending Approval (0)   ☐ Select/Deselect All   Show 25 ⌄ results per page   1 to 1 of 1 |<< < >
                                                                                                                   >>|
☐ Review Mode (1)

☐ Storage Mode (0)   **Student Employment Office**   Applications: <u>1 (0 New)</u>   Employer: Student Employment
                            Assistant   Office
Job Type:

| Choose Job Type ⌄ | ☐ Job Id: 3251   Status: Review   Listed: Actions ▾
                             Contact Person: Location: 12/02/21
☐ Show My Jobs Only   Cary Grant   Job Type: On-
                             Wage: $10.40 /hr   Campus Jobs

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.

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

Job Title – Pick a specific job title.

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

Job Requirements – 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.

Select a Category:
Choose one...

Select a Job Title:
Choose one...

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

Start Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").

End Date
Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").

Time Frame * «?»   Choose one...

[Screenshot continued on next page]

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.

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.

Pay Rates

Choose One:

(●) AY 21/22: Level I; new to job, $10.40/hour

( ) 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 must include a statement in the text box below justifying why the student should be paid at this pay rate.)

( )
Salary / Stipend, $0.00/hour (If you select this choice, you must include a statement in the text box below justifying why the student should be paid at this pay rate.)

If you wish to submit any notes or messages to the student employment office about your job, you may do so in the following space.

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 have any number of secondary contact people.

Contact Person * «?»   Choose one... ▾

Secondary Contact People «?»   Ctrl + click to select multiple
                                      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

Submit

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.

Student Employment Office - Student Employment Office 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 ⌄

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 *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 Edit 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 *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:

General

First name	Katharine
Middle name	
Last name	Hepburn
Email	khepburn@brynmawr.edu
Please use your institutional email address (if you have one)	
Student ID	1234567
Resume	
Do you have employment as part of your financial aid package?	No

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.

Email Applicants - Greeting

To	**Default:** Applicants selected if not greeted/interviewed or rejected. ⚐ ☑ Hepburn, Katharine [khepburn@brynmawr.edu] *Comma-separated list of other recipients' email addresses* (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com
From	cgrant@brynmawr.edu
Subject	Job: Student Employment Office Assistant
Body	I am interested in meeting with you to discuss your interest in the Student Employment Office 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.

Send   Cancel

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:

Hire On-line Applicants	Hire Candidates who did not apply On-line		
☑ Katharine Hepburn	First Name	Middle Initial	Last Name
	1.		

Go to step 2

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.

Please fill out hire info for this student.
Job Id =   3251
Category Name = Office/Clerical

Make sure you put the salary/pay rate in the "Wage which will be paid student" block.	
Student First Name	Katharine
Student Middle Name	
Student Last Name	Hepburn
Student ID number *	1234567
Student Graduation Year *	2025
Email Address of Student Hired *	khepburn@brynmawr.edu
Wage which will be paid student *	10.40
Department to Charge Job	1-11111-11111-11111
Hours per week	1.0
Estimated Employment Start Date (mm/dd/yyyy) *	01-01-0001
Estimated Employment End Date (mm/dd/yyyy) *	01-01-0001
Is this a hire or a re-hire?	⦿ Hire ◯ Re-Hire
Additional Notes	

Submit Request

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.

Student Employment Office Assistant	Applications: 0 (0 New)		Employer: Student Employment Office
Job Id: 3251	Status: Listed	Listed: 12/02/21	Actions ▾
Contact Person: Cary Grant	Location:	Job Type: On-Campus Jobs	Edit Job
Wage: $10.40 /hr			Manage Application
			Hire Applicant

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.

[Submit]

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.

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.