

Next Gen Web Solutions Student Employment

Employer Training

JobX = A Total Solution!

JobX helps schools automate the job posting, hiring, and reporting process for students, employers, and administrators.

JobX Benefits for Employers:

- Job posting control
- Custom applications
- E-mail alerts
- Streamlined hiring
- Broadcast e-mail tools for student communication

School Specific

- Your site has YOUR School look and feel
- Your site has YOUR School departments
- Your site has been configured to support YOUR School processes

Today's Demo

- Employer posts job
- Employer hires student

First Time Logging in as a Fullerton College On-Campus Employer?



Fullerton College Financial Aid Office

▶ Employment Home

On-Campus Employers

Off-Campus Employers

Contact Us

Welcome to JobX!



Important Information

More Than Just Our Look Has Changed:

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

Job Listings Now Available:

To search the listings now, [click here](#).

Applicants & Employees

Search for a job or sign up for e-mail notification about positions you're interested in. Enter time and submit your timesheets!! **Job Fair is Feb 28!**


On-Campus Employers

Post available job positions, review applications, and hire employees. Manage employee timesheets. Employment guidelines and required documents are at your fingertips!

Off-Campus Employers

Off-campus employers may post job opportunities for applicants. Non-profit community service employers may submit an application to participate in the Federal Work-Study Off-Campus Program.


1. Navigate to <http://fullcoll.studentemployment.ngwebsolutions.com>
2. Click 'On-Campus Employers'



Fullerton College Financial Aid Office

Employment Home

Log Out

 **Help**

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.

If this is your first time visiting this site as an On-Campus Employer, please click [here](#). Otherwise, Please Log In!

Email Address


Password

Login

[Forgot Password?](#)

[Employee Registration](#)

[Employer Login Request](#)



Please click the link above the login box to establish your On-Campus Employer secret password.



Fullerton College Financial Aid Office

Employment Home

On-Campus Employers

Off-Campus Employers

Contact Us

If you forgot your password...

If you forgot your password, or this is your first time using the site, please enter your email address below. A link to reset your password will be sent to you by email.

Please be sure to enter you email address carefully. For security reasons, the system will NOT notify you if there is no matching email address. Enter in exact form the email address you used originally to register for this site.

Your email address:

Submit

1. Enter your Fullerton College e-mail address in the 'Your email address'.
2. Click 'Submit'



Fullerton College Financial Aid Office

Employment Home

On-Campus Employers

Off-Campus Employers

Contact Us

Please check your email in a few minutes for instructions to reset your password.

If you have not received an email within that time, please click the BACK button and be sure:

- You do not have any typos in the email address you submitted.
- You entered the email address that you originally used to register for this site. The email addresses must match exactly.
- Your SPAM blocker is allowing through email from this site.

If you have tried these items and still do not receive a password reset email, please [contact the Employment administrator](#).

Check your e-mail after a few minutes. If you don't successfully receive an email, please contact your Financial Aid Office as they may first need to create an account for you.



Thu 6/25/2015 8:35 AM

Financial Aid <No-Reply@fullcoll.edu>

Reset your password

To Taige Haines

To reset or establish your password, Simply click on the link below or cut and paste the entire URL into your browser:

https://fullcoll.studentemployment.ngwebsolutions.com/Chm_ResetPassword.aspx?em=taige.haines%40ngwebsolutions.com&key=%2bxTiaqMcijaRVH1h%2fx9bqai%2b8aAJEQS3gg0w7tEUee0%3d



Click the link in the e-mail.



Fullerton College Financial Aid Office

Employment Home

On-Campus Employers

Off-Campus Employers

Contact Us

Reset your password

Please enter a new password in the boxes below.

New password:

Confirm password:

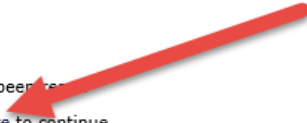
Enter a password and click 'Submit'



Fullerton College Financial Aid Office

- Employment Home
- On-Campus Employers
- Off-Campus Employers
- Contact Us

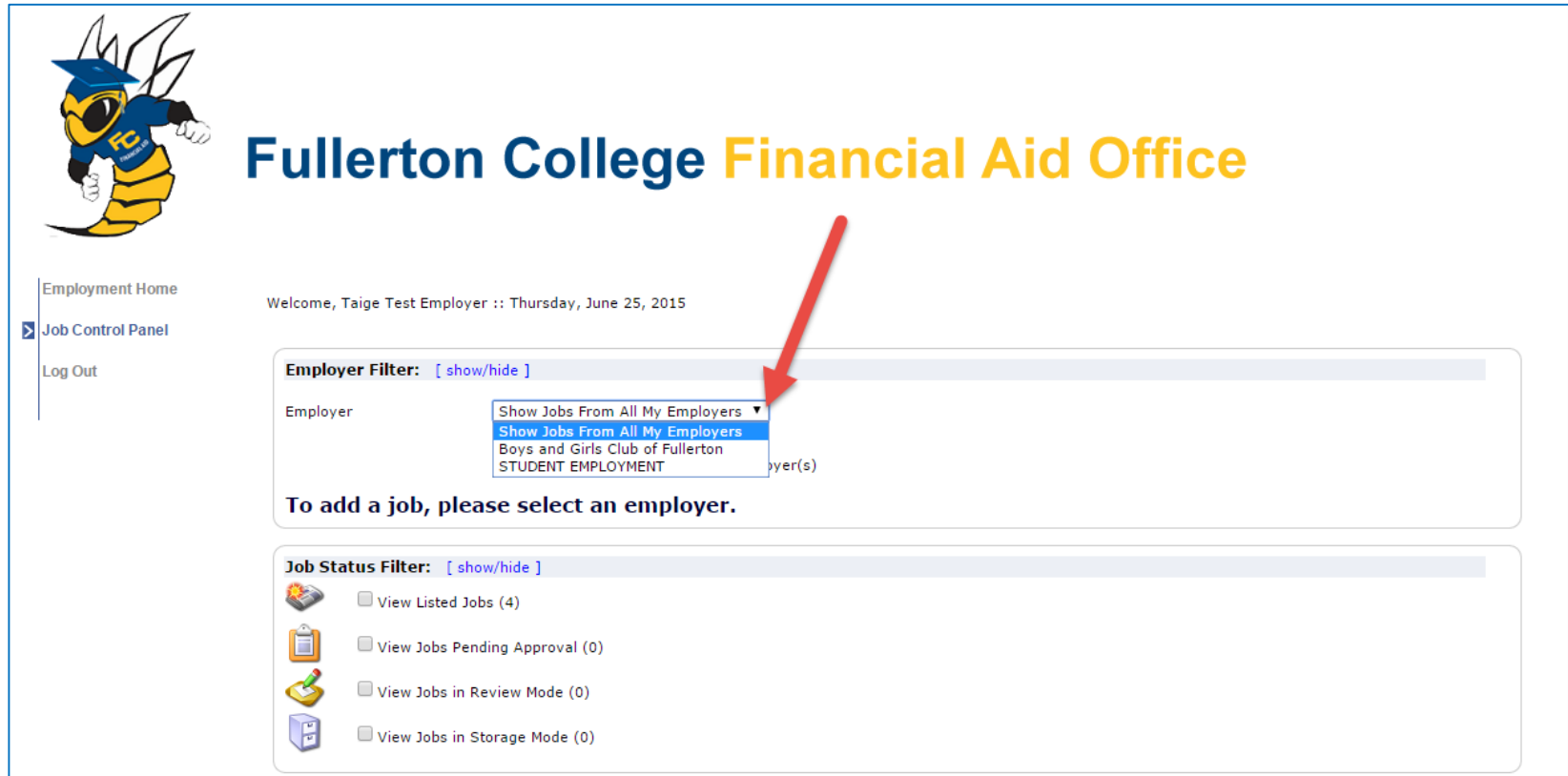
Your password has been reset.
Employers, [click here](#) to continue.
Employees, [click here](#) to continue.




Click the link for Employers to continue to the Job Control Panel.



Add a Job



 **Fullerton College** Financial Aid Office

Employment Home
Job Control Panel
Log Out

Welcome, Taige Test Employer :: Thursday, June 25, 2015

Employer Filter: [show/hide]

Employer

- Show Jobs From All My Employers
- Show Jobs From All My Employers
- Boys and Girls Club of Fullerton
- STUDENT EMPLOYMENT

Employer(s)

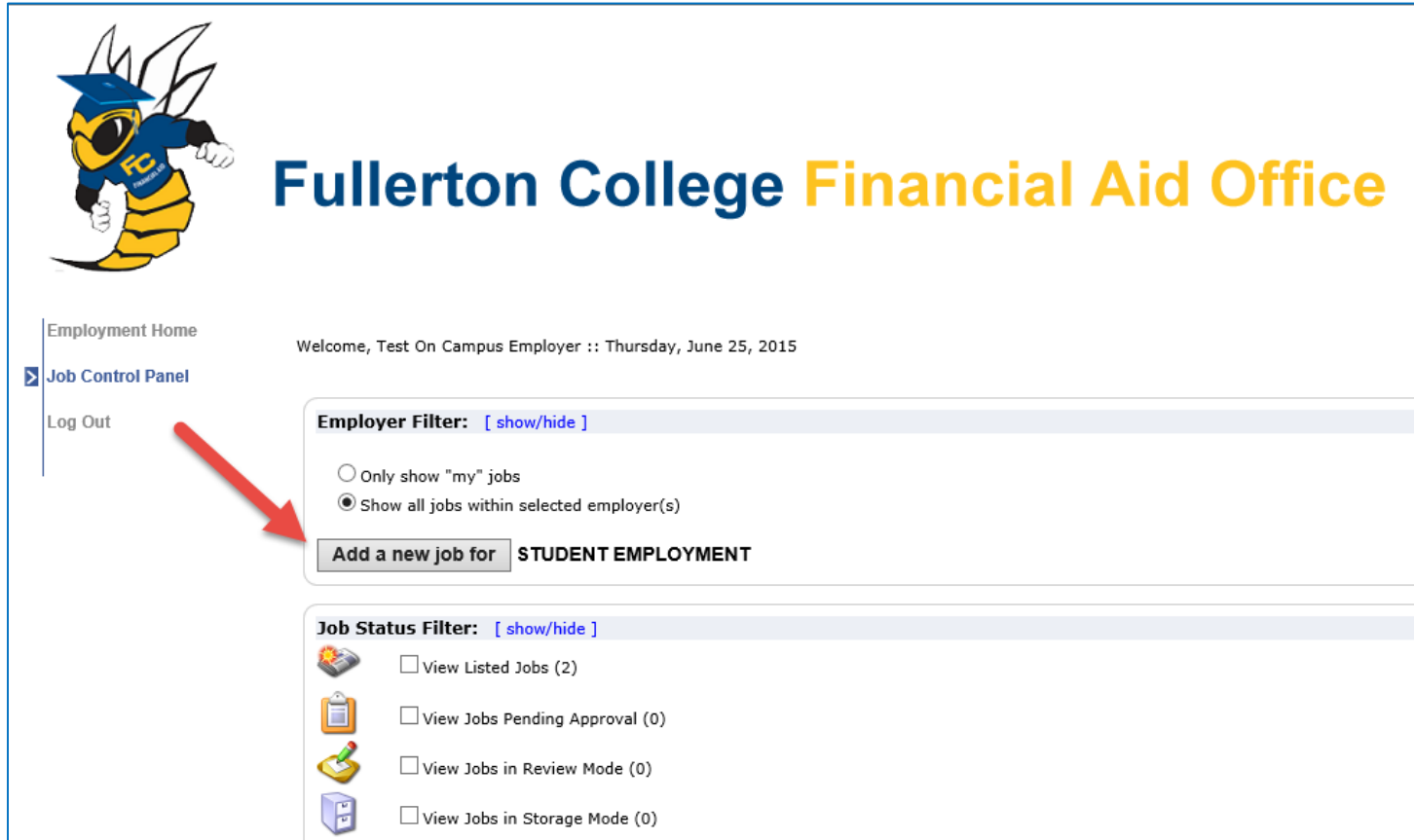
To add a job, please select an employer.

Job Status Filter: [show/hide]

- View Listed Jobs (4)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

If you have posting permissions for more than one department, select the department for which you want to post a job. If not, proceed to the next slide.

Add a Job



Fullerton College Financial Aid Office

Employment Home
Job Control Panel
Log Out

Welcome, Test On Campus Employer :: Thursday, June 25, 2015

Employer Filter: [show/hide]

- Only show "my" jobs
- Show all jobs within selected employer(s)

Add a new job for STUDENT EMPLOYMENT


Job Status Filter: [show/hide]

- View Listed Jobs (2)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

If you only have posting permissions for one department, you will not see a 'Filter Employers' box and your department name will already be presented next to the 'Add a new job for' button.

1. **Select the Job Category**
2. **Enter job title, description and job requirements**
3. **Enter the number of available openings**
4. **Enter the min and max hours for this job**
5. **Enter the start and end date for this job.**
6. **Enter the Timeframe for the job.**
7. **Enter the base pay rate for the job.**
8. **Choose a Primary Contact person from the list. This will be the person who receives e-mail when a student applies for the job.**
9. **If your school has loaded your contact information in JobX previously, all the contact fields will be pre-filled.**

If not, You may optionally enter a Phone Number, a Fax Number, E-Mail Address, and a Work Location if you wish.
10. **If you wish to designate a secondary contact, click on the person's name from the list and click the 'Add >>>' button.**
11. **Lastly, click 'Submit' to continue.**



Fullerton College Financial Aid Office

Employment Home You are adding a brand new job to the web site. ⓘ

Job Control Panel >> **Step 1: Supply Job Profile** >> Step 2: Review Job Application >> Step 3: Go Live

Log Out

Job Category a2
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 ▼

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 a2

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.

Select a Primary Contact Person: Choose one...

The Data below will prefix 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 a2

Available Taige Test Employer Test Off Campus Employer	Add >>> <<< Remove	Selected
--	-----------------------	----------

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Customize job specific application questions

Fullerton College Financial Aid Office

Employment Home
Job Control Panel
Log Out

You are adding a brand new job to the web site. ^①
>> [Step 1: Supply Job Profile](#) >> **Step 2: Review Job Application** >> Step 3: Go Live

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 - Boys and Girls Club of Fullerton - Test Job

Timer 01:59:46

General

First name

Middle name

Last name

Email Please enter your personal email address. (re-enter to confirm)

Student ID

Resume No file chosen

Telephone Number

Class Standing

What is your major or area of study?

Please specify your available times to work.

General Skills Profile: Please select the following skills you possess.

AV Equipment Business Telephone Skills Computer Ops
 Computer Software Apps Duplicating Equipment Oral Communication

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
There were no questions found.

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You may insert questions to the institutional default application, if approved by the site administrator, to ensure you get the best candidate for your job.

To do so, click the 'Create a New Question' link at the bottom of the page. After adding new job specific questions they will be added to your own library so you can use when creating new jobs in the future.

Sophisticated Application Designer

When creating a new question, please select a type of question from the drop down menu (i.e. Single Line, Multiple Line, Single Choice , Multiple Choice, Date, File Upload, or Instructional Text.

Use an abbreviated name for the question you'll be adding for retrieval purposes in the "Pick from Existing Questions" library. Please Note: This will not be presented to the applicant.

The Question Label is what the applicant will see. Use the HTML editor feature to make your questions look more professional.

You can either add your question to the existing general section or create a custom section for your question to be placed underneath. If you'd like to add a new section for a question to be within, please enter the name of the section in the "Create a new section" at the same time you're adding the new field that needs to be placed within this new section. Once this section has been added with your new question. All subsequent questions you may want to add to this new section can be done by simply selecting the new section from the "Select an existing section drop down list."

You can place any new question exactly where you want it by selecting the desired location in the "Where to Add this Question" drop down list.

When you are completed adding a question, click the "Add Question" button. Lastly, to save the application, please click the "Save Application" button.

Please note: All job specific questions you add to your institutional default application will be reviewed and approved by a Fullerton College Administrator.

The screenshot shows the 'Create a New Question' interface. At the top, there are two buttons: 'Pick from Existing Questions' and 'Create a New Question'. Below this is the 'Question Details' section, which includes a 'Question Type' dropdown menu with options like 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. Below the dropdown is a 'Question Label' field with an HTML editor toolbar. The 'Application Behavior' section includes an 'Application Section' dropdown with 'Select an existing section' and 'Create a new section' options, 'Other flags' checkboxes for 'Application input is required' and 'Prefill this question from previous answer?', and a 'Where To Add This Question?' dropdown set to 'End of Application'. A red arrow points to the 'Question Type' dropdown, another to the 'Application Section' dropdown, a third to the 'Application input is required' checkbox, and a fourth to the 'Where To Add This Question?' dropdown. At the bottom is an 'Add Question' button.



Fullerton College Financial Aid Office

Employment Home

Job Control Panel

Log Out

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**

Boys and Girls Club of Fullerton - Test Job

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?
2. Do you want the job listed immediately after it is approved?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

1. Select 'As soon as possible' from the list on question #1 if you want the job to be reviewed for approval immediately. However, If you want to save the job for later, select 'Later, I need to review it myself first'. The job will go to Storage for later review.
2. Select "Yes, immediately, from the list on question #2 if you want the job to be listed immediately upon approval.




Fullerton College Financial Aid Office

Employment Home

Job Control Panel

Log Out

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**

Boys and Girls Club of Fullerton - Test Job

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?
2. Do you want the job listed immediately after it is approved?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

For the question, “For how many days do you want the job to be listed on the site?”

1. If you want to designate a specified period of time the job should be posted, select the applicable duration from the drop down list.
2. If you want the job to be posted until your close the job, select ‘Until I close the job.’
3. Click on the “Click here to Finish” button
4. Your job will be submitted to the Student Employment Office for approval.



Fullerton College Financial Aid Office

Employment Home

Job Control Panel

Log Out

Boys and Girls Club of Fullerton - Test Job

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.](#)

You may either print your job details or click 'Return to your control panel' to view and/or manage your jobs further.

If you choose to return to the control panel, the job you just added can be located in the "Pending Approval – Jobs Currently Pending Administrator Approval" queue.

Edit a Job

Job Status Filter: [show/hide]

- View Listed Jobs (2)
- View Jobs Pending Approval (1)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

Job Actions: [show/hide]

-- Select Action Below --

Select/Deselect All Show results per page to 3 of 3 |<< < > >>|

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

Boys and Girls Club of Fullerton

<input type="checkbox"/>	Ref# 4289	Test Off Campus FWS Job	1 Applicants (1 New)	Listed: 6/11/2015	
<input type="checkbox"/>	Ref# 4292	Test Off Campus FWS Job - Taije	3 Applicants (3 New)	Listed: 6/22/2015	

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

Boys and Girls Club of Fullerton

<input type="checkbox"/>	Ref# 4293	Test Job			
--------------------------	-----------	--------------------------	--	--	--

to 3 of 3 |<< < > >>|

1. If you want to edit the job, click on the click the 'Job Control Panel' link on the left NavBar.
2. Locate the job you wish to edit and click the 'Edit Job' icon next to your job posting.

Job Status Filter: [show/hide]

- View Listed Jobs (2)
- View Jobs Pending Approval (1)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

Job Actions: [show/hide]

Select/Deselect All Show 25 results per page

LISTED – Jobs Currently Listed with Applicant Data (if applicable)
Boys and Girls Club of Fullerton

<input type="checkbox"/>	Ref# 4289	Test Off Campus FWS Job	1 Appl
<input type="checkbox"/>	Ref# 4292	Test Off Campus FWS Job - Taije	3 Appl

PENDING APPROVAL – Jobs Currently Pending Administrator Approval (* - Applic)
Boys and Girls Club of Fullerton

<input type="checkbox"/>	Ref# 4293	Test Job
--------------------------	-----------	--------------------------

Fullerton College Financial Aid Office

Employment Home
Job Control Panel
Log Out

Manage Job

Job Title Employer Status
Test Job Boys and Girls Club of Fullerton Pending Approval

Additional details about this job's status:
 » This is a **new** job that has not yet been approved.
 » It is set to **go live upon approval**.

Update Status

Listed	» Click to update listing options
Review Mode	» Click to cancel approval and change to
Storage	» Click to cancel approval and change to

View Applicants
No applications have been submitted for this job.

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

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

[Edit this Job]

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

Test Job	
Job ID	4293
Job Type	Off-Campus FWS Job
Employer	Boys and Girls Club of Fullerton
Job Category	Clerical
Job Description	Test
Job Requirements	Test
Available Openings	5
Hours	10.0 hours per week
Hourly Rate	\$10.00/hour
Time Frame	Academic Year
Start Date	Friday, August 01, 2014
End Date	Sunday, July 31, 2016
Primary Contact	Taije Test Employer
Primary Contact's Email	taije.haines@ngwebsolutions.com
Phone Number	904.332.9001
Fax Number	904.332.0956
Work Location	6821 Southport Dr. N. Jax FL 32216

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1. You may view the job and/or application details, or request that the job status be changed by simply clicking on the Job Title.
2. To edit the job, click 'Edit this Job' link on the 'Manage Job' page.
3. To edit the application tied to your job, click 'Edit or View Online Application'.

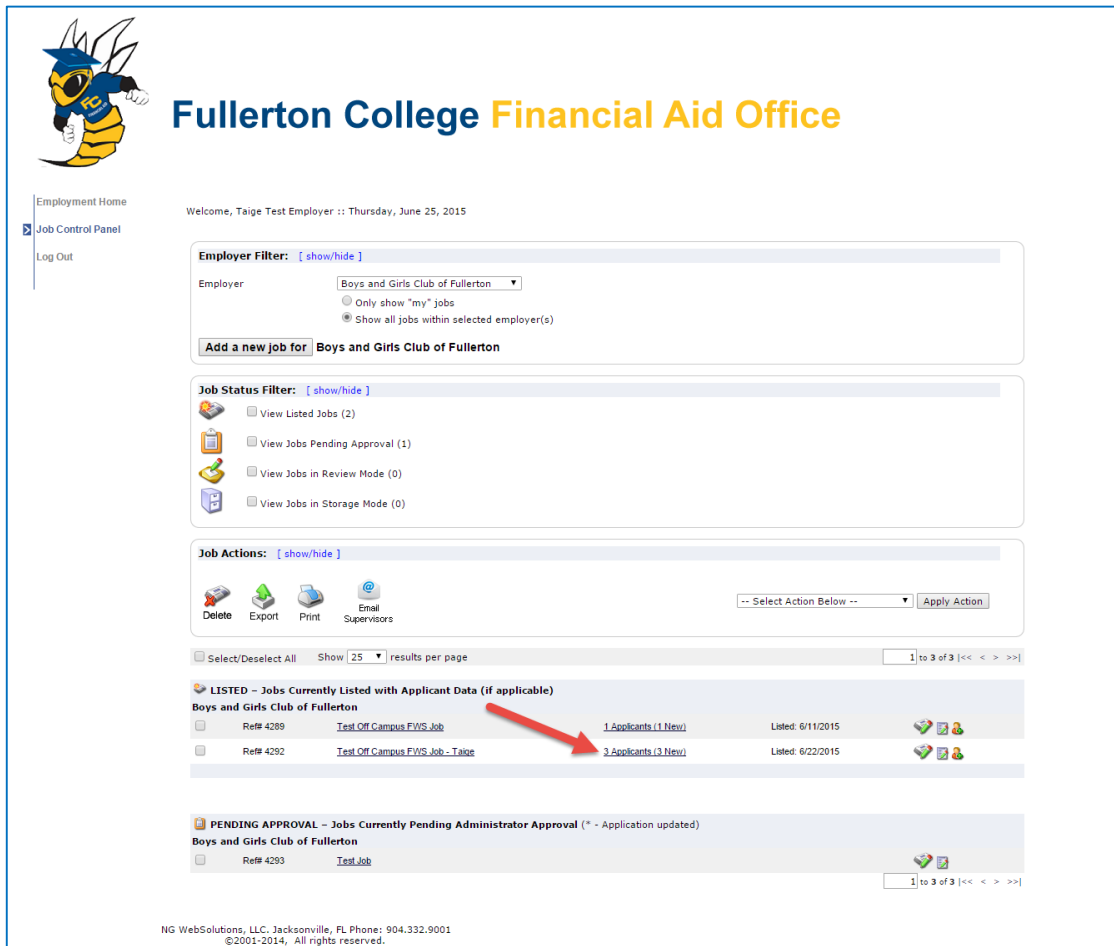


Your Job Is Approved!

What's Next???

Review and Respond to Online Applicant(s)!!!

NOW THAT YOUR JOB IS APPROVED & LISTED, YOU CAN HIRE A STUDENT!



Fullerton College Financial Aid Office

Welcome, Taige Test Employer :: Thursday, June 25, 2015

Employer Filter: [show/hide]

Employer: Boys and Girls Club of Fullerton

Only show "my" jobs

Show all jobs within selected employer(s)

Add a new job for: Boys and Girls Club of Fullerton

Job Status Filter: [show/hide]

- View Listed Jobs (2)
- View Jobs Pending Approval (1)
- View Jobs in Review Mode (0)
- View Jobs in Storage Mode (0)

Job Actions: [show/hide]

Delete Export Print Email Supervisors

-- Select Action Below -- [Apply Action]

Select/Deselect All Show 25 results per page 1 to 3 of 3

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

Boys and Girls Club of Fullerton

Ref#	Job Title	Applicants	Listed	Actions
4289	Test Off Campus FWS Job	1 Applicant (1 New)	6/11/2015	[Icons]
4292	Test Off Campus FWS Job - Tabce	3 Applicants (3 New)	6/22/2015	[Icons]

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


Boys and Girls Club of Fullerton

Ref#	Job Title	Actions
4293	Test Job	[Icons]

1 to 3 of 3

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You may hire an online applicant by clicking the 'View Applicants' link next to the applicable job.



Fullerton College Financial Aid Office

View Job Applications - STUDENT EMPLOYMENT - Test On Campus FWS Job - Taige

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

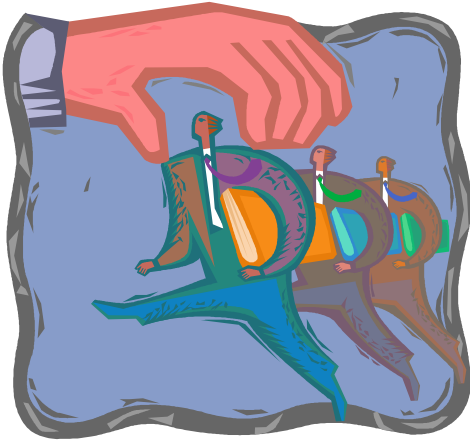
Only show New?

Select/Deselect All Show results per page to 3 of 3 | << >> >>>

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Resume</u>	<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	<input type="button" value="🗑"/>	<input type="button" value="👤"/>
<input type="checkbox"/>	Samuel Rogers4	samuelrogers4@ngwebsolutions.com	6/25/2015	New!	🚩	Resume	<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	<input type="button" value="🗑"/>	<input type="button" value="👤"/>
<input type="checkbox"/>	Frank Rogers3	frankrogers3@ngwebsolutions.com	6/24/2015	New!	🚩		<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	<input type="button" value="🗑"/>	<input type="button" value="👤"/>
<input type="checkbox"/>	Roy Rogers1	royrogers1@ngwebsolutions.com	6/24/2015	New!	🚩		<input type="button" value="🔍"/>	<input type="button" value="📧"/>	<input type="button" value="🖨"/>	<input type="button" value="🗑"/>	<input type="button" value="👤"/>

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Click the magnifying glass next to the student's name or on the student's name to review the application. If the student has provided a resume, click on the "Resume" link next to their name.



Now that I've reviewed the online applications for my job, how do I contact an applicant if I wish to set up an interview?



Schedule An Interview With An Applicant



Fullerton College **Financial Aid Office**

Employment Home | Job Control Panel | Log Out

View Job Applications - STUDENT EMPLOYMENT - Test On Campus FWS Job - Taige

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

Apply Filter(s) Clear Filter(s)

Delete
 Export Summary
 Export Details
 Print Summary
 Print Details
 Send Greeting
 Reject Applicants
 Email Applicants


Select/Deselect All Show 25 results per page 1 to 3 of 3 |<< < > >>|

Name	Email Address	App Date	New	Flag	Resume				Delete	Hire
<input type="checkbox"/> Samuel_Rogers4	samuelrogers4@ngwebsolutions.com	6/25/2015	New!		Resume					
<input type="checkbox"/> Frank_Rogers3	frankrogers3@ngwebsolutions.com	6/24/2015	New!							
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	6/24/2015	New!							

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Click the box next to one or more applicants you would like to send a greeting email to schedule an interview. Next, click the 'Send Greeting' button.

Schedule an interview with an applicant



Fullerton College Financial Aid Office

Employment Home **Job Application - STUDENT EMPLOYMENT - Test On Campus FWS Job - Taige**

Job Control Panel [Click here to return to reviewing applications.](#)

Log Out Suggested use: To set up interview schedules.

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers4, Samuel	[samuelrogers4@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*

From taige.haines@ngwebsolutions.com

Subject Job: Test On Campus FWS Job - Taige

Body

I am interested in meeting with you to discuss your interest in the Test On Campus FWS Job - Taige 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.

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This feature is utilized to set up interviews for one or more applicants. If you don't wish to interview an applicant, please be sure the box next to that candidate is not checked.


Note: Do NOT use this function for informing applicants you are not interested in hiring them and the job has been filled. For that purpose, you can utilize the integrated "Send Rejection Email(s)" function reviewed in a future slide".

You may change the text in the body of the e-mail or add additional email recipients in the 'To' box, then click on the "Send" button.



Now that I've reviewed the online applications for my job, how do I reject an applicant?

Notify An Applicant They Didn't Get the Job



Fullerton College Financial Aid Office

Employment Home | Job Control Panel | Log Out

View Job Applications - STUDENT EMPLOYMENT - Test On Campus FWS Job - Taige

The list below contains all applications that have been received for this job. You may view an application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:

Last Name:

Only show New?

Apply Filter(s) Clear Filter(s)

Delete
 Export Summary
 Export Details
 Print Summary
 Print Details
 Send Greeting
 Reject Applicants
 Email Applicants


Select/Deselect All Show 25 results per page 1 to 3 of 3 << < > >>

<input type="checkbox"/>	<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Resume</u>				<u>Delete</u>	<u>Hire</u>
<input type="checkbox"/>	Samuel_Rogers4	samuelrogers4@ngwebsolutions.com	6/25/2015	New!		Resume				Delete	Hire
<input type="checkbox"/>	Frank_Rogers3	frankrogers3@ngwebsolutions.com	6/24/2015	New!						Delete	Hire
<input type="checkbox"/>	Roy_Rogers1	royrogers1@ngwebsolutions.com	6/24/2015	New!						Delete	Hired

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Click the box next to one or more applicants you would like to send a rejection email. Next, click the 'Send Rejection' button.

Notify An Applicant They Didn't Get the Job



Fullerton College Financial Aid Office

Employment Home **Job Application - STUDENT EMPLOYMENT - Test On Campus FWS Job - Taige**

Job Control Panel [Click here to return to reviewing applications.](#)

Log Out Suggested use: To inform applicants that they did not get this job.

Do **NOT** use for informing applications that the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applications.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers3, Frank	[frankrogers3@ngwebsolutions.com]
New!	<input checked="" type="checkbox"/>	Rogers4, Samuel	[samuelrogers4@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

From: taige.haines@ngwebsolutions.com

Subject: Job: Test On Campus FWS Job - Taige - Not Available

Body

You recently submitted an on-line application for the Test On Campus FWS Job - Taige job opening.

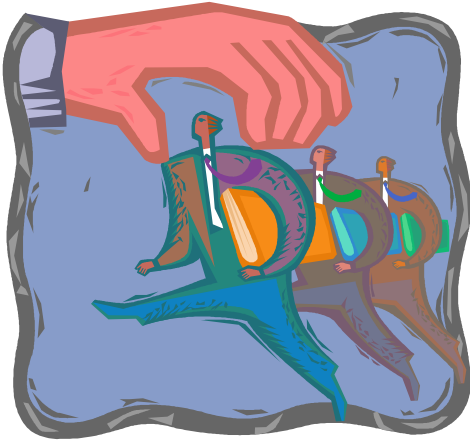
I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

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This feature is utilized to inform the specific students they did not get this job. If you select more than one student to reject, individual e-mails will be sent to each student selected. If you don't wish to reject an applicant, please be sure the box next to that candidate is not checked.

You may change the text in the body of the e-mail or add other email recipients in the 'To' box, then click on the "Send" button.



How do I hire a Student?



Hire An Applicant



Fullerton College Financial Aid Office

Employment Home
Job Control Panel
Log Out

View Job Applications - STUDENT EMPLOYMENT - Test On Campus FWS Job - Taige

The list below contains all applications that have been received for this job. You may view an application by clicking either Applicant Name or Preview the application by clicking the magnifying glass icon (🔍). Previewing allows you to view the application without affecting the "New!" status. Clicking the Applicant name removes the "New!" status and displays the application details.

Filter by Name:

You may filter the results by searching by First / Last name below. Click the Apply Filter(s) button to filter the results. Click the Clear Filter(s) button to return all records.

First Name:
Last Name:
 Only show New?




Select/Deselect All Show results per page to 3 of 3 |<< < > >>|

Name	Email Address	App Date	New	Flag	Resume	Preview	Print	Delete	Hire
<input type="checkbox"/> Samuel_Rogers4	samuelrogers4@ngwebsolutions.com	6/25/2015	New!		Resume			Delete	Hire
<input type="checkbox"/> Frank_Rogers3	frankrogers3@ngwebsolutions.com	6/24/2015	New!					Delete	Hire
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	6/24/2015	New!					Delete	Hired



If you wish to hire the student, after clicking the “# Applicants” link next to the job on your control panel, please click the ‘Hire’ link next to the applicant’s name you wish to hire.

Hire An Applicant




Fullerton College Financial Aid Office

Employment Home
Job Control Panel
Log Out

Hire Students
For Job: Test On Campus FWS Job - Taige

There are **4** openings for this position. Please select 4 or fewer applicants to fill this job.

 <-- Click for help on completing this step.

The following employees filled out an on-line application and have already been hired for this job:
Roy a Rogers1

Hire On-line Applicants	Hire candidates who did not apply On-line.																				
<input type="checkbox"/> Frank c Rogers3 <input checked="" type="checkbox"/> Samuel d Rogers4	<table border="1"> <thead> <tr> <th></th> <th>First Name</th> <th>Middle Initial</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>2.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>3.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>4.</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		First Name	Middle Initial	Last Name	1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First Name	Middle Initial	Last Name																		
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>																		
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>																		

1. The student's name will be automatically selected for you.

2. Next, click 'Go to step 2' to launch the hire validation engine.

Hire An Applicant

Job Actions: [show/hide]

Delete
 Export
 Print
 Email Supervisors

-- Select Action Below --

Select/Deselect All Show 25 results per page 1 to 5 of 5 << < > >>

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

Boys and Girls Club of Fullerton

<input type="checkbox"/>	Ref# 4289	Test Off Campus FWS Job	1 Applicants (1 New)	Listed: 6/11/2015	
<input type="checkbox"/>	Ref# 4292	Test Off Campus FWS Job - Taige	3 Applicants (3 New)	Listed: 6/22/2015	

STUDENT EMPLOYMENT

<input type="checkbox"/>	Ref# 4288	Test	1 Applicants (1 New)	Listed: 6/17/2015	
<input type="checkbox"/>	Ref# 4291	Test On Campus FWS Job - Taige	3 Applicants (3 New)	Listed: 6/22/2015	

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

Boys and Girls Club of Fullerton

<input type="checkbox"/>	Ref# 4293	Test Job			
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Fullerton College Financial Aid Office

Employment Home
Job Control Panel
Log Out

Hire Students
For Job: Test On Campus FWS Job - Taige
There are 4 openings for this position. Please select 4 or fewer applicants to fill this job.
① <-- Click for help on completing this step.

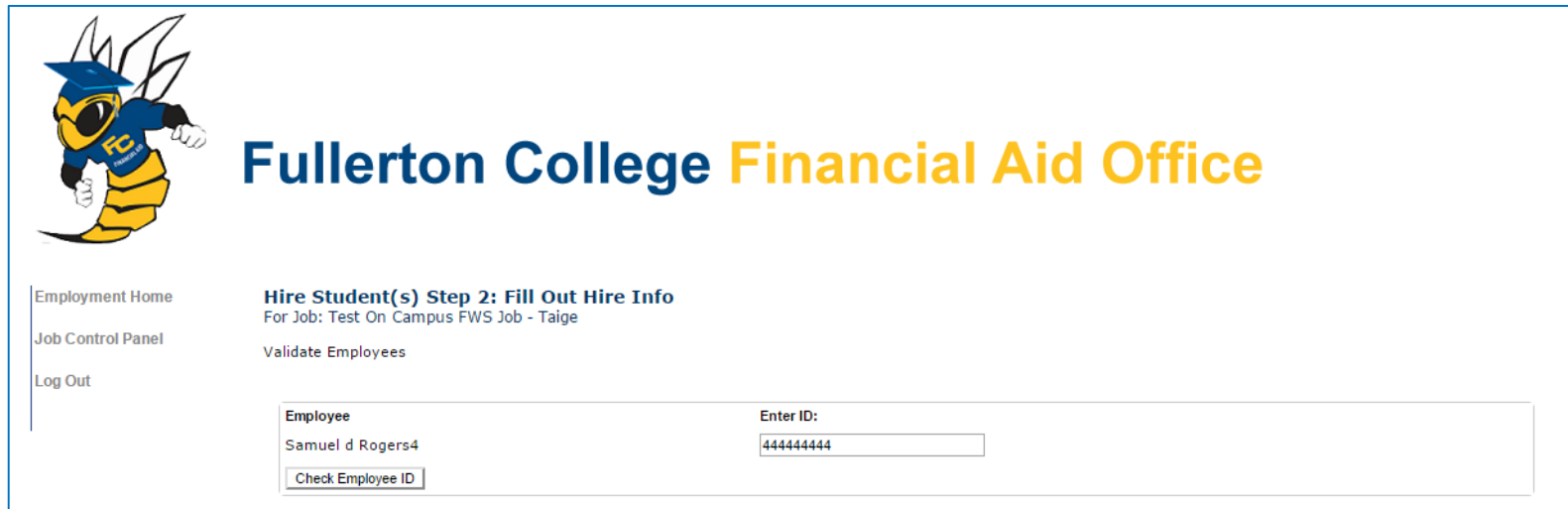
The following employees filled out an on-line application and have already been hired for this job:
Roy a Rogers1


Hire On-line Applicants	Hire candidates who did not apply On-line.															
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First Name	Middle Initial	Last Name														
1.																
2.																
3.																
4.																

Another way to launch the hire process for one or more applicant, simply click the ‘Hire Applicant’ icon next to the applicable job.

You can click the box next to one or more applicants you wish to hire. Then, click the “Go to step 2” button.

Hire An Applicant



 **Fullerton College Financial Aid Office**


Employment Home
Job Control Panel
Log Out

Hire Student(s) Step 2: Fill Out Hire Info
For Job: Test On Campus FWS Job - Taige

Validate Employees

Employee: Samuel d Rogers4
Enter ID: 44444444

1. The employee's ID provided by the employee in their job application will be defaulted into the Employee ID field. If the applicant mis-keyed their Employee ID, you can correct their ID by typing over the pre-filled Employee ID. Please note: If their ID has been mis-keyed, they will likely fail the hire process as the system validates against the Employee ID provided to JobX by your institution.
1. Next, click 'Check Employee ID' to verify the correct student is selected.



Fullerton College Financial Aid Office

Employment Home
System Admin Home
JobX Admin Home
Job Control Panel
Log Out

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

For Job: Math Tutor


Validate Employees

Employee	Enter ID:
Roy a Rogers1	<input type="text" value="111111111"/>
<input type="button" value="Check Employee ID"/>	

Validation Lookup Results	
Roy a Rogers1:	
<input checked="" type="checkbox"/> FWS Award Accepted	The employee is on this list.

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

The system will validate the employee's account to ensure they have passed all their required work eligibility requirements. If the employee has NOT passed their work eligibility requirements, the system will present a failure denoted by a red X next to each form they're missing and will prevent the hire request from being completed. If all the validation requirements have been met, a green check mark will be presented.. Lastly, click the "Continue" button to continue the hire process.



Fullerton College Financial Aid Office


Employment Home
Job Control Panel
Log Out

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

For Job: Test On Campus FWS Job - Taige

Please fill out hire info for this student.

Employee First Name	Samuel
Employee Middle Name	d
Employee Last Name	Rogers4
Employee ID number	44444444
Email Address of Employee Hired	samuelrogers4@ngwebsolutions.com
Wage which will be paid Employee	10.00
Hours per week	10.0
Estimated Employment Start Date (mm/dd/yyyy)	08-01-2014
Estimated Employment End Date (mm/dd/yyyy)	07-31-2015
Is this a hire or a re-hire?	<input checked="" type="radio"/> Hire <input type="radio"/> Re-Hire
The Division Dean/Director has reviewed and approved this hire?	Choose one... ▼
Additional Notes	<div style="border: 1px solid gray; height: 40px;"></div>

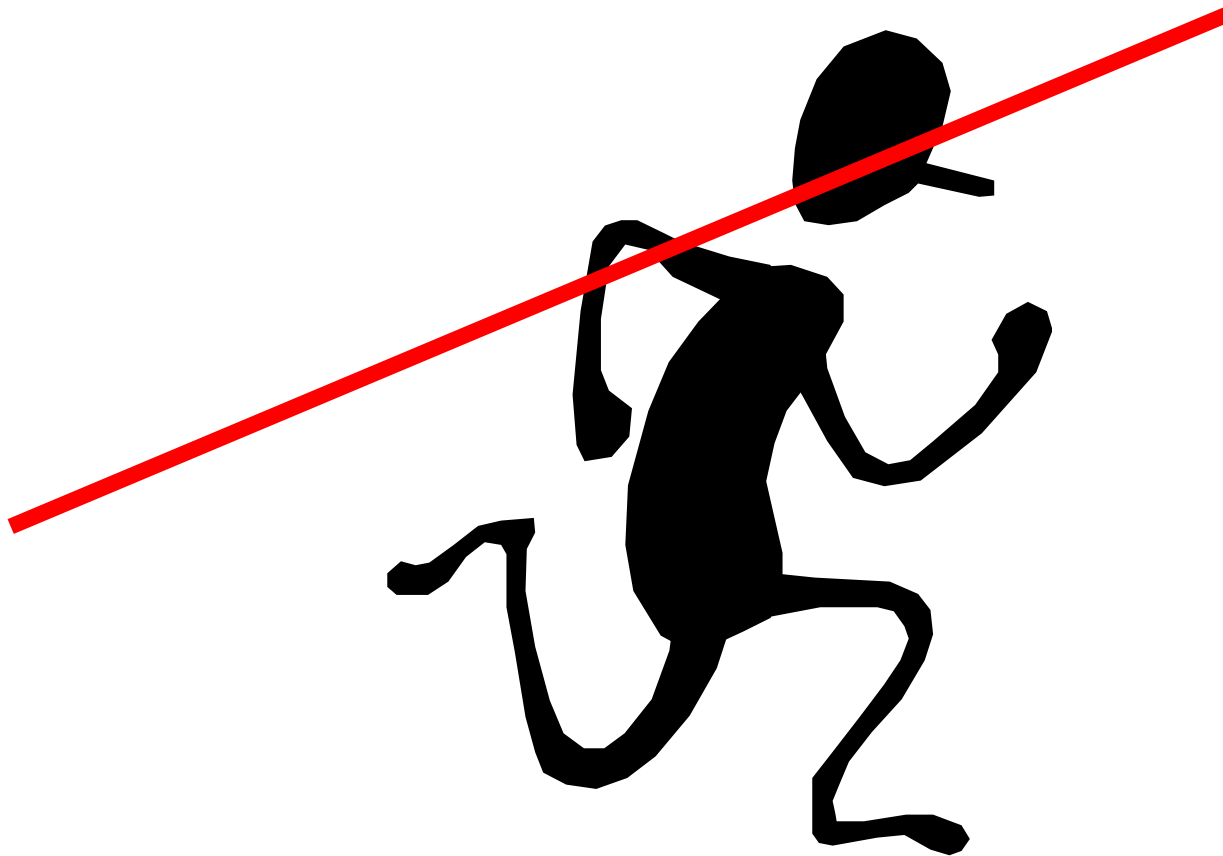


1. If the employee has received any awards, they will be presented for your consideration when completing this step of the hiring process.
2. Data from the original job listing will be pre-filled in the Hire Request Form to reduce your data entry efforts.
3. You may edit the information prior to establishing the hire.
4. Click on the “Submit Request” button.



**Your hire will be reviewed by a Fullerton
College Administrator for approval!**

WE'RE FINISHED!



QUESTIONS ?

