

2

EMPLOYER USER GUIDE

Getting Started..... 2

Receive Your Password and Log In..... 3

My Control Panel..... 4

Post a New Job..... 6

Review Student Applications..... 10

Contact Applicants 11

Hire a Student 12

Edit a Job..... 15

Manage a Job..... 16

- ▶ Update Job Status..... 16
- ▶ Delete a Job 17
- ▶ Manage an Online Application 17

Getting Started



The Work Study Office is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process – all online. In the near future we will be adding the feature that will allow you to submit all timesheets via the web. 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

These new services use a Web interface and are designed, like other Web sites, 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 e-mail any questions to StudentEmployment@neu.edu.

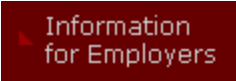
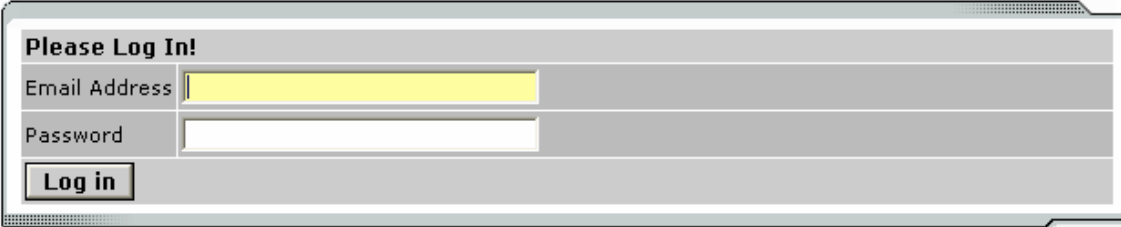
To begin using the Web site, type the following address into your Internet browser's address bar.

<https://studentemployment.neu.edu/>

Receive Your Password and Log In

The Work Study Office has already established an account that will allow you to use the employer functions of the Web site. **The system will not work properly unless you use this account.** Follow the instructions below to access the Web site and receive your account password.

- 1 ▶ Point your browser to <https://studentemployment.neu.edu>
- 2 ▶ Click [Information for Employers](#) from the left-side navigation bar.
- 3 ▶ Click [Log in](#) from the left-side navigation bar. The following screen will display.

A red rectangular button with white text that reads "Information for Employers".A screenshot of a web browser window showing a login form. The form has a title "Please Log In!". It contains two input fields: "Email Address" and "Password". Below the fields is a "Log in" button. The "Email Address" field is highlighted in yellow.

Don't have a password? Request permission to list jobs by clicking [here](#).

Help! I forgot my password! (If so, click [here](#)).

- 4 ▶ Do **not** try to enter an email address and password. Instead, below the gray box, click [Here](#) next to the line that reads "Help! I forgot my password!" The following screen will display:

If you forgot your password...

Please enter your email address:

Submit

- 5 ▶ Enter your Northeastern email address. Your password will be emailed to you.

If you enter your email address and the system does not recognize you as a user, please double check that you are using your University-issued address, be sure that you have entered it correctly, and if that fails, please contact the Work Study Office.

- 6 ▶ Once you have received your password, click [Log in](#) again from the left-side navigation bar. You will be presented with the login screen shown above. Enter your email address, password, and click [Log in](#).

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

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

My Control Panel

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



Welcome, Joe Q Schmo
Thursday, May 27, 2004

Filter Employers:

Biology

Only show "my" jobs

Show all jobs within selected employer(s)

Add a new job for Biology

:: CURRENTLY LISTED JOBS						
Ref# 313	Office Assistant I	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 5/10/2004
Ref# 314	Undergraduate Lab Assistant	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 5/10/2004

:: Review Mode Jobs	
No jobs are currently in review mode.	

:: Jobs in Storage	
No jobs are currently in storage.	

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

Next to the *Filter Employers* drop-down, you can also select whether to view only "My" Jobs or all jobs within the selected employer(s). "My" Jobs only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for the selected employer shown.

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

Choose Jobs to View:

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

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

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

Jobs listed in the control panel may have their status defined in one of four different 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 Web site, 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 Web site 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 Northeastern's standard application), and finally, submit the job for approval and posting. The Web site will walk you through each one of these steps.

To post a job, follow these directions:

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

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

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

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

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

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

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

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

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

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

Category <?> Please select the category which best describes the job.	Choose one... ▾
Job Title Example: Student Worker	<input type="text"/>
Describe the job	<input type="text"/>
Requirements for the job	<input type="text"/>
Number of Available Openings	<input type="text"/>
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").	<input type="text"/>
End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	<input type="text"/>
Time Frame	Choose one... ▾

[screen shot continued on next page]

2 ▶ (continued)

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

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 not to accept online applications, instruct students how to apply, e.g. "To apply, contact me@neu.edu."

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

Please select the classification which best describes the job you are posting.

Unknown, \$0.00/hour.
Pay Rate Unknown. Let Student Employment decide.
[\[Click here for more information\]](#)

Level 1, \$7.25/hour.
Positions include routine, often repetitive, job duties normally requiring little or no particular skills or prior experience. Duties are assigned on a daily or task basis within specific guidelines and procedures.
[\[Click here for more information\]](#)

Level 2, \$7.50/hour.
Positions include routine and some non-routine duties requiring basic office and business skills and limited experience. Duties are performed within defined guidelines.
[\[Click here for more information\]](#)

Level 3, \$7.75/hour.
Positions include non-routine, specific duties integral to the operation of a unit requiring specialized office and business skills and specific experience. Duties are assigned within general guidelines requiring setting priorities and the exercise of judgment.
[\[Click here for more information\]](#)

Level 4, \$9.25/hour.
Positions include non-routine duties and some project responsibility requiring the interpretation of information and the application of previously acquired skills and experience. Duties are assigned within broad guidelines requiring independent action and the exercise of judgment.
[\[Click here for more information\]](#)

Choose One:

Unknown, \$0.00/hour
 Level 1, \$7.25/hour
 Level 2, \$7.50/hour
 Level 3, \$7.75/hour
 Level 4, \$9.25/hour

If you chose the "Unknown" option, please explain why you feel the position does not fit into one of Northeastern's four categories.

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

Contact Person	Choose one... ▾								
Secondary Contact People <?>	<table border="1"> <tr> <td>Available:</td> <td>Chad W. Billmyer Joe Q Schmo Kathy Brown</td> <td>Add >>></td> <td>Selected:</td> </tr> <tr> <td colspan="2"></td> <td><<< Remove</td> <td></td> </tr> </table>	Available:	Chad W. Billmyer Joe Q Schmo Kathy Brown	Add >>>	Selected:			<<< Remove	
Available:	Chad W. Billmyer Joe Q Schmo Kathy Brown	Add >>>	Selected:						
		<<< Remove							
Phone Number	<input type="text"/>								
Fax Number	<input type="text"/>								
Location where the work will take place. Example: CIT, or a street address.	<input type="text"/>								
Collect On-line Applications?	Do you wish to collect online applications for this job? <input checked="" type="radio"/> Yes <input type="radio"/> No								
JLD	Is this job JLD or not? <input type="radio"/> Yes <input checked="" type="radio"/> No								
If you selected *NO* to the above question, please describe how students should apply for the job here. <?> If you selected 'Yes' to the above question, you may skip this question.	<input type="text"/>								
<input type="button" value="Submit"/>									

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

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

Pending Job Application - Biology - Beaker Cleaner

If you are ready:

Note:

* Indicates questions which must be answered by the applicant.

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

<p>1. First Name</p> <input type="text"/> *
<p>2. Middle Name</p> <input type="text"/>
<p>3. Last Name</p> <input type="text"/> *
<p>4. Email Address</p> <input type="text"/> *
<p>5. What is your current grade level? (freshman, sophomore etc.)</p> <input type="text"/>
<p>6. List any and all skills you have to offer to an employer</p> <input type="text"/> *
<p>Insert: <input type="button" value="New Element: Single Line"/> <input type="button" value="Insert"/></p>

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

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

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

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

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

Biology - Beaker Cleaner

Your job will have to be approved 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. Do you want JobMail to be sent when the job is listed?
4. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

- *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 Web site 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 – (XX Days/Weeks)* The job may set to close automatically 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. **NOTE:** Regardless of the number of days selected, you will be able to manually close the job at any time.

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

Choose Jobs to View:

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



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 Web site and go to *My Control Panel*.




- From *My Control Panel*, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below.

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

:: CURRENTLY LISTED JOBS						
Ref# 1349	Beaker Cleaner	Edit Job	Manage Job	View Applicants (2) (2 New)	Hire a student	Listed: 5/27/2004
Ref# 313	Office Assistant I	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 5/10/2004
Ref# 314	Undergraduate Lab Assistant	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 5/10/2004

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

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

Applications								
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	
New!	05-27-2004	Squarepants	Spongebob	sbob@underwater.com	Preview	View	Hire	
New!	05-27-2004	Neutron	Jimmy	jimmy@spaceworld.com	Preview	View	Hire	

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

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

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

1. First Name Spongebob
2. Middle Name
3. Last Name Squarepants
4. Email Address sbob@underwater.com
5. What is your current grade level? (freshman, sophomore etc.) Sophomore
6. List any and all skills you have to offer to an employer Spongey fingers.

- 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 Web site. To do so, click [Greeting](#) or [Rejection](#), located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.

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

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

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

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

Email Applicants - Greeting

Default: Applicants selected if not greeted or rejected.

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

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

From michael@foresitesolutions.com

Subject Student Employment Job: Beaker Cleaner

Body
 I am interested in meeting with you to discuss your interest in the Beaker Cleaner job opening in my department.
 Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest.

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

Hire a Student

After you have finished interviewing for your job, you must begin the University hiring process through the Student Employment Web site. The Web site allows you to hire students who have applied either online or in person and establish them within the time sheet system. (please note, students must enter the system at least once before they will be activated allowing you to hire them.)

1 ▶ To begin the process, click [Hire a Student](#) from any number of locations:

- *My Control Panel*
- *Manage Job*
- *View Applicants*

A page similar to the following will display:

Fill the job: "TEST JOB"

Hire an on-line applicant	Hire a candidate who did not apply on-line						
<input checked="" type="radio"/> Hire a "walk-in" candidate. Type in candidate's info to the right. <input type="radio"/> Alison L Smith	<table border="1"> <thead> <tr> <th>First Name</th> <th>M.I.</th> <th>Last Name</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	First Name	M.I.	Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	M.I.	Last Name					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<input type="button" value="Go to step 2"/>							

2 ▶ Select the student(s) you wish to hire or fill in the name of a walk-in candidate, then click [Go to Step 2](#). You can also enter partial names by which the system will then search for students. (If you reached this step from the *View Applicants* page, your student will already be selected.)

3 ▶ If you selected an applicant that applied online, the following screen will load:

Student Info			
First Name	Middle Name	Last Name	E-mail Address
Alison	L	Smith	smith.a@neu.edu

If you wrote in the name of an applicant, the system will check your entry with a database of students eligible to work and present you with this screen:

The hire candidate could not be immediately verified. Below you will find a list of possible matches for the info provided. Select the correct student and continue to Step 3.

Possible Matches
<input checked="" type="radio"/> Alison L Smith :: (smith.a@neu.edu)
<input type="radio"/> Candace M Smith :: (smith.c@neu.edu)
<input type="radio"/> Tara M Smith :: (smith.t@neu.edu)
<input type="radio"/> Zachary D Smith :: (smith.z@neu.edu)

Confirm the student you are hiring, then select Continue to Next Step.

- 4 ▶ The screen below will load. Review the information and make any necessary changes. (Any notes entered will be submitted to the Work Study Office along with your hire request.) Click Continue to Timesheet.

First Name	Tara
Middle Name	M
Last Name	Smith
E-mail Address	smith.t@neu.edu
Wage	\$7.75
Hours Per Week	<input type="text"/>
Employment Start Date	05-01-2004
Employment End Date	08-15-2004
Notes	<input type="text"/>
<input type="button" value="Continue to Timesheet"/>	

- 5 ▶ If you have hiring permission in more than department, you will be presented with the following screen. Choose the department to which this job should be associated, then select Continue. Otherwise, this step will be skipped automatically and the job will be associated with your department.

Since you have permissions for more than one Cost Center you must select the Cost Center with which the hire(s) will be associated.

▼

- 6 ▶ For administrative reasons, your hire must also be associated with any previous hires made under the same job title. If the job for which you are hiring is already in the timesheet system, choose the job title from the drop-down menu and select Choose Existing Job. Otherwise, select Create New Job.

This job may or may not already be established in the online timesheet system.

If you cannot locate the job title from the drop-down list, then you must create a new job by clicking the button below. This new job will use the title and description entered at the start of the job posting process.

▼

- 7 ▶ Select the primary and any secondary supervisors. Secondary supervisors will have the same capabilities to approve timesheets as primary supervisors, but they will not receive system-generated email about the job's timesheets.

Select a pay schedule, then click Create Hire.

- 8 ▶ The system will inform you that your hiring request has been submitted and a new timesheet generated. Your hire **must be approved by the Work Study Office** before you can access any timesheet management functions related to this job. You will receive an email once your request has been approved.

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. Please choose from one of the following options:

Close the Job	<p>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.</p> <p>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.</p>
Re-list the job	<p>Use this option if you wish to continue looking for applicants for this job.</p>
Keep the job in Review Mode	<p>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.</p>

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

Edit a Job

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

- 1 ▶ From *My Control Panel*, click [Edit Job](#) next to the job for which you want to revise the details.

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

:: CURRENTLY LISTED JOBS						
Ref# 1349	Beaker Cleaner	Edit Job	Manage Job	View Applicants (2) (2 New)	Hire a student	Listed: 5/27/2004
Ref# 313	Office Assistant I	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 5/10/2004
Ref# 314	Undergraduate Lab Assistant	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 5/10/2004

A new page will load, which will be identical to the job detail page you saw when initially posting the position.

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

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

Keep this job listed on the site so students can still search for it, apply for it, and so on. It will be listed in the **old form** until the changes you just made are approved. When the changes you just made are approved, they will be immediately reflected in the listing.

Remove this job from the web site so students may **not** search for it, **until** the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

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

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

Manage a Job

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

- Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details (also accessible from *My Control Panel*).
- Viewing applications (also accessible from *My Control Panel*).
- Hiring a student (also accessible from *My 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 *My Control Panel*, and the following screen will load with that particular job's details.

Job Title	Employer	Status
Beaker Cleaner	Biology	Listed
Additional details about this job's status:		
» This job is currently listed on the site.		
» It is set to de-list 1 week and 1 day from now.		

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

- Update Status:** Shows the current status as **Listed**. Below it are links for **Review Mode** and **Storage**. A description explains that clicking a status link updates the remaining days listed on the site.
- Manage Application:** States that the job is configured to collect online applications and provides a link to **Edit, view or remove the online application**.
- View Applicants:** Indicates that 2 applications have been submitted for this job, 2 of which are new, and provides a link to **View Applications**.
- Hire Student:** Provides a link to **Hire a student**.

► Update Job Status

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

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

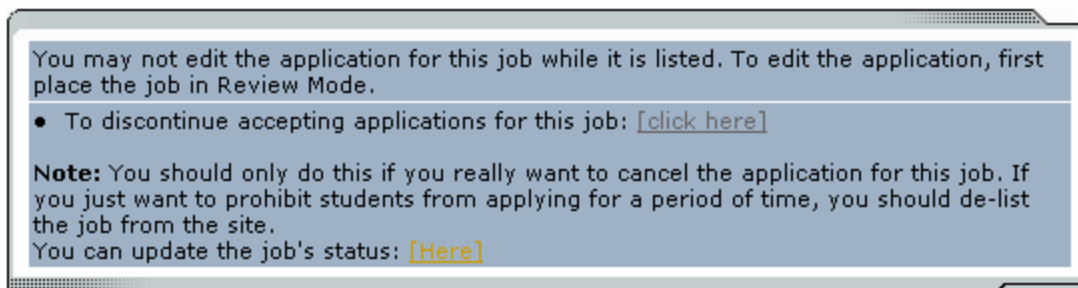
If moving a job from *Review* or *Storage* to *Listed*, you may be required to resubmit it for approval, particularly if you have made changes to the job's details.

▶ Delete a Job

If a job is already in *Storage*, a link to [\[Delete this Job\]](#) 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:



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 the Work Study Office.

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.