





Getting Started

The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process.

With this new tool, students will be able to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Review a history of job hiring to get a better understanding of your University's student employment needs.
- Apply for jobs online.
- Complete hiring paperwork.
- 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 help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to admin@university.edu.

You do not need to establish a user account to use this software. To begin, type the following address into your Internet browser's address bar.

<http://studentemployment.university.edu>

Student Employment Home Page

The home page of the Student Employment Web site is designed for students. Features accessible from the home page include:

The screenshot shows the JobX demo Web site. The header includes 'Foresite Solutions' and navigation links: 'Demo Home | Contact Us | Admin | Brochure'. The main title is 'JobX demo Web site' with the tagline 'The cure for your administrative ailments'. A search bar is in the top right. The left sidebar lists: 'Student Employment Home', 'Find a Job', 'Signup for JobMail', 'Information for Employers', 'Contact Us', 'Create a Resume Brief', 'Job Planner', 'Post a Community Service Job', and 'Learn about TimesheetX'. The main content area has three sections: 'Welcome' with a 'Good Morning!' message and contact information for Chad Billmyer; 'Featured on the site' with 'Find a job' and 'Sign up for JobMail' links; and 'Recently posted jobs' listing 'Beaker Cleaner' and 'Software trainer'.

Find a job – Use a number of different tools to browse all available job offerings.

Signup for JobMail – Sign up to receive email automatically once new jobs are posted on the Web site that match your criteria.

Recently Posted Jobs – View the details of the three most recently posted jobs by clicking their job titles. You can apply online, too.

Job Planner – Browse lists of jobs that historically have been offered by various departments. This can give you ideas for jobs that may become available in the future.

Contact Us – Submit questions and comments to the Student Employment Office online. This is the best way to contact us.

Find a Job

Every job posted on the student employment Web site can be found and applied for through the *Find a Job* page.

- 1 ▶ Point your browser to <http://studentemployment.university.edu>
- 2 ▶ Click Find a Job from the left-side navigation bar or right side of the page.
- 3 ▶ Choose the funding source(s) available to you and click Set Choices. These choices will determine the jobs that display in your search results. You can modify funding source selections later from the Quick and Advanced Search pages.

- Off-Campus Community Service
 Off-Campus Work Study
 On-Campus Standard
 On-Campus Work Study

[Set Choices](#)

- 4 ▶ The *Quick Search* page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches. If you want to be more specific in your job hunt, click the Advanced Search tab.



- 5 ▶ To run a Quick Search, simply click the name of the search. The results page will load.
- 6 ▶ The funding sources being used in the current search are listed just below the search area. These funding source choices will be used in subsequent Quick and Advanced searches unless you update your selections. To do so, click Update Funding Source Choices.



- 7 ▶ To find out how many total jobs are presently available, check the Data Bank at the bottom of the screen:

Data Bank of available jobs	# of Jobs	# of Openings	# of Employers
:: On-Campus Jobs	18	52	7
:: Jobs in the Local Area	2	2	1
:: Total	20	54	8

► Advanced Job Search

Advanced Search allows you to find jobs by selecting a combination of search criteria.

- 1 ► Select the job type using the radio buttons at the top of the search form. You may only search one job type at a time.

Quick Search Advanced Search

On-Campus Jobs
 Jobs in the Local Area

**Narrow your search with the following options.
Selecting none for any search criteria implies all.**

Keyword(s):

Click **+** and **-** to expand and collapse search criteria.

[-] Categories

Select Job Category (Up to 3):
Select Category 1... ▾
Select Category 2... ▾
Select Category 3... ▾

[+] Employers

Search!

- 2 ► Narrow your search by defining as many or as few criteria as you want.

Keyword searches job title, description, requirements, and employer name.

Click the **[-]** sign next to a criterion branch to expand your options, then follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

- 3 ► Once you have defined your criteria, click the Search! button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there are a sufficient number of jobs within the job type you are searching, try making your search broader.

Please Note!

Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; Athletics; and Manual Labor along with Timeframe: Summer. Your results will include only summer jobs that have the category of either Office/Admin, Athletics, or Manual Labor.

► **Results Page**

This page displays the results of your search and allows you to access the details of a job.

- 1 ► Click the title of a job to view its details. From the details page of certain jobs, you will be able to apply online.

Search Results		
Job Title	Employer	Category
On-Campus Jobs		
Fire Fly Catcher's Assistant & Helper	Biology Department	On Campus Jobs-Office/Administration
Beaker Cleaner	Biology Department	On Campus Jobs-Research and Laboratory
Beaker Cleaner	Biology Department	On Campus Jobs-Research and Laboratory
Babysitter for ants	Biology Department	Off Campus Jobs-Child Care
Count Amoeba	Biology Department	Office/ Administrative
Test Job	Biology Department	On Campus Jobs-Research and Laboratory

- 2 ► If your results exceed a certain number per page, they will not all be listed. The number of results listed will be indicated at the top of table, seen here:

All Jobs	Results 1 - 50 of 602
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To view the next set of results, scroll to the bottom of the table and click [Next Page](#).

Next Page »

- 3 ► Above the results table you will find several options for refining your search.

[[Change This Search](#)] | [[Run a New Search](#)] | Only jobs posted within: ▼

[Change This Search](#) will return you to the Advanced Search page with your last search criteria loaded so that you can revise them.

[Run a New Search](#) will return you to the Advanced Search page with your last search criteria cleared.

To limit your results by the date a job was posted, select a period of time from the “Only jobs posted within” drop-down menu. The results will refresh automatically for you.

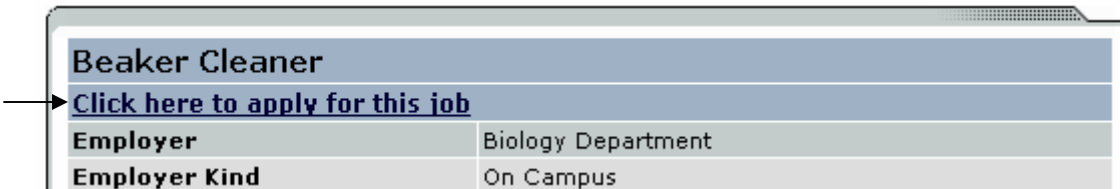
- 4 ► At the bottom of the results page is confirmation of your original search criteria.

<p>You Searched For:</p> <p>All On-Campus Jobs with Employer(s): Biology Department</p>
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Apply for a Job

You can apply online for some jobs, but other jobs must be applied for by contacting the employer directly. Apply online for a job from the job details page.

- 1 ▶ If you would like to apply for the job, click the link provided underneath the job title. Before you can apply for the job, you must agree to the disclaimer regarding your work-study award. You will only have to agree to this disclaimer once per session.

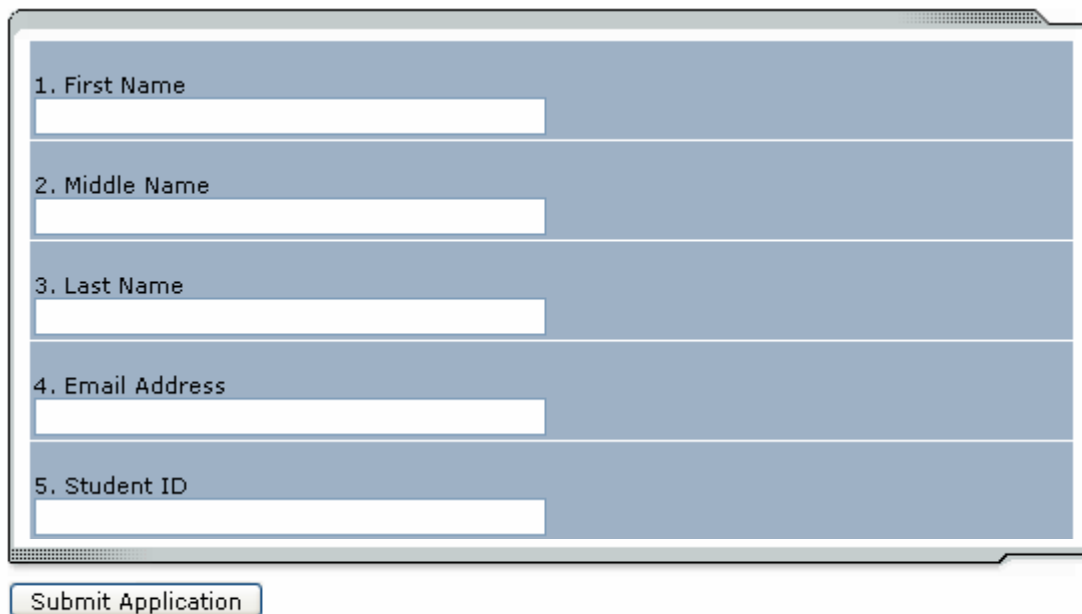


The screenshot shows a job listing for 'Beaker Cleaner'. Below the title is a blue button with the text 'Click here to apply for this job'. Below that is a table with two rows: 'Employer' with the value 'Biology Department' and 'Employer Kind' with the value 'On Campus'.

Employer	Biology Department
Employer Kind	On Campus

- 2 ▶ Complete the form (shown below) and then click [Submit Application](#) when you are finished. **You will not have a chance to review this application once you click submit, so be sure your information is correct.**

This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application.



The screenshot shows an application form with five input fields, each with a label and a number:

1. First Name
2. Middle Name
3. Last Name
4. Email Address
5. Student ID

Below the form is a button labeled 'Submit Application'.

- 3 ▶ Once you click [Submit Application](#), the employer will receive an automated e-mail informing them of your application. Employers will be receiving many applications, so please do not expect an immediate reply. Employers will most likely contact you by email at the address you designate on your application.

You have completed the job application process!

FOR SCHOOLS THAT USE LINK-BASED SYSTEM TO ACCESS JOBMAIL.

JobMail

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must sign up for an account and indicate the types of jobs that interest you.



JobMail
Find out by email when jobs of interest to you are posted.

- [Create New JobMail Account](#)

- 1 ▶ From the Student page, click [Create New JobMail Account](#).
- 2 ▶ Complete the sign-up form (shown below) and then click the [Submit](#) button.

NOTE: You will receive email from the system confirming the creation of your new account. If you do not receive a confirmation email within a few minutes, be sure you entered your email address correctly and confirm that the email is not being blocked by a spam filter.

Keep this confirmation email, as it contains the hyperlink to access your JobMail subscriptions in the future.

Please enter your information below to establish a new student account.

Email Address	<input type="text" value="me@university.edu"/>
First Name	<input type="text" value="John"/>
Middle Name	<input type="text" value="Q"/>
Last Name	<input type="text" value="Smith"/>
Student Id	<input type="text" value="D16781"/>
Anticipated Grad Year	<input type="text" value="2008"/> ▼
<input type="button" value="Submit"/>	

- 3 ▶ After you establish your account, you will be taken to the *My JobMail Subscriptions* page. Click [Add New Subscription](#) next to the job type about which you would like to receive JobMail.

On-Campus Jobs <<?>>	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Jobs <<?>>	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

4 ▶ Click [[View / Modify](#)] next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [[View / Modify](#)] next to Time Frame.

The screenshot shows a web interface for managing job subscriptions. At the top, there is a header 'On-Campus Jobs' with a navigation icon '«?>'. To the right of the header is a button '[Add New Subscription]'. Below the header, there is a section for 'Subscription1' with a button '[Delete Subscription]'. Underneath, there are three rows of search criteria, each with a right-pointing arrow and a '0 selected' count, and a corresponding '[View/Modify]' button:

- » Employer 0 selected [View/Modify]
- » Category 0 selected [View/Modify]
- » Time Frame 0 selected [View/Modify]

5 ▶ When you click [[View / Modify](#)], a small menu will appear, allowing you to select the specific items of interest to you. For instance, to receive mail about summer jobs only, click [add] next to *Summer* and the item will move under the *Selected Items* list. When you have completed your changes, click [[Done](#)] at the bottom of the menu.

The screenshot shows a dialog box titled 'Choose Time Frame(s)'. It is divided into two sections:

- Selected Items:** This section is currently empty, showing 'None selected'. There is a '[Remove All]' button to the right.
- Available Items:** This section lists five options, each with an '[add]' button to its right:
 - Fall [add]
 - Winter [add]
 - Spring [add]
 - Summer [add]
 - Academic Year [add]
 - Temporary [add]

At the bottom of the dialog box is a '[Done]' button.

5 ▶ After you click [[Done](#)], you will be returned to the *My JobMail Subscriptions*. You can add additional criteria to filter your JobMail, but you must click the [Save Subscription\(s\)](#) button after you have completed all your changes. This will save your changes for all subscriptions. If the [Save Subscriptions\(s\)](#) button does not appear after you add or delete a subscription, it means your changes have automatically been saved.

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

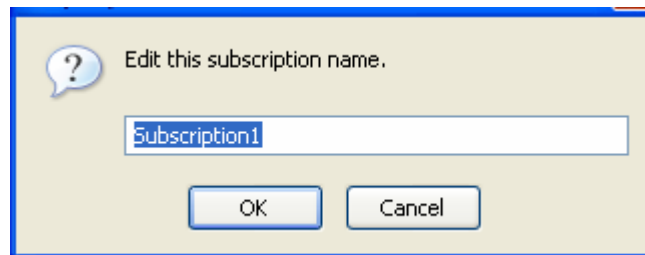
NOTE: You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select *Summer* for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a particular criterion and AND among them. In other words, if you choose Time Frames *Summer*, *Fall*, and *Winter* and Category *Laboratory*, you will receive JobMail for the following jobs:

- Category: Laboratory AND Time Frame: Summer
- Category: Laboratory AND Time Frame: Fall
- Category: Laboratory AND Time Frame: Winter

You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

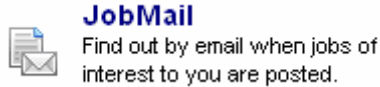
6 ▶ You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as Subscription1, and a window will open allowing you to enter a new name.



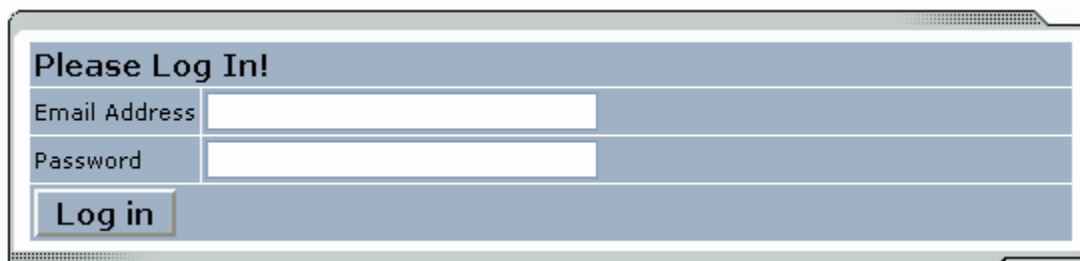
7 ▶ Once you have saved any changes to your subscriptions, return to the student home page by clicking the link on the left-side navigation bar.

FOR SCHOOLS WHERE STUDENTS LOGIN TO JOBX.**JobMail**

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must sign up for an account and indicate the types of jobs that interest you.



- 1 ▶ From the Student page, click [JobMail](#). You will be prompted to login.



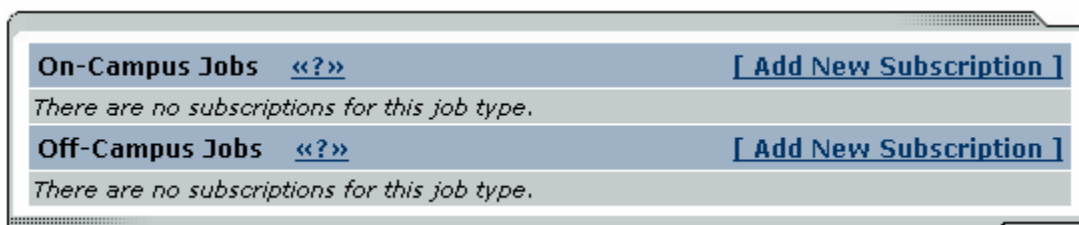
Please Log In!

Email Address

Password

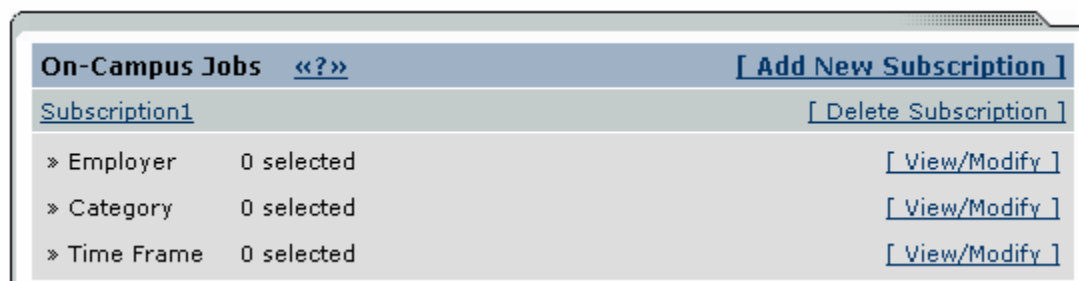
Log in

- 2 ▶ Once you login successfully, you will be taken to the *My JobMail Subscriptions* page. Click [Add New Subscription](#) next to the job type about which you would like to receive JobMail.



On-Campus Jobs <<?>>	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus Jobs <<?>>	[Add New Subscription]
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- 3 ▶ Click [\[View / Modify \]](#) next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [\[View / Modify \]](#) next to Time Frame.



On-Campus Jobs <<?>>	[Add New Subscription]
Subscription1	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]

- 4 ▶ When you click [\[View / Modify \]](#), a small menu will appear, allowing you to select the specific items of interest to you. For instance, to receive mail about summer jobs only, click [\[add\]](#) next to *Summer* and the item will move under the *Selected Items* list. When you have

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5 ► After you click [[Done](#)], you will be returned to the *My JobMail Subscriptions*. You can add additional criteria to filter your JobMail, but you must click the [Save Subscription\(s\)](#) button after you have completed all your changes. This will save your changes for all subscriptions. If the [Save Subscriptions\(s\)](#) button does not appear after you add or delete a subscription, it means your changes have automatically been saved.

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NOTE: You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select *Summer* for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a particular criterion and AND among them. In other words, if you choose Time Frames *Summer*, *Fall*, and *Winter* and Category *Laboratory*, you will receive JobMail for the following jobs:

- Category: Laboratory AND Time Frame: Summer
- Category: Laboratory AND Time Frame: Fall
- Category: Laboratory AND Time Frame: Winter

You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

6 ► You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as [Subscription1](#), and a window will open allowing you to enter a new name.



7 ▶ Once you have saved any changes to your subscriptions, return to the student home page by clicking the link on the left-side navigation bar. Be sure to close your browser completely or click Log Out when you are done.