

Manage Applicants

Welcome, Taige Test Employer | [Logout](#)

Students JobX Reporting Access & Audit Site Set up Help

To add a job, please select an employer from the employer dropdown list presented in the filters to the left.

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Job Status: -
 Listed Jobs (4)
 Pending Approval (2)

Job Actions:

-- Select Action Below --

Select/Deselect All Show 25 results per page to 6 of 6 | << < > >> |

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

Student Employment Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 4312	Test on Campus FWS job-11/17/1...	Gary Taylor	On Campus Federal Work Stud	0 (0 New)	11/18/16	<input type="button" value="View Applicants"/> <input type="button" value="Print"/> <input type="button" value="Email"/>
<input type="checkbox"/> 4313	Test on Campus FWS job-11/17/1...	Gary Taylor	On Campus Federal Work Study	3 (3 New)	11/17/16	<input type="button" value="View Applicants"/> <input type="button" value="Print"/> <input type="button" value="Email"/>

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

Manage Applicants

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Employees JobX TimesheetX Reporting Access & Audit Help

View Job Applications - ADMISSIONS - AB Tech - 061516

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:

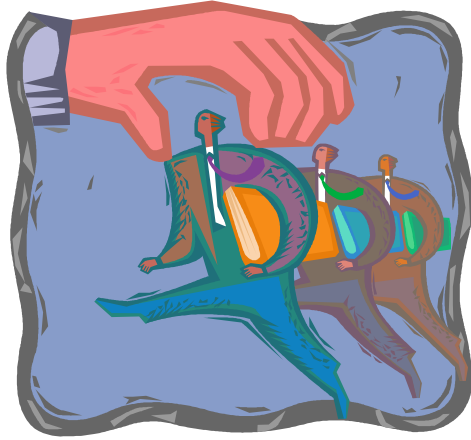
Last Name:

Only show New?

Select/Deselect All Show 25 results per page 1 to 4 of 4 | << < > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award		Delete	Hire
<input type="checkbox"/> Taige_Test_Employer	taige.haines@ngwebsolutions.com	11/1/2016	New!	F	Custom	Resume		<input type="button" value="🔍"/>	<input type="button" value="🗑️"/>	<input type="button" value="👤"/>
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	6/23/2016		F	Greeted	Resume	2800.00	<input type="button" value="🔍"/>	<input type="button" value="🗑️"/>	<input type="button" value="👤"/>

- Click the Applicants Name link to view the application in a full screen view.
- Click the magnifying glass next to the student's name to get a quick view format of the application.
- If the student has provided a resume, click on the "Resume" link next to their name.



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



Schedule an Interview with Applicant(s)

The screenshot shows a web application interface for managing job applications. At the top, there is a navigation menu with options like 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. The user is logged in as 'Taige Test Employer'. The main heading is 'View Job Applications - ADMISSIONS - AB Tech - 061516'. Below this, there is a filter section with input fields for 'First Name' and 'Last Name', and a checkbox for 'Only show New?'. A toolbar contains various action icons: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting, Reject Applicants, and Email Applicants. A table lists the applicants with columns for Name, Email Address, App Date, New status, Flag, Emailed?, Resume, Award, and actions (Delete, Hire). Red arrows point to the 'Send Greeting' button, the 'Select/Deselect All' checkbox, and the first applicant's name 'Taige Test Employer'.

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?

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 4 of 4 | << > >> |

Name	Email Address	App Date	New	Flag	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/> Taige Test Employer	taige.haines@ngwebsolutions.com	11/1/2016	New!	f	Custom			<input type="button" value="Delete"/>	<input type="button" value="Hire"/>
<input type="checkbox"/> Roy Rogers1	royrogers1@ngwebsolutions.com	6/23/2016		f	Greeted	Resume	2800.00	<input type="button" value="Delete"/>	<input type="button" value="Hire"/>

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 Applicant(s)

The screenshot shows the 'View Job Applications' page for 'Student Employment Office - Test on Campus FWS Job-11/17/16'. It includes a navigation menu, a filter section, and a table of applicants. A red arrow points to the 'Send Greeting' button in the toolbar above the table. Another red arrow points to the 'Name' column header in the table.

Filter by Name:
You may limit 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)

Toolbar: 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	Emailed?	Resume	Award	Delete	Hire
Malachi Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!					Delete	Hire
Ted Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!					Delete	Hire
Roy Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!				1000.00	Delete	Hire

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.

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.

Important 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.

Rejected

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



Notify applicant(s) they did NOT get the Job

The screenshot shows the JobX application management interface. At the top, there is a navigation bar with links for Students, JobX, Reporting, Access & Audit, Site Set up, and Help. The main heading is "View Job Applications - Student Employment Office - Test on Campus FWS Job-11/17/16". Below this, there is a filter section with input fields for "First Name" and "Last Name", and a checkbox for "Only show New?". The main content area contains a toolbar with icons for Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting, Reject Applicants, and Email Applicants. Below the toolbar is a table of applicants with columns for Name, Email Address, App Date, New, Flag, Emailed?, Resume, Award, Delete, and Hire. Three red arrows point to the "Reject Applicants" button, the "Name" column header, and the checkbox next to the applicant "Ted Rogers2".

Filter by Name:

You may limit 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	Emailed?	Resume	Award	Delete	Hire
<input type="checkbox"/> Malachi_Rogers5	malachirogers5@ngwebsolutions.com	11/17/2016	New!	🚩					Delete Hire
<input type="checkbox"/> Ted_Rogers2	tedrogers2@ngwebsolutions.com	11/17/2016	New!	🚩					Delete Hire
<input type="checkbox"/> Roy_Rogers1	royrogers1@ngwebsolutions.com	11/17/2016	New!	🚩			1000.00		Delete Hire

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

Notify applicant(s) they did NOT get the Job

Welcome, Taige Test Employer | [Logout](#)

Employees JobX TimesheetX Reporting Access & Audit Help

Job Application - ADMISSIONS - AB Tech - 061516

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

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 applicants.

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

New!	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input checked="" type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Greeted/Interviewed
	<input type="checkbox"/>	Rogers1, Roy	[royrogers1@ngwebsolutions.com]	Rejected
New!	<input checked="" type="checkbox"/>	Test Employer, Taige	[taige.haines@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: AB Tech - 061516 - Not Available

Body

You recently submitted an on-line application for the AB Tech - 061516 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

- 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.