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## HoyaWorks! User Guide for On-Campus Employers

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## Getting Started

The Student Employment Office (SEO) is pleased to announce updated web services to help employers and students in the job posting and hiring process. Using the SEO website, you will be able to post jobs, review applications, and access everything you need to complete the hiring process – all online. Students will also have powerful capabilities to search for jobs, receive email about new openings, and apply for positions.

### ► Features for Employers

- *Post jobs:* build customized online applications; advertise your job openings to job-searching students; designate multiple department contacts to manage a job posting
- *Review applications:* receive notification of applications by email and review applications and resumes online; keep all applications in a central location accessible by all department contacts; view Federal Work Study Award information; email students in bulk for interview requests or job closure notices
- *Prepare hiring documents:* view information about hiring processes and download necessary documents to be sure hires are complete and your students are prepared to start work
- *Manage old jobs:* store previous job postings and application questions to save time on your next hire!

### ► Features for Students

- *Search for jobs:* students are able to use any number of different criteria to find jobs (recent posts, on-campus vs off-campus, etc.), and they can receive automated email when preferred jobs become available based on pre-set preferences
- *Apply online:* students will be able to enter information and instantly submit it to you – the prospective employer; basic information will auto-fill from prior applications for ease-of-use and accuracy and multiple job applications can be submitted at once
- *Follow-up with departments:* students will be able to view a history of their job applications including contact information for the hiring department – this allows students to follow-up directly with the primary contact person for the position if needed
- *Prepare hiring documents:* students are able to view the New Student Checklist to prepare any paperwork they would need to complete on or before the first day of work (I-9, tax documents, etc.); this is a great resource to get your student workers started on the right foot

To help you navigate the SEO website, this user-guide will provide step-by-step guidance for posting a job and reviewing applications to answer any questions you may have. If you have any further questions or need additional assistance, please contact our office at [finseo@georgetown.edu](mailto:finseo@georgetown.edu) or (202) 687-4187

To get started, please go to <https://seo.georgetown.edu>.

## Request Log-In Permission

The HoyaWorks! employer log-in is not tied to your NetID and password so you'll need to request a log-in on your first visit to the site. This process is simple and you'll be able to post jobs quickly.

1. Start by going to <https://seo.georgetown.edu>
2. Select On-Campus Employers in the center of the page.
3. Click Request a Log-In on the right side of the page under "Post Your Job Openings"
4. Fill in your information as indicated. We ask that you create your account using your NetID email (ex. abc123@georgetown.edu). Your password can be any alphanumeric combination up to 50 characters. Please note that you will be able to designate different contact information for each job posting if needed; this information is simply to help an administrator identify you and approve your request.

If you administer jobs in more than one department, or if your department is not listed, please write that in the *Notes* space. Feel free to add any additional notes regarding your log-in request there as well.

**Request Permission To Use This Site**

To post jobs on the Student Employment site you must be a registered user. Please fill out the following information and we will evaluate your request as quickly as possible.

<b>First Name</b>	<input type="text"/>
<b>Middle Name</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Your Full Email Address</b> <small>Example: fitzpat@georgetown.edu</small>	<input type="text"/>
<b>Choose a password</b>	Enter Password: <input type="password"/> Re-Enter Password: <input type="password"/>
<b>Mailing Address</b> <small>Campus mailing address.</small>	<input style="width: 100%;" type="text"/>
<b>Please choose the employer for which you work from the list below.</b>	
<b>Employer</b>	<input type="text" value="Choose one..."/>
<b>Your Job Title</b>	<input type="text"/>
<b>Notes</b> <small>If you cannot find your employer from the list above, please note it here. If you post jobs in multiple departments, please also note that here.</small>	<input style="width: 100%; height: 50px;" type="text"/>


When finished, click *Submit*.

The application process is complete, but please note that *you do not yet have access to HoyaWorks!* The SEO will review your information, and upon approval, you will receive a confirmation email – at that point your account will be ready and you can log-in to post job openings. The approval process is usually completed within 2 business days.

## Log In

You will receive an email from an SEO administrator once your account request has been approved. This will be a system-generated email – please check all folders including your spam folder to be sure you receive the confirmation. In order to access any employer function of the website, you must first log in.

1. Start by going to <https://seo.georgetown.edu>
2. Select On-Campus Employers in the center of the page.
3. Click Log-in Here on the right side of the page under “Post Your Job Openings”
4. Enter your university email address and the password you selected when applying for log-in permission, then click *Log in*.

 **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.

**Students**, contact University Information Systems if you have any problem with your NetID and password.

**Please Log In!**

**Username:**  
Students use **NetID**   
Employers use **Email Address**

**Password**

[Forgot Password?](#) [Employer Request Signup](#)

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 if you have not actively 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 all tasks that are part of creating and maintaining job listings and reviewing applications.

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. You can also choose “*Show Jobs From All My Employers*” from the *Filter Employers* drop-down menu to view all job postings that you are able to access within all of your affiliated departments. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned.

Welcome, Taige Test Employer :: Wednesday, August 14, 2013

Employer Filter: [ show/hide ]

- Show Jobs From All My Employers
- ATHLETICS
- COMPUTER SCIENCE
- STUDENT EMPLOYMENT

Show all jobs within selected employer(s)

**Add a new job for** ATHLETICS

Job Status Filter: [ show/hide ]

- View Listed Jobs (3)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (7)
- View Jobs in Storage Mode (1)

Delete   
 Export   
 Print   
 -- Select Action Below --   
 Apply Action

Select All / De-Select All   
 Show 25 results per page   
 1 to 11 of 11 << < > >>

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

**ATHLETICS**

<input type="checkbox"/>	Reff# 4233	<a href="#">Football Waterboy</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 5/13/2013	
<input type="checkbox"/>	Reff# 4234	<a href="#">Volleyball Asst I</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 5/14/2013	
<input type="checkbox"/>	Reff# 4236	<a href="#">Waterboy</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 6/5/2013	

You will also see the Job Status Filter (as shown at right). Check the boxes next to one or more types of jobs you wish to display. For more details about Job Status, please see [Job Status Definitions](#) in Appendix A.

Depending on the number of jobs to be displayed, there may be a delay of a few seconds before the page reloads and results are displayed.

Job Status Filter: [ show/hide ]
















- View Listed Jobs (3)
- View Jobs Pending Approval (0)
- View Jobs in Review Mode (7)
- View Jobs in Storage Mode (1)

## Post a New Job

Once you've logged in and you're viewing the *My Control Panel* page, you can post a new job. If you are assigned to more than one employer, you can select the employer for which you would like to post 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. You can then select the "Add a new job for" button to post a job for the selected department.

Posting a new job is a three-step process. First you complete the job profile, then edit the job's application if desired (based on the University's standard application), and finally, submit the job for final posting. The website will walk you through each one of these steps, below.

1. Complete the *Job Profile*. For descriptions of each field, please see [Form Fields](#) in Appendix B.

<b>Job Category</b> <a href="#">?</a>	Choose one... <input type="button" value="v"/>
<b>Job Title</b> <small>Example: Front Desk Receptionist</small>	<input type="text"/>
<b>Job Description</b> <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>B I U</b>     </p><hr/><p><b>B I U</b>     </p></div>
<b>Job Requirements</b> <small>Please be as detailed as possible.</small>	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>B I U</b>     </p></div>
<b>Number of Available Openings</b>	<input type="text"/>
<b>Hours per Week</b>	10.0 <input type="button" value="v"/> to Same <input type="button" value="v"/>
<b>Start Date</b> <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "ASAP").</small>	<input type="text"/>
<b>End Date</b> <small>Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").</small>	<input type="text"/>
<b>Time Frame</b> <a href="#">?</a>	Choose one... <input type="button" value="v"/>
<b>Base pay rate:</b> <input type="text" value="Choose one..."/>	
<b>Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.</b>	
Select a Primary Contact Person:	Choose one... <input type="button" value="v"/>
<small>The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.</small>	
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email	<input type="text"/>
Location	<input type="text"/>
<b>Secondary Contact People</b> <a href="#">?</a>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Taige Test Employer <input type="button" value="Add &gt;&gt;"/> <input type="button" value="Remove &lt;&lt;"/></p></div>
Do you wish to collect online applications for this job?	
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	
<input type="button" value="Submit"/>	

2. Once all fields are complete, click *Submit*. If you have opted to collect online applications, the *Review Job Application* page will load. If you won't be collecting online applications, jump ahead to step 5 to complete posting your job.
3. You'll now see the default job application for Georgetown students. Review the job application to determine if it fits the position you're posting - you can update this application to better fit your needs or use the application as-is.

Instructions to [Create a New Question](#) can be found in Appendix C. Once you have created application questions, you'll see them under "Pick from Existing Questions" for future posts. You can delete some questions from the default application as well, but please note that some of these questions are required on all applications (these fields will be denoted with a red asterisk).







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](#)

**The job details were successfully saved, but your job is not yet posted for students to view.**

**Before proceeding, please review the job application below - this application is what students will see when they apply to your position. To edit or remove a question, click the green pencil on the right of the page. To add more questions, scroll to the bottom of the screen to Pick from Existing Questions or Create a New Question.**

Pending Job Application - Animal Resources Facility - test

**Timer**   
01:59:32

General		
First name	<input type="text"/>	* 
Last name	<input type="text"/>	* 
Georgetown ID <i>Note: Your Georgetown ID can be found on your GOCard - this is NOT your Social Security Number. Please be sure to complete this field accurately. Employers need this information - it is an important part of the application process.</i>	<input type="text"/>	* 
Email <i>Please use your Georgetown email address.</i>	<input type="text"/> <input type="text"/>	* (re-enter to confirm) 
Phone Number	<input type="text"/>	* 



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.

- Once the application is finalized, click the [‘Save Application’](#) button at the bottom of the page to proceed.

**IMPORTANT NOTE: To actually save this job specific question and all others you may wish to add to the application, please be sure to click the ‘Save Application’ button after adding all your new questions. If you fail to click the ‘Save Application’ button your new questions will NOT be successfully added to your application.**

- 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 the [‘Click here to finish!’](#) button. Explanations of the questions are provided below.

Please choose an option

- When do you want to list the job on the web site?
- Do you want JobMail to be sent when the job is listed?
- For how many days do you want the job to be listed on the site?

When all the above information looks correct...

#### *When do you want the job to be listed on the web site?*

If you select *Right now!* your job will post as soon as you finish this page. If you choose *Sometime Later*, the job will move into Review mode for the time being. (Jobs moved into Review mode can later be posted later.) If you choose *On a Specific Date in the Future*, another question will pop up allowing you to select the date you’d like this job to be posted.

#### *Do you want JobMail to be sent when the job is listed?*

When your job posts publicly, you have the option of also sending out a JobMail update. Students who opt-in to JobMail will receive an automatic email to let them know that a job matching their interests has just been posted.

#### *For how many days do you want the job to be listed on the site?*

You can choose *Until I close the job* or set a specific time limit to keep the posting open. The maximum is 4 weeks. You can close the position earlier as needed by moving it into Review mode.

- Your job has now been posted (or scheduled to post)! The details of your job are accessible by going to *My Control Panel* and selecting *View Listed Jobs*. You can update the position at any time by clicking the [Edit Job](#) icon next to your posting.





## Review Student Applications

Now that you have posted a job for your department, you (or whoever is listed as the primary contact) and any other contact people you have designated will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to *My Control Panel*.

1. From *My Control Panel*, your currently listed jobs will display, indicating how many new and total applicants you have, similar to the screen below. Click [Applicants](#) link.

**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.

LISTED – Jobs Currently Listed with Applicant Data (if applicable)					
ATHLETICS					
<input type="checkbox"/>	Ref# 4233	<a href="#">Football Waterboy</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 5/13/2013	  
<input type="checkbox"/>	Ref# 4234	<a href="#">Volleyball Asst I</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 5/14/2013	  
<input type="checkbox"/>	Ref# 4236	<a href="#">Waterboy</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 6/5/2013	  

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

<a href="#">Send Greeting Email(s)</a>		<a href="#">Send Rejection Email(s)</a>								
Applications										
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	Resume		Delete
New!	06-07-2012	Rogers1	Roy	Royrogers1@ngwebsolutions.com	<a href="#">Preview</a>	<a href="#">View</a>	Hired	<a href="#">Resume</a>		<a href="#">Delete</a>

3. 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 sort 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. Flagged applications will automatically move to the top of the list.
4. Click either [Preview](#) or [View](#) next to the application you wish to review. Both links will display the application in exactly the same manner except that [Preview](#) will not eliminate the “New!” designation. This is to help you organize your applications, similar to the “Mark as Read” function in email programs. From here, you can also select [Resume](#) to download any resume documents that the applicant has uploaded as part of his or her application.

After clicking Preview/View, the student’s application will appear as below. Here, you will be able to view all the answers to the application questions.

[Return to Application List](#) [Delete App](#) 

Application Date: 06/07/2012

<b>1. First Name</b>
Roy
<b>2. Middle Name</b>
<b>3. Last Name</b>
Rogers1
<b>4. E-mail Address</b>
Royrogers1@ngwebsolutions.com
<b>5. Student ID</b>
111111111
<b>6. test</b>
ljkdslfj
<b>7. test2</b>
djalkdjias
<b>8. Test Question</b>
Please Choose Answer
<b>9. Do you enjoy this job?</b>
Yes
Resume Submitted: Yes
<a href="#">View Resume</a>

- 5. Review the student application, and if you would like to print a hard copy of it, click the Printer icon. (A new window will open from which you can print.)

## Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, click [Greeting](#) or [Rejection](#), located just above the table of applications. A new page will load, presenting you with a screen as shown below.

We encourage employers to use this feature to reach out to any applicants who they want to invite in for an interview. When you've made the decision on who to hire, you can also use this feature to let all of the other applications know that the position is closed and that they were not selected. Students appreciate knowing when a job is closed so they can focus their attention on other applications. It's very easy to send an email to multiple students at once through the HoyaWorks site as all applicant email addresses will be pre-filled for your use.

**Email Applicants - Greeting**

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

Rogers1, Roy [Royrogers1@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: Installation Specialist

**Body**

I am interested in meeting with you to discuss your interest in the Installation Specialist 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.

**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.

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.

## 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*.
  - *Tip: when you have enough applications to review or you’ve selected a candidate, please move your job to Review or Storage mode. This will de-list your job from the site so that students are not able to actively apply. You can always re-list a position from Review or Storage mode at a later date – be sure to review the job details before re-listing!*
- Editing a job’s details
- Viewing applications (also accessible from *My Control Panel*).
- Manage a job’s online application.

**NOTE:** Information on viewing applications was explained earlier in this document and will not be covered again here.

To access these functions, click the Job Title you wish to manage from *My Control Panel*, and the following screen will load with that particular job’s details.

### Manage Job

Job Title	Employer	Status
Front Desk Clerk II	Campus Ministry	Listed
<b>Additional details about this job's status:</b>		
» This job is currently listed on the site.		
» It will not de-list until it is manually taken down.		

<p><b>Update Status</b></p> <p><u>Listed</u>    » Current Status -- Click to update remaining days listed on site</p> <p><u>Review Mode</u>    » Click to change to</p> <p><u>Storage</u>    » Click to change to</p> <hr/> <p><b>View Applicants</b></p> <p>No applications have been submitted for this job.</p>	<p><b>Manage Application</b></p> <p>This job is configured to collect online applications. You may not edit the online application while this job is listed. To edit the application, please send the job to review mode, then visit this box again.</p> <p><a href="#">» View or remove the online application.</a></p> <hr/> <p><b>Hire Student</b></p> <p><a href="#">» Hire a student</a></p>
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[\[Edit this Job\]](#)

## Update Job Status

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

**NOTE:** For an explanation of the different statuses, please see Job Status Definitions in Appendix A

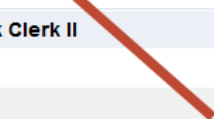
## Edit Job Details

After you've posted a position, if you notice that a change or correction is needed, you can revise the details of a posted job (e.g. description, time frame, location, etc.) through the [Edit this Job](#) function. No need to start over – you can edit your postings at any time.

1. From *Manage Job*, click [Edit this Job](#) located just above the job details. A new page will load, which will be identical to the job detail page you saw when initially posting the position.

### [\[Edit this Job\]](#)

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



Front Desk Clerk II	
Job ID	4243
Job Type	Campus Employment - Non FWS
Employer	Campus Ministry
Job Category	Associate
Job Description	Test
Job Requirements	Test
Available Openings	3
Hours	20.0 hours per week
Hourly Rate	\$8.00/hour to \$10.00/hour

2. Edit the details of the job, and then click [Submit](#). Your changes should go into place immediately.

**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 finalized until job's status is changed to *Listed*.

## Delete a Job

For your information - By deleting a job, you permanently eliminate all record of it, including any associated details and applications.

You may delete one or more jobs at a time by simply clicking the box beside each job you wish to delete and then clicking the “Delete” icon. If you’d like to delete all your jobs, you can click on the “Select All / De-Select All” box. This will mark all the jobs present on that page and then you can click “Delete.”

The screenshot shows a web interface for managing jobs. At the top, there are buttons for 'Delete', 'Export', and 'Print'. Below these is a dropdown menu labeled '-- Select Action Below --' and an 'Apply Action' button. A checkbox labeled 'Select All / De-Select All' is also present. The main content is a table titled 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)'. The table is divided into two sections: 'Campus Ministry' and 'Student Employment Office'. Each row in the table includes a checkbox, a job reference number (Re##), a job title, the number of applicants, and the date listed. Red arrows in the image point to the 'Delete' button and the 'Select All / De-Select All' checkbox.

LISTED - Jobs Currently Listed with Applicant Data (if applicable)						
Campus Ministry						
<input checked="" type="checkbox"/>	Re## 4243	<a href="#">Front_Desk_Clerk II</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 3/13/2012		
<input type="checkbox"/>	Re## 4245	<a href="#">Secretary I</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 3/19/2012		
Student Employment Office						
<input checked="" type="checkbox"/>	Re## 4241	<a href="#">Administrative_Assistant IV</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 2/1/2012		
<input type="checkbox"/>	Re## 4242	<a href="#">Assistant_Coordinator IV</a>	<a href="#">3 Applicants (2 New)</a>	Listed: 2/7/2012		
<input checked="" type="checkbox"/>	Re## 4247	<a href="#">Assistant_Supervisor I</a>	<a href="#">2 Applicants (2 New)</a>	Listed: 5/31/2012		
<input type="checkbox"/>	Re## 4209	<a href="#">Business_Analyst I</a>	<a href="#">0 Applicants (0 New)</a>	Listed: 6/26/2012		
<input checked="" type="checkbox"/>	Re## 4226	<a href="#">Business_Analyst II</a>	<a href="#">1 Applicants (1 New)</a>	Listed: 10/17/2012		

If a job is already in *Storage*, you can click on the [\[Delete this Job\]](#) on the *Manage Jobs* page. After clicking this link, the system will confirm that you want to delete this job.

### ► Manage an Online Application

To view, edit, or remove a job’s online application, first select the job title from your list of positions, then click [Edit, view, or remove the online application](#) under *Manage Job* on the right-hand side of the page. The *Manage Job Application* screen will load and display a preview of the current application.

To edit the application, click the [Click Here] link after “*To edit this job’s application...*” By changing the online application, you will not lose any of your current applications. However, when editing the application of a listed position, we would advise that you make only minimal changes if possible. The system will be able to accept any changes you need to make, but keeping the application consistent throughout the recruiting process will allow you to compare your applicants’ answers more effectively than if the application questions changed significantly halfway through. Consistency will make your application a more effective selection tool.

To discontinue accepting applications for the job, click the [Click Here] link after “*If you want to discontinue accepting applications for this job...*” The page will refresh, but you will not notice that the online application is gone until you click back to *Manage Job* page.

## Appendix A

### Job Status Definitions

#### Listed

The job is currently posted among the list of available jobs. Students may search for and, if online applications are enabled, apply to this position. Changes can be made to jobs while they are listed if necessary.

#### Review

The job is temporarily de-listed from the website, and students may no longer submit applications. All previously submitted applications are available for review. 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 contacting students. A job in *Review* mode may be re-posted and applications can be cleared at that time.

#### Storage

The job is de-listed from the website and any and all associated applications are deleted permanently. Details of the job posting itself are saved. A job is typically moved into *Storage* after hiring is completed, the job is closed, and the applicant data is no longer needed. A job in *Storage* may be re-posted as needed.

#### Pending Approval

Georgetown does not currently require positions posted by on-campus users to go through final approval by the Student Employment Office. None of your positions should be listed as *Pending Approval*.

## Appendix B

### Form Fields

#### Category

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

#### Job Title

Give a specific job title that provides a snapshot of the work that the student will be doing, e.g. “Web Content Editor.”

#### Job Description

Describe the job and set proper expectations for the work you intend for the student. A complete job description will include all of the tasks that a student would be responsible on a regular basis. If there is anything very specific about the position that a student may need to know about before applying (ex. a specific work schedule) include it now. A user friendly text editor feature enables you to format your information in a professional manner. This text editor includes; bold, italics, underline, bullets, links, HTML editor, etc.

#### Job Requirements

List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here. A user friendly text editor feature enables you to format your information in a professional manner. This text editor includes; bold, italics, underline, bullets, links, HTML editor, etc.

#### Number of Available Openings

Indicate the number of openings available for this job.

#### Hours per Week

Indicate how many hours per week you expect the student to work. If you are posting multiple openings, indicate how many hours each student would be working per week on average, not the total number of hours for all student workers. If you are flexible, fill in a range of hours you need help.

#### Start / End Date & Time frame

These fields indicate to students when you need help. Start / End Date provide specificity for the timeframe selected and may be actual dates or strings of text, like “ASAP” or “Fall semester.” Students can search by time frame.



### **Funding Source**

Please list any and all funding sources that apply to this position. This will include whether the position is on- or off-campus and whether the department will be hiring students with a Federal Work Study Award and/or without an FWSA. Students can search by funding source. (Please note: Off-campus Federal Work Study positions are posted solely by the Student Employment Office as part of the Off-campus FWS Program.)

### **Base Pay Rate & Pay**

Select a wage range that is most appropriate to the job responsibilities and the level of experience you are seeking in student candidates. Once you have selected the Base pay rate, the Pay field will appear and you can enter the specific hourly rate that the position will pay

### **Primary Contact Person**

Select yourself as the contact person unless you are posting the job on behalf of another contact within your department. If contact information was completed when the account was established, this information will be pre-filled. 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. Please note: If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered HoyaWorks! user 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. Please note: If you do not see your primary contact person listed in the drop-down menu, then s/he is not a registered HoyaWorks! user and/or is not affiliated with the current department.

### **Phone/Fax/Email/Location**

Enter this information only if you would like it to be available to students. If the information has automatically populated and you do not want this to be visible, clear the fields that you do not want to appear.

### **Collect Online Applications?**

This system is designed to recruit students via online applications right within HoyaWorks! If you choose to not receive online applications, students will be instructed to contact you directly.

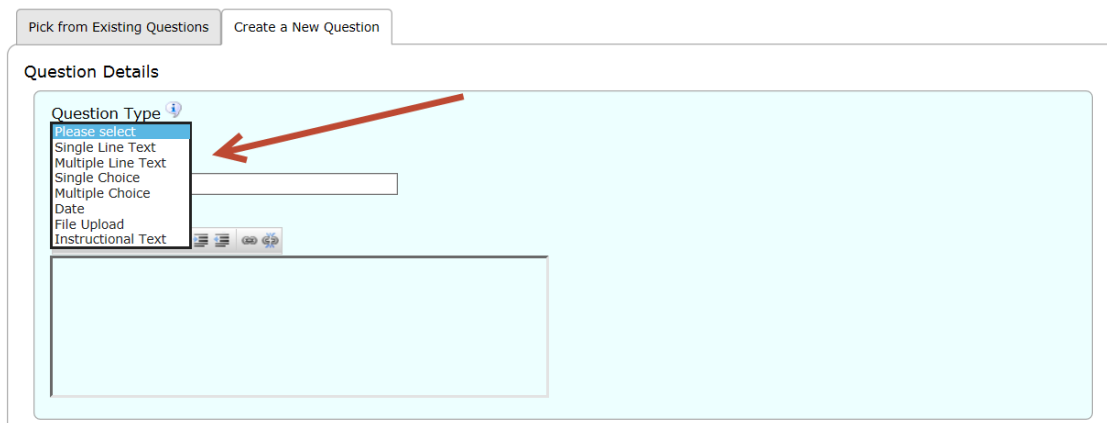
## Appendix C

### Create a New Question

If you select “Create a New Question” from the bottom of the application page, you will be able to add job-specific questions to customize your application and help to find the best-fit candidate for your position.

#### Question Details

To create a new application question, click on the ‘Create a New Question’ tab beneath the default application. Next, within the *Question Details* section, please select a type of question from the ‘Question Type’ drop-down menu. The page will reload and you can then enter the question itself, along with a number of other options.



#### ***Single and Multiple-Choice Questions:***

***Question Name*** – For single and multiple-choice questions, you will need to first create a *Question Name*. This is something that only Administrators will see. You’ll see this name later under the ‘Pick from Existing Questions’ tab on future applications so that you can identify and re-use this question. The ‘Pick from existing Questions’ tab serves as a library of all the questions created for your specific department.

***Question Label*** – The *Question Label* field should show the question as you want the applicant to see it when completing the application.

***Question Choices*** – These are the different answer choices that will be shown either in either a drop down list for single-choice questions or as check boxes for multiple-choice questions. The choices entered should be a comma-separated list, as seen on the following page. If you would like one of the choices for a single-choice question to be the default answer, please select that as the *Default Value*.

The screenshot shows the 'Question Details' form with the following fields and annotations:

- Question Type:** A dropdown menu set to 'Single Choice'. A red arrow points to it.
- Question Name:** A text input field containing 'Volleyball'. A red arrow points to it.
- Question Label:** A rich text editor containing 'Have you ever coached volleyball?'. A red arrow points to it.
- Question Choices:** A text input field containing 'Yes,No' and an 'Add' button. A red arrow points to the 'Add' button.
- Default Value:** A dropdown menu set to '(none)'.

Other question types include the following:

**Single Line Text Question:**

Utilize this type of question for short answers.

Student ID  \*

**Multiple Line Text Question:**

Utilize this type of question for longer answers.

Briefly explain why you wish to work in this department?

\*

Other question types (continued):

***Date Question:***

This will present a date picker calendar to the applicant. The applicant can either select a date from the calendar or type the date in the date field.

Birthdate:

February 2014						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

***File Upload Question:***

This will allow an applicant to upload a document that will be checked for viruses prior to loading to your JobX site.

Please upload a Letter of Recommendation.

Browse...

***Instructional Text:***

This can be used before or after a question and/or section.

Please provide three (3) references below. References may not be a relative.

## Application Behavior:

All questions added to the default application for your specific job will either need to be associated to an existing section of the application or you may choose to add a new section to the application, if desired. In order to do so, you'll need to complete the *Application Behavior* section of this page before you can successfully add the new question and/or save your application.

If you'd like to add a new job specific question to an existing section of the default application, please select the desired section from the *Application Section* drop down list.

Otherwise, if you'd like to create a new section in the application not already present in the institutional default list of questions, you can simply type in the new section name in the *Create a new section* field below. This action will create a new application section and list the new question you've added in this same transaction in this new section.



The screenshot shows the 'Application Behavior' form. It contains the following elements:

- Application Section:** A dropdown menu labeled 'Select an existing section' with the text '-- Please select --' and a 'Create a new section' text input field.
- Other flags:** Two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. Both are currently unchecked.
- Where To Add This Question?:** A dropdown menu with 'End of Application' selected.
- Add Question:** A button at the bottom of the form.

Additionally, you can choose to require that this new question be answered by clicking the *Application input is required* box or choose to have the answer to this question pre-filled based on the applicant's previous applications by clicking the *Prefill this question from previous answer?* box.

Lastly, you can utilize the *Where to Add this Question* drop down list to customize the location of your new question. Once you've completed all these steps, click the *Add Question* button.

**IMPORTANT NOTE:** To actually save this job specific question and all others you may wish to add to the application, please be sure to click the 'Save Application' button after adding all your new questions. If you fail to click the 'Save Application' button your new questions will NOT be successfully added to your application.