

EMPLOYER USER GUIDE

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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, you will be able to post jobs, review applications, and complete the hiring process – including University paperwork – 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 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*: automatically check work-study status; begin University hiring paperwork
- *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
- *Complete paperwork*: download I-9/W-4 forms; submit University forms online; 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 explain step-by-step both the process of posting jobs and hiring, as well as the software itself. Please do not hesitate to email any questions to Student Employment at finseo@georgetown.edu.

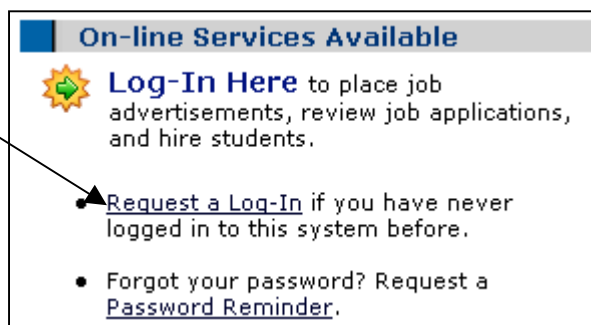
To begin using the website, type the following address into your Internet browser's address bar.

<http://seo.georgetown.edu>

Request Log-In Permission

Students can search and apply for jobs without a user account, but employers use more sophisticated functions of the website. Thus, each individual (professor/administrative assistant/department head, etc.) must request an account and password to access the system:

- 1 ▶ Point your browser to <http://seo.georgetown.edu>
- 2 ▶ Click On-Campus Employers from the left-side navigation bar or the large blue link in the middle of the screen.
- 3 ▶ From the right-hand column, click Request a Log-In.



- 4 ▶ Fill in your information as indicated.

Your password can be any alphanumeric combination up to 50 characters. Please use your primary Georgetown e-mail address – this will serve as your login name. Mailing address, phone number, and your job title will not automatically be used in job postings; this information is simply to help an administrator identify you.

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 there as well.

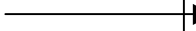
When finished, click *Submit*.


- 5 ▶ The application process is complete, but **YOU DO NOT YET HAVE ACCESS** to the site. The SEO will review your information, and upon approval, you will receive a confirmation email with additional instructions.

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.	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Your Full Email Address Example: fitzpat@georgetown.edu	<input type="text"/>
Choose a password	Enter Password: <input type="password"/>
	Re-Enter Password: <input type="password"/>
Mailing Address Campus mailing address.	<input type="text"/>
Please choose the employer for which you work from the list below.	
Employer	Choose one... <input type="button" value="v"/>
Your Job Title	<input type="text"/>
Notes 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.	<input type="text"/>
<input type="button" value="Submit"/>	

Log In

You will receive an email from an SEO administrator once your account has been approved. In order to access any employer function of the website, you must log in f.

- 1 ▶ Point your browser to <http://seo.georgetown.edu>
- 2 ▶ Click On-Campus Employers from the left-side navigation bar or the large blue link in the middle of the screen.
- 3 ▶ Click Log-in from the left-side navigation bar or from the right-hand column. 
- 4 ▶ Enter your university email address and the password you selected when applying for log-in permission, then click *Log in*.

On-line Services Available
 **Log-In Here** to place job advertisements, review job applications, and hire students.

- [Request a Log-In](#) if you have never logged in to this system before.
- [Forgot your password? Request a Password Reminder.](#)

Please Log In!
Email Address
Password

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 30 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, John Q Smith
Thursday, August 05, 2004

Financial Aid Office - #2900

Add a new job for *Financial Aid Office - #2900*

:: CURRENTLY LISTED JOBS
No jobs are currently listed.

:: Review Mode Jobs

Ref# 564	JobX Supervisor	Edit Job	Manage Job	View Applicants (0)	Hire a student
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:: 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, John Q Smith, is assigned to only one employer, the Financial Aid Office.

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

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.

- 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) <?>

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

A job's status is defined in one of four 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.
- *Review* – The job is temporarily de-listed from the Website, 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.
- *Storage* – The job is de-listed from the website 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 – 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 the University's standard application), and finally, submit the job to be posted. The website 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 – Select from the SEO-defined list of job classifications. Pay close attention to the pay level, e.g. S1, S2, S3, S4.

Job Title – Give a specific job title, e.g. "Front Desk Assistant."

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 for jobs by timeframe.

Category <?> Please select the job classification most appropriate for the job. This may be revised later by the Student Employment Office.	<input type="text" value="Choose one..."/>
Job Title Example: Front Desk Assistant	<input type="text"/>
Describe the job Please be as detailed as possible.	<input type="text"/>
Requirements for the job Example: Computer skills, communication skills, etc.	<input type="text"/>
Number of Available Openings Please enter an integer, such as "3"	<input type="text"/>
Hours per Week	<input type="text" value="10.0"/> to <input type="text" value="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 <?>	<input type="text" value="Choose one..."/>

[screen shot continued on next page]

2 ▶ (continued)

Funding Source – Select the appropriate funding source for your job.

Wage – Refer back to the Category of job that you selected above. Each category contains a pay level: S1, S2, S3, or S4. Then look at the pay scale listed in the blue box. Using the two drop-down menus, select a wage (or wage range) that corresponds to those pay levels. If your job is not paid hourly, click the button next to "OR" and enter a description of the job's compensation there.

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 who will help you manage this job, Add 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 to not receive online applications, students will be instructed to contact you directly.

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

Funding Source	<table border="1"> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Selected</td> </tr> <tr> <td> Off-Campus Private Sector Off-Campus Work Study On-Campus Non-Work Study On-Campus Work Study </td> <td> <input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/> </td> </tr> </table>	Available	Selected	Off-Campus Private Sector Off-Campus Work Study On-Campus Non-Work Study On-Campus Work Study	<input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/>
Available	Selected				
Off-Campus Private Sector Off-Campus Work Study On-Campus Non-Work Study On-Campus Work Study	<input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/>				
Please select a wage (or wage range) according to the pay levels described below, based on the job category that you chose above.					
Pay Level S1: \$6.15-8.15/hr Pay Level S2: \$6.75-8.75/hr Pay Level S3: \$7.50-11.50/hr Pay Level S4: \$11.00-15.00/hr					
Please note: Medical interns and residents, graduate fellows, research fellows, clinical fellows, and individuals who are students at other institutions and who may be employed at Georgetown University, are not governed by this pay structure.					
For a detailed description of student employment classifications and their corresponding wages, please see this PDF file.					
<input checked="" type="radio"/> Check here if this job will pay an hourly rate.					
Pay Range: From <input type="text" value="\$6.15/hour"/> To <input type="text" value="\$6.15/hour"/> If there is no flexibility in the wage for this job, simply put the same value in the "From" and "To" boxes.					
Compensation Description, if applicable. <input type="text"/> Examples: "Depends on Experience" "\$0.50 raises every year"					
<input type="radio"/> OR Check here if an hourly rate does not describe this job's compensation.					
Describe Compensation Here: <input type="text"/> Examples: \$100 Stipend \$1.50 per phone call etc.					
Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.					
Contact Person <input type="button" value="??"/> <input type="text" value="Choose one..."/>					
Secondary Contact People <input type="button" value="??"/>	<table border="1"> <tr> <td style="background-color: #cccccc;">Available</td> <td style="background-color: #cccccc;">Selected</td> </tr> <tr> <td> Chad W Billmyer John Q Smith Sandra Fitzpatrick </td> <td> <input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/> </td> </tr> </table>	Available	Selected	Chad W Billmyer John Q Smith Sandra Fitzpatrick	<input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/>
Available	Selected				
Chad W Billmyer John Q Smith Sandra Fitzpatrick	<input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/>				
Email Address	Leave blank if you do not wish students to see this information. <input type="text"/>				
Phone Number	Leave blank if you do not wish students to see this information. <input type="text"/>				
Fax Number	Leave blank if you do not wish students to see this information. <input type="text"/>				
Location where work will take place.	Leave blank if you do not wish students to see this information. <input type="text"/>				
Do you wish to collect online applications for this job? <input checked="" type="radio"/> Yes <input type="radio"/> No					
<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 Student Employment Office requires that questions with gray backgrounds be asked of students, and those with red asterisks be answered by students.

You are able to add, edit, and delete questions from the standard application.

To insert a new question, select a type of question from the drop-down menu (see below for explanations of types of questions), then click Insert. The page will reload and you can then enter the question itself, along with a number of other options.

Pending Job Application - Financial Aid Office - #2900 - Front Desk Receptionist

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.

1. **First Name** *

2. **Middle Name**

3. **Last Name** *

6. **Your phone number**

7. **Student Address** *

Please do not enter more than 3 lines of text.

8. **Are you currently enrolled as a Georgetown student?**

[Edit](#) [Delete](#) Insert:

8. Are you currently enrolled as a Georgetown student?

To edit a question that already is written, click Edit. Delete a question by clicking Delete.

Types of Questions:

- **Single / Multiple Line** - Provides your applicant a blank space to answer whatever question you ask. Single and multiple refers to how many lines are available to the applicant.
- **Single / Multiple Choice** - Allows you to designate a list of possible answers that the applicant will choose from. Single and multiple refer to whether the user can choose one option or more than one option. For multiple-choice questions, "Options" should be a comma-separated list of possible answers, seen at right.

▶ When done entirely editing the application, click the Click Here When Finished button.

Insert Multiple Choice

Question

Options

Default

Description

- 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.

Financial Aid Office - #2900 - Front Desk Receptionist

Please choose an option

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

When all the above information looks correct...

- *Question 1* – (Immediately; Sometime Later; On a Specific Date) If *Right Now!* is selected, the job will post once you click [Click Here to Finish](#). If *Sometime Later* is selected, the job will move into Storage and can be revised later and posted to the website. If *On a Specific Date* is selected, you will then be prompted to choose a date, and the job will post automatically on that date.
- *Question 2* – (Yes; No) Students sign up for JobMail, and it automatically emails them when a job matching their interests is posted.
- *Question 3* – (Until I Close; XX Days) Depending on your permission level, the job may be closed at your will or may be set to automatically close 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.

- 6 ▶ The job posting process is now complete!

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 website 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. Click [View Applicants](#).

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#	Front Desk	Edit	Manage	View Applicants (2)	Hire a student	Listed:
568	Receptionist	Job	Job	(2 New)		8/6/2004

- 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 “Front Desk Receptionist.” A new page will load, and a screen similar to the following will display:

Applications							
	App Date	Last Name	First Name	E-mail	Preview	View	Hire 
New!	08-06-2004	Squarepants	Spongebob	spongebob@underwater.com	Preview	View	Hire 
New!	08-06-2004	Neutron	Jimmy	jimmy@spaceworld.edu	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. Flagged applications will automatically move to the top of the list.
- 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:

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.)

1. First Name	Jimmy
2. Middle Name	Q
3. Last Name	Neutron
4. Email Address	jimmy@spaceworld.edu
5. Student Id	800000000
6. Your phone number	610-964-1500
7. Student Address	353 W. Lancaster Ave Suite 130 Wayne, PA 19087
8. Are you currently enrolled as a Georgetown student?	yes
9. Please describe your skills and abilities that pertain to this job.	Good talker.
10. Please describe your past work experience.	Lots of talking.

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 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.edu]

Squarepants, Spongebob [spongebob@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 jsmith@georgetown.edu

Subject FWS Job: Front Desk Receptionist

Body

I am interested in meeting with you to discuss your interest in the Front Desk Receptionist 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.

- ▶ 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 website. The website allows you to hire students who have applied either online or in person.

- 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:

There is **one** opening for this position. Please select one applicant to fill this job.

Hire On-line Applicants	Hire candidates who did not apply On-line.						
<input type="checkbox"/> Jimmy Q Neutron							
<input type="checkbox"/> Spongebob Squarepants							
1.	<table border="0"> <tr> <td style="text-align: center;">First Name</td> <td style="text-align: center;">Middle Initial</td> <td style="text-align: center;">Last Name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First Name	Middle Initial	Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	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 paper-copy applicant, then click [Go to Step 2](#). (If you reached this step from the *View Applicants* page, your student will already have a checkmark next to his/her name.) The following screen will load:

Student	Enter ID:
Jimmy Q Neutron	<input type="text" value="800000000"/>
<input type="button" value="Check Student ID"/>	

- 3 ▶ Confirm the student's ID number so that it may be cross-checked with a list of students eligible to work. Click [Check Student ID](#) to move to the next step:

Student Validation Lookup Results			
Jimmy Q Neutron:			
✓	<table border="0"> <tr> <td style="padding-right: 10px;">Work Study List</td> <td>The student IS on this list. Values: Award Amt: 1200.00</td> </tr> </table>	Work Study List	The student IS on this list. Values: Award Amt: 1200.00
Work Study List	The student IS on this list. Values: Award Amt: 1200.00		

- 4 ▶ Review the validation results returned by the system. The validation lookup results are displayed for informational purposes only. You may be hiring a student into a non work-study job, in which case, his/her work-study status does not apply. Move on to the next step by clicking [Continue](#).

Student First Name	Jimmy
Student Middle Name	Q
Student Last Name	Neutron
Student ID number	800000000
Email Address of Student Hired	jimmy@spaceworld.edu
Hourly Wage	6.15
Number of Hours per Week	10.0
Estimated Employment Start Date (mm/dd/yyyy)	
Estimated Employment End Date (mm/dd/yyyy)	12-15-2004
<input type="button" value="Submit Request"/>	

- 5 ▶ The above screen confirms information gathered from your initial job posting and the student’s application. Review the information, make any changes necessary, then click Submit Request.

Final Step -- Print and Fill Out Payroll Authorization Form

You must send a complete and signed student employment transaction form to the Student Employment Office for each student hired. To print out the form, select Print from the table below. A new window will open with portions of the form automatically completed. You can fill out the remainder of the form within that browser window, then print it out or just print it out and fill it in by hand. To print, press either CTRL-P or click the [Print This Page] link at the bottom of the form.

Please review the form carefully for accuracy -- including social security number -- and complete missing information. Be sure that both you and the student sign the form. That form must then be submitted to the SEO along with a completed I-9, W-4, and DC-4 form for each student. You must also include copies of the documentation for completion of the I-9. (To download these required documents, please visit [Georgetown Human Resources](#).) This student may not begin working until the form and all documentation have been submitted.

Hiring Record Results							
Student Name	Student ID	Employer	Job Title	Hire Date	Hours	Wage	Print
Jimmy Neutron	800000000	Financial Aid Office - #2900	Front Desk Receptionist	Monday, Aug 09	10.0	\$7.15	Print

- 6 ▶ The screen shown above is the final step of the hiring process. Read the instructions in the salmon-colored box carefully, then click Print to have your student employment transaction form open.

If you have just filled the last available position for this hire, the following screen will display. It presents you with a number of options to deal with the now-filled job.

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:

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

Edit a Job

The Student Employment website 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 you want to revise. A new page will load, which will be identical to the job detail page you saw when initially posting the position.

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#	Front Desk	Edit	Manage	View Applicants (2)	Hire a	Listed:
569	Receptionist	Job	Job	(2 New)	student	8/6/2004

- 2 ▶ Edit the details of the job, then click [Submit](#). The changes to your job will post immediately.

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
Front Desk Receptionist	Financial Aid Office - #2900	Listed
Additional details about this job's status:		
» This job is currently listed on the site.		
» It will not de-list until it is manually taken down.		

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**. It includes instructions: "» **Current Status** -- Click to update remaining days listed on site". Below this are two options: [Review Mode](#) » Click to change to and [Storage](#) » Click to change to.
- Manage Application:** States "This job is configured to collect online applications." and includes a link: » [Edit, view or remove the online application.](#)
- View Applicants:** Shows "1 application has been submitted for this job, 1 of which is new." and includes a link: » [View Applications](#)
- Hire Student:** Includes a link: » [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?"

► 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 will be using its new application.

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.