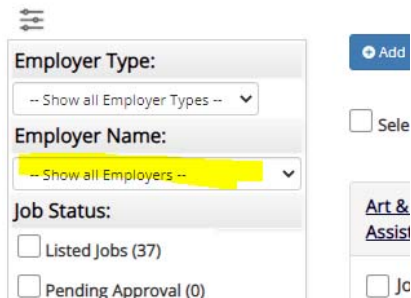


How to Build a Job in JobX

1. If you have posting permissions for more than one department, select the department from the *Employer Name* drop down list for which you wish to post a job.



Employer Type: -- Show all Employer Types --

Employer Name: -- Show all Employers --

Job Status:

Listed Jobs (37)

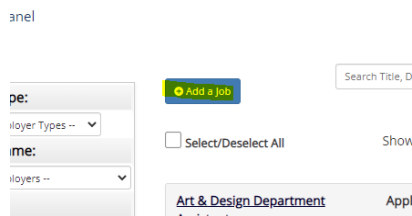
Pending Approval (0)

Sele

[Art & Assis](#)

Jc

- a. Click the *Add a Job* button.



Search Title, D

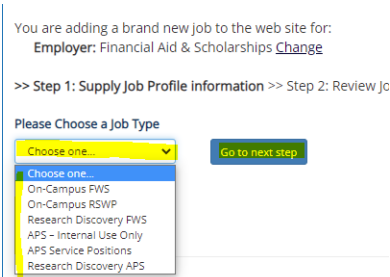
Select/Deselect All

Show

[Art & Design Department](#)

Appl

3. Select the appropriate job type from the drop down list and click *Go to next step*.



You are adding a brand new job to the web site for:
Employer: Financial Aid & Scholarships [Change](#)

>> Step 1: Supply Job Profile information >> Step 2: Review Job

Please Choose a Job Type

Choose one...

Choose one...

On-Campus FWS

On-Campus RSWP

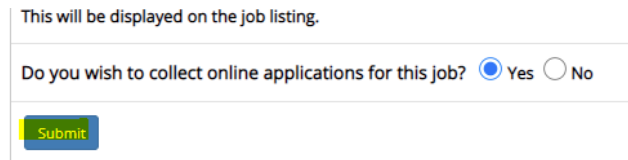
Research Discovery FWS

APS - Internal Use Only

APS Service Positions

Research Discovery APS

- a. Enter the job profile information. Any fields with a red * are required fields and must be completed before the profile can be saved.
 - a. If contact information is not already pre-filled you may optionally enter your phone number, fax number, email address, and work location so an applicant may contact you if desired.
5. Click *Submit* once all the Job Profile information is submitted.



This will be displayed on the job listing.

Do you wish to collect online applications for this job? Yes No

a.

6. Review the job application.

Ask your questions for this service position.

Please list all computer applications for which you have a working knowledge. *

[Save Application](#)

[Pick from Existing Questions](#) [Create a New Question](#)

[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](#)

- a.
 - i. You can add questions to the institutional default application to ensure you get a “best fit” candidate for your job. At the bottom of the page you can choose from an existing list of questions previously created for you, or create a new question.
 - ii. Once the application is as you want it, select *Save Application*.

7. Answer the Step 3: Go Live questions according to your wants/needs.

8. Click the *Click here to finish!* button

Financial Aid & Scholarships - Test
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 you want the job to be listed on the site? ▼

When all the above information looks correct... [Click here to finish!](#)

a.

9. Your job will be submitted to the administrator for review/approval.