

## Editing a Job

- Select the job title from the JobX Control Panel.

<b>FWS Processing Assistant</b>	Applications: <a href="#">3 (2 New)</a>	Employer: Financial Aid & Scholarships
<input type="checkbox"/> Job Id: 5110 Contact Person: Sarah Shanks	Status: Review Location:	Listed: 05/10/21 Job Type: On- Actions ▾

- DIFFERENT SECTIONS

- Update Status

**Update Status**

Listed	» Click to change to
Review Mode	» Current Status
Storage	» Click to change to

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- What are the different job statuses?

- Listed
  - The job is posted, and applicants are able to view and apply to the job
  - You are still able to edit a job when it's listed.
- Review mode
  - No other people can apply to the position.
  - You may send requests for interview, and rejection emails in review mode
- Storage mode
  - Best used when you have filled all your positions for the semester.
  - When the job posting is moved to Storage all of the applications are removed.
  - When put in storage the job is closed.

- Manage Application

**Manage Application**

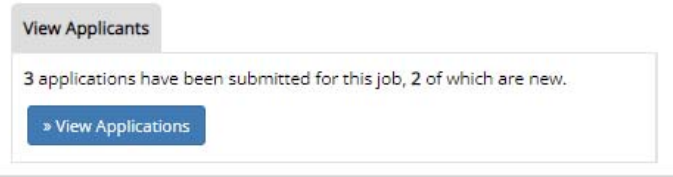
This job is configured to collect online applications.

[Edit, view or remove the online application.](#)

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- Use this to edit, view, or remove the online application.

- View Applicants



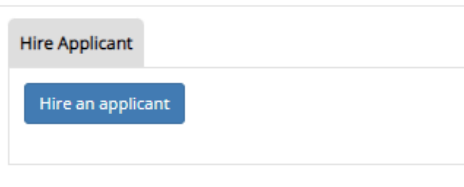
View Applicants

3 applications have been submitted for this job, 2 of which are new.

» View Applications

- - You can select *View Applications* to go to the Applications Manager page

- Hire Applicant



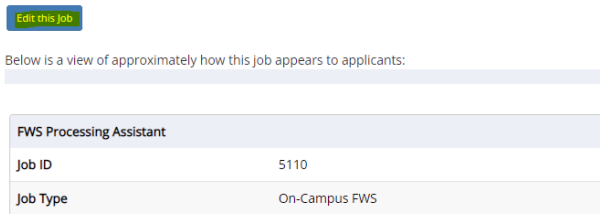
Hire Applicant

Hire an applicant

- - Can use this button to select the name of an applicant to hire or to look up a student to hire as a walk-in.
- If you need to edit the contents of the job description, dates, term, number of available positions, etc., select *Edit this Job*.



» View Applications



Edit this job

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

FWS Processing Assistant	
Job ID	5110
Job Type	On-Campus FWS

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- Input edits and select *Submit*.
  - Edits will have to be approved by Financial Aid & Scholarships.