# Loma Linda University
Student Employment Web Site

**Administrator’s User Guide for Jobs.llu.edu**

## Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>2</td>
</tr>
<tr>
<td>Overview of Features</td>
<td>3</td>
</tr>
<tr>
<td>Student Employment Home Page</td>
<td>4</td>
</tr>
<tr>
<td>Signing In</td>
<td>5</td>
</tr>
<tr>
<td>Update Your User Profile</td>
<td>6</td>
</tr>
<tr>
<td>My Control Panel</td>
<td>6</td>
</tr>
<tr>
<td>Site Administration</td>
<td>7</td>
</tr>
<tr>
<td>Manage Registered Users</td>
<td>8</td>
</tr>
<tr>
<td>Edit Default Job Application</td>
<td>11</td>
</tr>
<tr>
<td>Manage Quick Searches</td>
<td>12</td>
</tr>
<tr>
<td>Manage Contact Us Pages</td>
<td>13</td>
</tr>
<tr>
<td>Content Management</td>
<td>14</td>
</tr>
<tr>
<td>Manage Employers</td>
<td>17</td>
</tr>
<tr>
<td>Manage Categories</td>
<td>17</td>
</tr>
<tr>
<td>Site Settings</td>
<td>18</td>
</tr>
<tr>
<td>Define Access Levels</td>
<td>19</td>
</tr>
<tr>
<td>Activity Logs</td>
<td>21</td>
</tr>
<tr>
<td>JobX Statistics</td>
<td>22</td>
</tr>
<tr>
<td>Approve Hire Requests</td>
<td>25</td>
</tr>
<tr>
<td>Manage JobMail Subscriptions</td>
<td>27</td>
</tr>
</tbody>
</table>
Getting Started
Welcome to the Administrator’s User Guide for the new Loma Linda University Student Employment web site. I believe that you will find the web site and this user guide to be a helpful and easy-to-use tool to successfully administer all aspects of the Federal Work Study program.

This site will enable students to utilize 11 different search criteria to find jobs, apply for jobs, post a resume online, gather useful employment resources, and receive emails regarding newly posted jobs.

Employers will be able to post jobs online, accept online applications, browse student resumes, as well as receive and send automated emails.

Administrators will be able to manage and email users, edit the default job application, manage all content and site settings, approve hiring requests, define access levels, view activity logs, and generate a variety of useful reports.

The site contains useful “Help” information throughout the site on how to utilize the different features. However, if you have any questions, you can contact Foresite Solutions, the developers of this site, and they will be more than happy to assist you.

Chad Billmyer
- Email: chad@foresitesolutions.com
- Phone: 610.964.1500 ext. 108

Ray Prisament
- Email: ray@foresitesolutions.com
- Phone: 610.964.1500 ext. 125

You can also email Brian Harris with any questions or comments at: bharris@univ.llu.edu.

To begin using the web site, type http://Jobs.llu.edu into your Internet browser’s address bar.

Technical Information
User Access:
Only students that are active in Banner will have access to the application. All employers must request permission for access rights. Once approved, the employers will receive their password.

Application Details:
This web-based application has been designed to maintain the look-and-feel of the LLU web site. It is hosted externally on a server owned by Foresite Solutions in Florida. This type of application is referred to as using the Application Server Provider (ASP) model because the application is developed and hosted externally and then provided as a service to the client.

Security:
The majority of the application has been password-protected, using a 40-bit SSL certificate, to ensure the security of the data. An SFTP (Secure File Transfer Protocol) system has also been setup between Banner and the application. This enables student data to be securely transferred automatically from Banner to the application on a nightly basis.
Overview of Features

Features for Administrators:

- Manage jobs
- Manage registered users
  - Approve user requests as well as add, email and delete users
- Create and edit the default job application
- Manage quick search options
- Manage “contact us” pages and store responses to be used in the future
- Content management system
  - Add, edit, delete content
  - Administer navigation bars, files and categories
- Manage employers and categories
- Control all of the site settings and automated emails
- Administer roles and determine access rights

Features for Employers:

- Build online applications
- Hire students online
- Manage job interviews, submit hiring requests, and process university paperwork electronically
- Save job profiles for re-use
- Use e-mail tracking tools to communicate with students for interviewing and hiring purposes. All e-mails are logged.
- Automated email alerts:
  1. E-mail sent to employer when a student applies for their job.
  2. Employer reminded to contact students when all positions have been filled and students have applied.
  3. Employer notified if job is about to be automatically de-listed from Web site.
- Store lists of students interested in job postings for future use
- Resume brief system allows employers to search for students with particular skills or who are interested in particular job categories.

Features for Students:

- Search for jobs using 11 criteria. Search options include:
  - Most Hours per Week
  - Fewest Hours per Week
  - Most Openings
  - Holiday Break Jobs
  - Recently Posted
  - Find jobs by category
  - Find jobs by keyword
- Apply for jobs online using a detailed online application
- Check work study status online
- Receive automated e-mails when preferred jobs become available using the JobMail feature
- Post a resume online using the resume brief system so that employers can find them
Student Employment Home Page
The Home Page of the Student Employment site is primarily designed for students. Features accessible from the home page include:

Find a job…
Provides quick access to search tools that enable students to browse all available job offerings.

Signup for JobMail…
A system that automatically e-mails students when new jobs are posted on the site which meets their criteria.

Recently Posted Jobs…
Lists the three jobs most recently posted on the system. Students can access job descriptions by clicking on the title.

Information for Employers…
Provides quick access to the powerful tools available for employers. From this page, employers can access the job control panel, review student resumes, view their hiring archive, and change their profile. This is also the page where you can access all of the administrative tools of the site.
**Signing In**

In order to login to the student employment site, you will be required to enter your email address and password. Once you have done that, click the “Log in” button. To login, follow the instructions listed below:

**STEP 1)** Go to: [http://jobs.llu.edu/](http://jobs.llu.edu/)

**STEP 2)** Click the “Information for Employers” link on the left side of the home page.

**STEP 3)** Enter your LLU email address and password to login to the site.

---

**Students**, misplaced your LLU email address or Student ID#? You can find that information on Banner Web by clicking [here](http://jobs.llu.edu/).

**Employers**, don’t have a password? Request permission to post jobs by clicking [here](http://jobs.llu.edu/).

Help! I forgot my password! (If so, click [here](http://jobs.llu.edu/)).
**Update Your User Profile**

In order to update your user profile on the student employment site, you will be required to sign in and go to the “My Profile” page. On this page you can change your name, email address, phone number, and job title.

**STEP 1)** Go to: [http://jobs.llu.edu/](http://jobs.llu.edu/) and click the “Information for Employers link on the left side of the home page.

**STEP 2)** Click on “My Control Panel.” From the control panel, you can access the “My Profile” page in order to change your profile information.

![Update your user profile](image)

**My Control Panel**

Once you have logged in, you can access the “My Control Panel” page. On this page you can perform nearly all tasks related to managing all jobs.

At the top of the page you are presented with the options to filter the rest of the page. You have the ability to select which employer you would like to see jobs for. Next you can select whether to view only "my jobs" or all jobs within your selected employer. "My Jobs" only display jobs for which you are the primary contact. Otherwise you can select to have all jobs for your selected employer shown.

Beneath these options you have three sections to choose from. They are "Currently Listed Jobs", "Review Mode Jobs" and "Jobs in Storage." Within each section jobs are separated by employer and you have the ability to perform several actions on each job. For jobs in Listed or Review Mode you have the ability to "Manage Job", "View Applicants" or "Hire a Student." For jobs in "Storage Mode" you only have the ability to "Manage Job."
To access your **control panel**, follow the instructions listed below:

**STEP 1)** From the student employment home page; click the “Information for Employers” link on the left side of the page.

**STEP 2)** Click on the “My Control Panel” link on the navigation bar. (Note: If you are not already logged in, you will be prompted to do so when trying to access this page.)

Your **control panel** should look similar to this:

![Control Panel Image]

**Site Administration**

Once you have logged in, you can access the “Site Admin” page. On this page you can perform nearly all tasks related to managing this site. You can access this page by clicking on the “Go to Site Admin” link on the “My Control Panel” page.

Along the left side of the page are links to the various pages that enable you to manage the content and features of this site. Each of the features available in the site administration section can be modified in order to best meet your needs.
You can refer to the table of contents at the beginning of this document to navigate to the sections that cover the site administration features in more detail.

Links included on the site administration page are:
- Manage jobs (my control panel)
- Manage registered users
- Edit default job application
- Manage quick searches
- Contact us!
- Content management
- Manage employers
- Manage categories
- Site settings
- Define access levels

To access the Site Admin page, follow the instructions below:
STEP 1) From the student employment home page; click the “Information for Employers” link on the left side of the page.
STEP 2) Click on the “My Control Panel” link on the navigation bar.
STEP 3) Finally, from the control panel page, click on the “Go to Site Admin” link on the navigation bar to access the Site Admin pages.

Manage Registered Users
As the title of this page implies, you can manage all aspects of the users of the student employment site using this page. The page is broken up into two primary sections for “Pending Requests” and “Registered Users.” Each section contains features that are described below in more detail. There are also two links that enable you to add new users and email all registered users of the student employment site. Please note that registered users are employers and administrators, not students.

Features on the “Manage Registered Users” pages include:

Pending Requests Section…
The “Pending Requests” section lists employers that have submitted a request to receive permission to login to the site. By clicking on the hyperlink on the name of the person, you can review their request form. After reviewing their form, you can decide whether to accept or reject their request. If the request is accepted, you will assign a role to the user that will determine what pages they can access and the features they can utilize. Whatever action is taken, the user will receive an automated email message with either an approval or rejection of their request to access the site.

Registered Users Section…
The “Registered Users” section lists employers and administrators that have been approved to use the site. The list is separated into alphabetized subsections for each department. The total number of registered users is indicated at the top of this section.
Become a User…
This feature enables you to assume the role of a user and track their activities. You can also modify the user’s profile, if necessary.

Delete a User…
This feature enables you to delete users that no longer require access to the site.

Your Manage Registered Users page will look similar to this:

Pending Requests to become a user:

Add a Registered User,

- Email Registered Users

<table>
<thead>
<tr>
<th>On Campus Registered Users (12 total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration &amp; Overhead</td>
</tr>
<tr>
<td>Lisa Beardsley</td>
</tr>
<tr>
<td>Richard Hart</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Tara Dickson</td>
</tr>
<tr>
<td>Barbara Peterson</td>
</tr>
<tr>
<td>Nutrition Dept. - SPH</td>
</tr>
<tr>
<td>Blanca Rivera</td>
</tr>
<tr>
<td>Religion - O311</td>
</tr>
<tr>
<td>Mareetta Hung-Lee</td>
</tr>
<tr>
<td>Social Work</td>
</tr>
<tr>
<td>Lindelle Szczechy</td>
</tr>
<tr>
<td>Student Employment</td>
</tr>
<tr>
<td>Chad Walter Killmyer</td>
</tr>
<tr>
<td>Brian Harris</td>
</tr>
<tr>
<td>Reed Lauber</td>
</tr>
<tr>
<td>Ray Pricament</td>
</tr>
<tr>
<td>University Records</td>
</tr>
<tr>
<td>Janelle L. Pyke</td>
</tr>
</tbody>
</table>

Add a User…
By clicking on the “Add a Registered User” link you are able to open the proper form to add a new user. At the end of the form you will define the access level of the new user. Once you have assigned the user’s access level, you can choose to either send an automated approval message to the new user or send no notice at all.
Please note that it is preferable, for multiple reasons, to have employers submit the request from for themselves. Some of those reasons include that when users fill out the form it saves you time, increases the accuracy of the information, and motivates the user to find and access the site.

Email Users...
Besides the “Add a Registered User” link, there is also a link to a page that enables you to send emails to the registered users. There are two options for sending the emails - by employer type, and by registered user role level. To send an email select the type of users you want to email and hit the “continue” button. You will be sent to an email building system to write your email.

Email Registered Users
Select recipients from one of the lists below:

Choose employer type:
- All

Choose registered user role level:
- All
Edit Default Job Application

On this page, you can add, delete, modify and reorder any of the questions on the default job application that is used by employers when posting their jobs. The answers to the questions can be provided as check boxes, text boxes and radio buttons. You can also choose to designate certain questions as required on each application and then enable employers to modify the questions on the rest of the application to meet their department’s needs. If you want to enable employer’s to have the capability to modify the application, you can change the settings on the “Define Access Levels’ pages.

The Default Job Application currently contains the following questions:

1. First Name
2. Middle Name
3. Last Name
4. Email Address
5. Student ID
6. Please indicate your desired method of contact regarding this position:
   a. Phone          b. Email
7. Contact phone number
8. Mailing address
9. Are you currently enrolled at LLU?
   a. Yes          b. No
10. Are you eligible for Federal Work Study?
   a. Yes          b. No
11. Do you have (or plan to have) more than one FWS job?
   a. Yes          b. No
12. What is your expected graduation date?
13. What is your major?
14. Please indicate which days and times of the week you are available to work.
15. Which of the following computer applications do you have experience using?
   Check all that apply:
   a. Access      c. Publisher      e. Word
   b. Excel       d. PowerPoint      f. Word Perfect
16. Please briefly describe your skills and abilities as they pertain to the description and requirements of this position.
17. Additional comments or information you would like to provide.
Manage Quick Searches

Another link that is accessible on the Site Admin page is to the page that enables you to manage all of the quick search options available to students. The quick searches are defined filters that enable students to search for jobs of a particular type. This enables the student to find jobs that might meet their specific needs.

As the administrator, you can add, delete and modify each of the search options. There are multiple settings for each search option that define how the student uses them. You can even determine how the results of the searches are displayed – ordered by category, ascending vs. descending, maximum number of results shown and any filters.

The current quick searches are:

- Most Hours per Week
- Fewest Hours per Week
- Most Openings
- Holiday Break Jobs
- Recently Posted

Manage Quick Searches

<table>
<thead>
<tr>
<th>Add a new Quick Search</th>
<th>Advanced Options?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order (among Quick Searches)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Filter results by</td>
<td>No Filter</td>
</tr>
<tr>
<td>Order Results By</td>
<td>Category</td>
</tr>
<tr>
<td>Name of &quot;Special Field&quot; to display with results</td>
<td></td>
</tr>
<tr>
<td>Value of &quot;Special Field&quot; to display with results</td>
<td>Category</td>
</tr>
<tr>
<td>Maximum number of results to return (enter 0 for no maximum)</td>
<td></td>
</tr>
<tr>
<td>List as &quot;now&quot;?</td>
<td>☑ No</td>
</tr>
<tr>
<td></td>
<td>☑ Yes</td>
</tr>
</tbody>
</table>

Save
Manage Contact Us Pages
Another feature on the administration page is a form that enables you to manage the “Contact us!” pages. This form is a great way to receive questions and feedback from students and employers. The data collected by the form is saved in the system. As the administrator, you can add, delete and modify each of the questions provided on each of the pages.

The three “contact us” pages are:

- Student Employment Question
- Financial Aid Question
- Web Site Feedback

In this administrator’s guide, you are provided with the example of the “Student Employment Question” form.

![Edit the Contact-us Page]

Remember to click the "Save" button on the bottom of the form!
View Responses from Contact Us Pages
Once you are on the “Manage Contact Us Pages” screen, you can access a feature that enables you to view previous responses. Your responses to past questions are saved and can be re-used to answer questions that are received most often.

"Contact Us" Page Responses

Please remember this may not be a complete list of responses, as:

- Anyone with access to this page may delete responses and
- It is possible that at times in the past, this contact-us page was set to not save responses.

Content Management
The content management system is a very valuable component of the website because it gives you almost complete control of all content on the site. It allows you to add, delete and modify content on this website. Besides content, you can also change many of the graphic design elements on individual pages or sections of the site. There are so many features available in this section of the site, that it is best that you use the Admindemo.pdf file to view each one.

Four of the main features of the Content Management System are highlighted below:

Category Admin
This page enables you to add, view, update and delete the categories of the site.
Add, Edit, Delete Content
This page enables you to add, view, update and delete the content on different pages of the site. HTML code can be used to format the content that is going to be loaded. A “skin” can be applied to the HTML code, to layout a web page. Multiple “skins” are used throughout this site as design templates. Once all of the content settings are defined to your satisfaction, you can click on the “Load Content” button to finish the process. Your page will be immediately available on the site.

![Image of Add Content page]

Add, Edit, Delete Content
This page enables you to add, view, update and delete the content on different pages of the site. HTML code can be used to format the content that is going to be loaded. A “skin” can be applied to the HTML code, to layout a web page. Multiple “skins” are used throughout this site as design templates. Once all of the content settings are defined to your satisfaction, you can click on the “Load Content” button to finish the process. Your page will be immediately available on the site.

![Image of Add Content page]

Add, Edit, Delete Content
This page enables you to add, view, update and delete the content on different pages of the site. HTML code can be used to format the content that is going to be loaded. A “skin” can be applied to the HTML code, to layout a web page. Multiple “skins” are used throughout this site as design templates. Once all of the content settings are defined to your satisfaction, you can click on the “Load Content” button to finish the process. Your page will be immediately available on the site.

![Image of Add Content page]
NavBar Admin
This page enables you to add, view, update and delete the links on each of the navigation bars used on the site. This gives you complete flexibility in the navigation options provided to users.

File Admin
This page enables you to add, view, update and delete any files on the site. As you can see below, there were two files on the site when the screenshot was taken.

If you wish to add files to the site, you would first upload them on this page. You would then go to the “Site Settings” section of the site and add the file to the specific page you define there.
Manage Employers

On this page, you can add, delete and modify any of the employers listed on the LLU site. At the launch of the site, any departments that had ever hired work-study students were added. All of the current employers on the site were classified as the “on-campus” type. In the future, “off-campus” employers could be added to expand the number of positions available to students.

Choose an Employer Type: On Campus

On Campus Employers:

- Financial Aid
- Fitness & Wellness - Drayson Center
- Foundation Accounting
- General
- General Studies - Spanish
- Grad Programs in Religion
- Graduate Ortho Clinic

Manage Categories

On this page, you can add, delete and modify any of the job categories listed on the site. Seven “on-campus” job categories have been developed for jobs that are posted on the site. There are currently no “off-campus” job categories listed. In the future, “off-campus” categories could be added to expand the number of positions available to students.

The current job categories are:

- Athletics/Drayson
- Clerical
- Computers
- Food Services
- Library
- Other/Misc.
- Research and Laboratory

Choose a Job Type: On-Campus Jobs

On-Campus Jobs Categories:

- Athletics/Drayson
- Clerical
- Computers
- Food Services
- Library
- Other/Misc.
- Research and Laboratory
Site Settings

The “Site Settings” pages are a very valuable component of the website because they give you almost complete control of all the settings on the site. The various settings allow you to add, delete and modify content and the automated features on the website. The administrator can also modify all features of the automated email notices that are generated throughout the hiring process.

There are so many features available in “Site Settings” section of the site, that it is best that you use the Admindemo.pdf file to view each one.

Site Settings

Please choose the site settings you wish to view or modify.

Chameleon (core)

- Chameleon General Settings
- Log-in System Settings
- Shell Alternating Colors
- Help Caption Settings

JobX

- Student-side Messages
- Approval Messages
- Jobmail Settings
- Advanced JobX Settings
- Employer-side messages
- Student ID Verification
- Miscellaneous JobX Site Settings.
- JobX Email Addresses
- JLD System
- Emailing Applicants
- Job Application Settings
- External Job Requests
- Resume Brief System
- Hiring (Style-E)

Contact Us X

- Contact Us Settings

Content Management System

- Content Management System
Define Access Levels
The users’ rights to access the various pages on the site are controlled by their given roles. These roles determine what pages they can access, the information they can review, and the hiring features available to them.

Some of the questions included on the role pages are:
- For which employers may the user manage jobs?
- Which best describes the permission level of the user to post and edit jobs?
- Which best describes the permission level of the user with regard to job applications?
- May the user suspend JobMail for particular job listings?
- May the user de-list a job at any time?

In this guide, you have been provided with all of the questions and answers for the FWS Supervisor role, the most prominent role on the site.

Administer Roles

Choose a role: FWS Supervisor  Edit Role  Delete

Create new clone of this role named:  Create

Update "FWS Supervisor"

<table>
<thead>
<tr>
<th>Page Group</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>JobX Home</td>
<td>Full Access</td>
</tr>
<tr>
<td>Information for Students</td>
<td>Full Access</td>
</tr>
<tr>
<td>Information for Employers</td>
<td>Full Access</td>
</tr>
<tr>
<td>Job Administration</td>
<td>Limited Access</td>
</tr>
<tr>
<td>JobX Site Administration</td>
<td>No Access</td>
</tr>
<tr>
<td>Content Management Administration</td>
<td>No Access</td>
</tr>
<tr>
<td>Contact Us Management</td>
<td>No Access</td>
</tr>
<tr>
<td>Job Administration - Print</td>
<td>No Access</td>
</tr>
<tr>
<td>JobX - LogIn</td>
<td>Full Access</td>
</tr>
<tr>
<td>JobX - Home Page</td>
<td>Full Access</td>
</tr>
</tbody>
</table>

Is this user type an approved JobX User?
- Yes they are an approved user.
- No they are not an approved user

For which employers may the user manage jobs?
- May not manage jobs anywhere
- Add for own Employer(s), Edit/Delete own jobs
- Add/Edit/Delete for own employer(s)
- Add/Edit/Delete for every employer
Which best describes the permission level of the user to post and edit jobs?
- Needs approval for all additions and changes
- Does not need approval
- May approve additions/changes within own employer(s)
- May approve additions/changes site-wide

Which best describes the permission level of the user with regard to job applications?
- May only delete questions
- May edit questions but need to get approval
- May add/edit/delete questions for any application to which the user has access
- Full = may also modify the default app
- They may not touch the default application

May the user suspend JobMail for particular job listings?
- May suppress JobMail for a particular job if they choose to.
- May not suppress JobMail.

Which best describes the situation of the user with regard to posting job applications?
- The Registered User must accept online applications for every job.
- The Registered User may choose to accept or not accept online applications on a case-by-case basis.
- The Registered User may not accept online applications for any jobs.

May they override the default JLD setting for their employer type?
- Yes, they may override JLD default
- No, they may not override JLD Default

Does the user have a choice to list the job for an indefinite amount of time?
- Yes, they may list jobs for an indefinite amount of time if they choose to.
- No, they must list jobs for a finite number of days, but may "refresh" this number whenever they wish.

May the user delete records from the hiring archive?
- Yes, they may delete records from the hiring archive.
- No, they may not delete hiring records.

May the user approve hire requests?
- Yes they may approve hire requests
- No they may not approve hire requests

May the user de-list a job at any time.
- Yes, they may de-list a job at any time regardless of how long it has been listed.
- No, they can only de-list a job after the system-designated number of days have passed.
Activity Logs

On this page, you have multiple options for viewing the activity that takes place on the site. You can choose to view activity by a selected application and then filter by user, by action, or by date. You can also view additional details of an activity by clicking on the Details link associated with that particular activity. A pop-up window will display the activity’s details. A time-date stamp is collected for each of the tracked activities and can be used in any analysis of site activities.

Activity Logs

Select Application: [All]

Filter Results:
By User: [All]
By Action: [All]
By Date

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>User</th>
<th>Action - Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 09, 2003 5:10 PM</td>
<td>Brian Harris</td>
<td>Log in</td>
<td>[dlk]</td>
</tr>
<tr>
<td>Thursday, October 09, 2003 5:07 PM</td>
<td>Brian Harris</td>
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<td>[dlk]</td>
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<tr>
<td>Wednesday, October 08, 2003 9:48 PM</td>
<td>Brian Harris</td>
<td>Log in</td>
<td>[dlk]</td>
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</table>
**JobX Statistics**
The pages in this section can be used to generate a variety of basic statistical reports. There are three different pages that generate the reports. Each of the pages is described below.

**Live Job Statistics**
On this page, you can review the live statistics for jobs that are currently posted on the site.

There are four options to choose from when viewing the live job statistics:

1. **Aggregate Data** – Displays data separated into four sections:
   1) The mean and standard deviation of the unweighted starting wage
   2) The mean of the weighted starting wage
   3) The mean and standard deviation of the unweighted high-end wage
   4) The mean of the weighted high-end wage

2. **Data by Job Grade** – Displays the number of jobs and openings associated to each job grade (if any). Besides the summarized listing of data, you can also choose to view a bar or pie chart.
3. **Data by Job Category** – Displays data separated into six columns for each job category. Besides the summarized listing of data, you can also choose to view a bar or pie chart.

   1) The mean of the unweighted starting wage
   2) The standard deviation of the unweighted starting wage
   3) The mean of the weighted starting wage
   4) The mean of the unweighted high-end wage
   5) The standard deviation of the unweighted high-end wage
   6) The mean of the weighted high-end wage

4. **Data by Employer** – Displays data separated into six columns for each employer. Besides the summarized listing of data, you can also choose to view a bar or pie chart.

   1) The mean of the unweighted starting wage
   2) The standard deviation of the unweighted starting wage
   3) The mean of the weighted starting wage
   4) The mean of the unweighted high-end wage
   5) The standard deviation of the unweighted high-end wage
   6) The mean of the weighted high-end wage

**Cumulative Statistics**

This page enables you to create your own cumulative statistical reports using the parameters that are provided.

Create your cumulative statistics reports by following these steps:

1) Define a start and end date
2) Select the type of report you would like to create:
   - Jobs posted each day
   - Number of jobs available
   - Number of openings posted each day
   - Number of openings available
   - Number of students hired
   - Number of applications submitted
   - Average starting wage of available job
3) Filter results by a job type (we currently only have “on-campus” job types)
4) Sort your results by date or employer
5) Click the “Create Report” button

**JobX Cumulative Stats Reports**

Select Report Start and End Times:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 9, 2003</td>
<td>October 9, 2003</td>
</tr>
</tbody>
</table>

Select Type of Report:

- Jobs posted each day

Filter Results By Job Type:

- All

Report is Organized By:

- Date
- Employer

Create Report
Job Lists and Statistics

On this page, you can view all of the available jobs currently listed on the site. You can also choose to filter the data by job type for more specific statistics.

Each job that is listed on this page will display the following data:

1) JobID
2) Title
3) Employer
4) Grade
5) Starting wage
6) High-end wage
7) Date listed
8) Number of applications
9) Number of openings
10) Average number of applications per day listed
11) Applications / Openings

Available Job Lists

Filter By Job Type:

All

Click on a column heading to order by that criteria.
1. Grade
2. Starting wage
3. High-end wage
4. Date listed
5. Number of applications
6. Number of openings
7. Average number of applications per day listed
8. Applications / Openings

<table>
<thead>
<tr>
<th>JobID</th>
<th>Title</th>
<th>Employer</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>224</td>
<td>Student Worker 1 (Example)</td>
<td>Financial Aid</td>
<td>7</td>
<td>9</td>
<td>09-22-03</td>
<td>1</td>
<td>2</td>
<td>0.06</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>
Approve Hire Requests

This is a page that the administrator should check on a regular basis since hire requests could be submitted at any time. When you open this page, you will notice that there is a section that provides summary information for pending hire requests. When you click on the “Review” link, a second section will open on the page to display all of the details associated with that specific hire request. You can review the request and make modifications, if appropriate. At the bottom of the request, you will need to decide whether to postpone, approve or reject it. Once the action you wish to take has been selected, click on the “Take action” button to proceed to the email builder to notify the employer and student of your decision.
Hire Request Email Builder
Now that a decision has been made regarding the hire request, it is time to build an email that can be sent to both the student and employer to notify them of your decision. You can choose to use the text that has been defined for each of these messages in the site settings, modify the e-mail text or even create entirely new text.

Instructions for building an email:
1) Select “both” under the e-mail recipients. Please note that a carbon copy (cc:) of the email will be sent to: “FinAid@univ.llu.edu” & “tdickson@univ.llu.edu”

2) Select the text for the e-mail body. It is recommended that you use the default approval message to employers when approving a hire request. Your e-mail options include:
   a. Empty
   b. Default approval message (to employers)
   c. Default approval message (to students)
   d. Default postpone message (to employers)
   e. Default postpone message (to students)
   f. Default rejection message (to employers)
   g. Default rejection message (to students)

3) Next, you will need to go into Banner to calculate the student’s total eligibility (unmet need + FWS award). If no FWS award exists for the student, please add an award at this time. You will then need to add the amount of total eligibility to the e-mail text.

4) The final step is to click on the “Approve Hire” button to send the email.

Approve Hire Request
Select recipient(s) and e-mail body text and click “Approve Hire”. Otherwise click “Cancel” to return to the pending hire requests index page.

Select: Employer
Select: Student
Select: Both
Select: Do Not Send an E-mail

Select default text for the e-mail body:
[Default Approval Message (to Employers)]

Send an E-mail to both the employer and student about this hire request.

Email will be sent to: chad@forestsolutions.com; mike@forestsolutions.com
CC will be sent to: FinAid@Univ.llu.edu, tdickson@Univ.llu.edu

Body of E-mail:
Congratulations! The Financial Aid office has approved your recent hiring request. Please have the student bring the completed LLU Rate Slip form to the Financial Aid Office for approval before submitting it to HR.

Student’s Total Eligibility: $

Please track the student’s eligibility and earnings throughout the aid year by using the FWS Web Services at: https://ssweb.llu.edu/pis/llu/twbkwbis_p_login

Hiring Request Details:
Student Name/ID: Mike McGraph (12345)

[Approve Hire] [Cancel]
Manage JobMail

The last page on the site enables you to manage the JobMail subscriptions. The first section on the page enables you to generate mass emails that can be sent to students of a particular class year. In future versions of JobX, additional features will be added so that you can more accurately target your emails using other criteria.

The bottom section of the page lists all current subscribers to the JobMail system. Subscribers are separated into years of expected graduation. Two links are provided so that you can either edit any of the details of a JobMail subscriber or completely delete them from the system.

Conclusion

This concludes the Administrator’s User Guide for the Student Employment System. There are many valuable features available to you on this site. Please take time to review each of these features, as time permits. You can also review the static web demonstration that has been created for you in the Admindemo.pdf file. The demo file has been placed on the “Site Admin” page of the site.