# JobX FAQ's

**How do I clear out my applications when I want to repost a job?**

Likely your job is in "Review Mode" if there are still applications attached to it. Change the status to "Storage" and this will clear out the applications. Change the status back to "Review Mode" and you may edit then repost the job. "Update Status" will appear on the top left of your screen when viewing a job posting.

| Update Status | |
|---|---|
| Listed | » Click to change to |
| Review Mode | » Current Status |
| Storage | » Click to change to |

**How do I edit the job description?**

The job description should be in "Review Mode" when editing. Just above the job details click on "Edit this Job" just above the job details. Be sure to review and edit your job.

**How do I update the pay rate to the current year rates?**

Once you click on "Edit this Job" the new compensation plan will appear and you will be able to select the appropriate rate based on the grade/level of the job. If uncertain, please review the compensation structure on the Student Employment website or contact Student Employment at x3386.

**How do I post my job?**

Once your edits are made, you can update the status to "Listed". This will move the job into a pending approval status while SEO reviews the job details and compensation. SEO reviews postings on a regular basis and should be approved within 24 hours of requesting a posting.

**What is JobMail? Should I use it?**

Students can sign up for JobMail when they log into JobX. This feature allows them to select areas of interest and/or job types so when a job gets posted that meets the students criteria, the student will get an email notification that a new job has been posted. When you post a job, JobX asks if you would like JobMail to be sent. Unless you specify "no", we will send JobMail. It's a great way to notify students that a new job is posted.

**How do I remove my job from JobX so I will no longer receive applications?**

Once you've gathered a comprehensive pool of applicants, you may pull your job off of the job board by simply updating the status to "Review Mode". This will allow you to still review applications, send emails to applicants and continue your search without accepting new applications.

**Can I send emails from JobX to applicants directly?**

Yes! Once in you job posting, click on "View Applications". You will see the list of applicants and some icons at the top of the page.

**I had a great pool of students apply for a similar job last year but I deleted the applications. How can I find them?**

The SEO Office can search for previous applicants for you. Please email your request to seo@bowdoin.edu with the Job ID# and Job Title.  We can pull the applications for you.

**Explanation of icons:**



**Delete**: We do not recommend deleting applicants during the search process unless a student specifically notifies you that they are no longer interested in the position and pull out of the search.

**Export Summary**: This feature allows you to export basic information from your list of applicants.  You must select applicants before clicking this icon by checking the box next to each name.  Alternatively, you may check the box on the top that notes Select/Deselect All.  Name, email address, ID#, application date, and job# will be exported into excel.

**Export Details**: Similar to Export Summary, however all data from each application selected will be exported into excel.

**Print Summary**: This will pull the same data as in the Export Summary function but can be printed directly from JobX in a table without exporting to Excel.

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**Send Greeting**: Allows you to email applicants directly from JobX with a greeting, request for more information or to schedule an interview .  Emails will be sent from your Bowdoin email address.  You may select one applicant or multiple applicants.  The subject line will default to Campus Job: (title of the position) and the body of the message is a standard greeting message.  Both the subject and body may be edited before sending the message. See default message below:
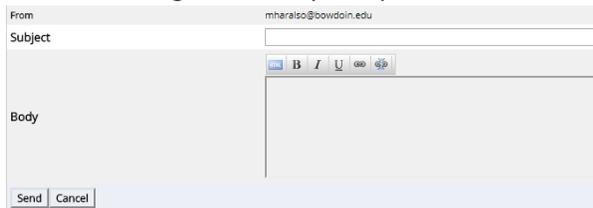


**Reject Applicants**: Allows you to email applicants directly from JobX to notify applicants they have not been selected for the job.  Emails will be sent from your Bowdoin email address.  You may select one or multiple applicants.  The subject line will default to Campus Job: (title of the position) – Not Available and the body of the message is a standard message notifying applicants that the job has been filled by

another applicant.  Both the subject and body may be edited before sending the message.  See default message below.
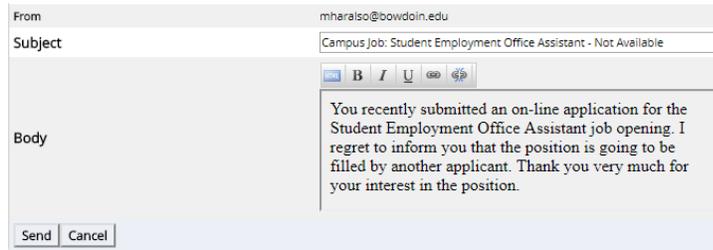
| From | mharalso@bowdoin.edu |
|------|---------------------|
| Subject | Campus Job: Student Employment Office Assistant - Not Available |
| Body | **B** *I* U |
| | You recently submitted an on-line application for the Student Employment Office Assistant job opening. I regret to inform you that the position is going to be filled by another applicant. Thank you very much for your interest in the position. |

Send   Cancel

**Email Applicants**:  Allows you to email applicants directly from JobX.  With this option, there is not a default message.  You may compose an email with your own subject line and body of the message.

| From | mharalso@bowdoin.edu |
|------|---------------------|
| Subject | |
| Body | **B** *I* U |
| | |

Send   Cancel