



Office of Student Employment
University Crossing
220 Pawtucket Street, Suite 280
Lowell, MA 01854-5131

Getting Started

The Student Employment Office (SEO) is pleased to announce the overhaul of our JobHawk website.

This tool will help students to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Review a history of job hiring to get a better understanding of your University's student employment needs.
- Apply for jobs online.
- Complete hiring paperwork.
- Contact the Student Employment Office.

The site uses a Web interface and is designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:



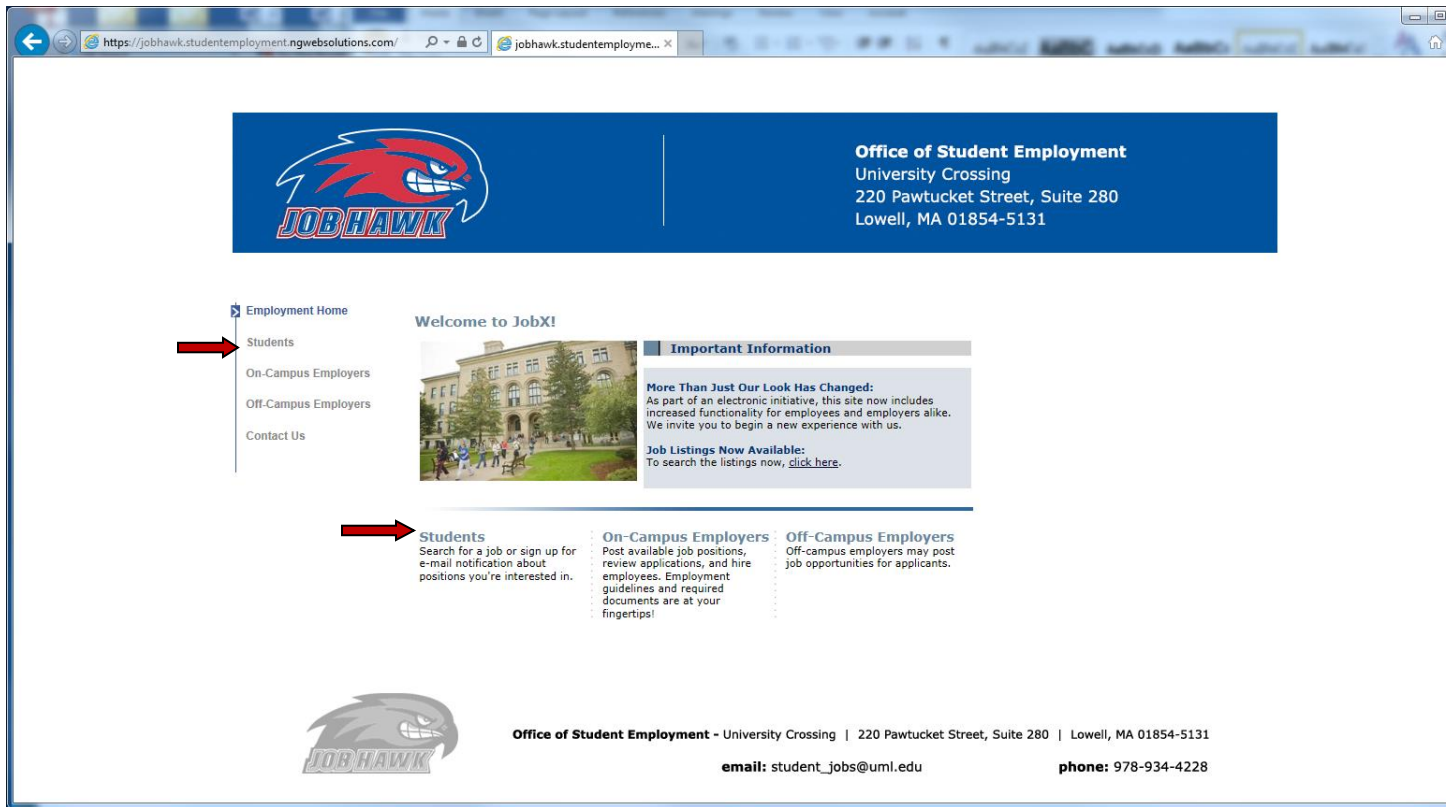
The instructions contained in this document will help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to student_jobs@uml.edu

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

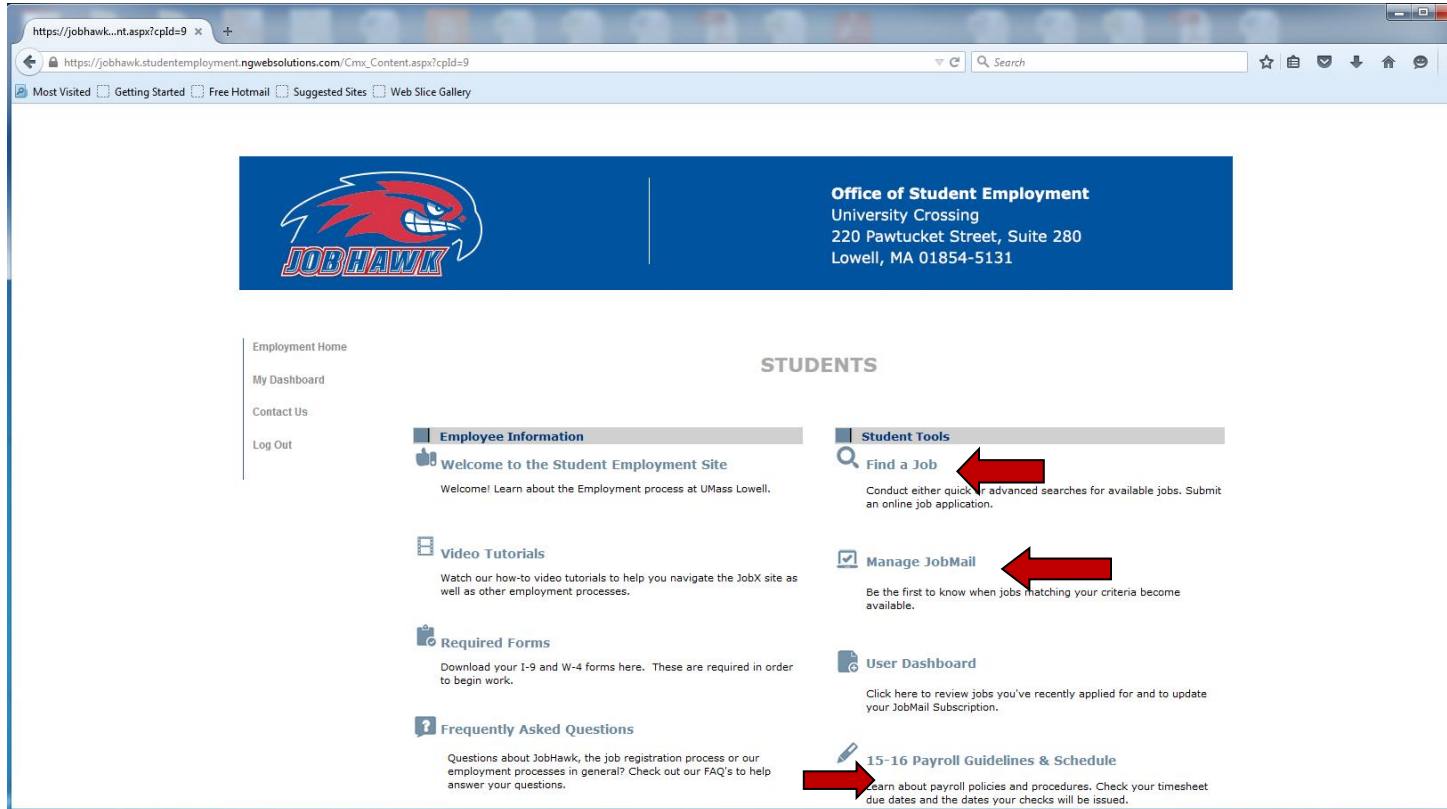
<https://jobhawk.studentemployment.ngwebsolutions.com>

JobHawk Home Page

To get started click on the Students link either on the left navigation bar or on the bottom of the screen



Student Employment Home Page



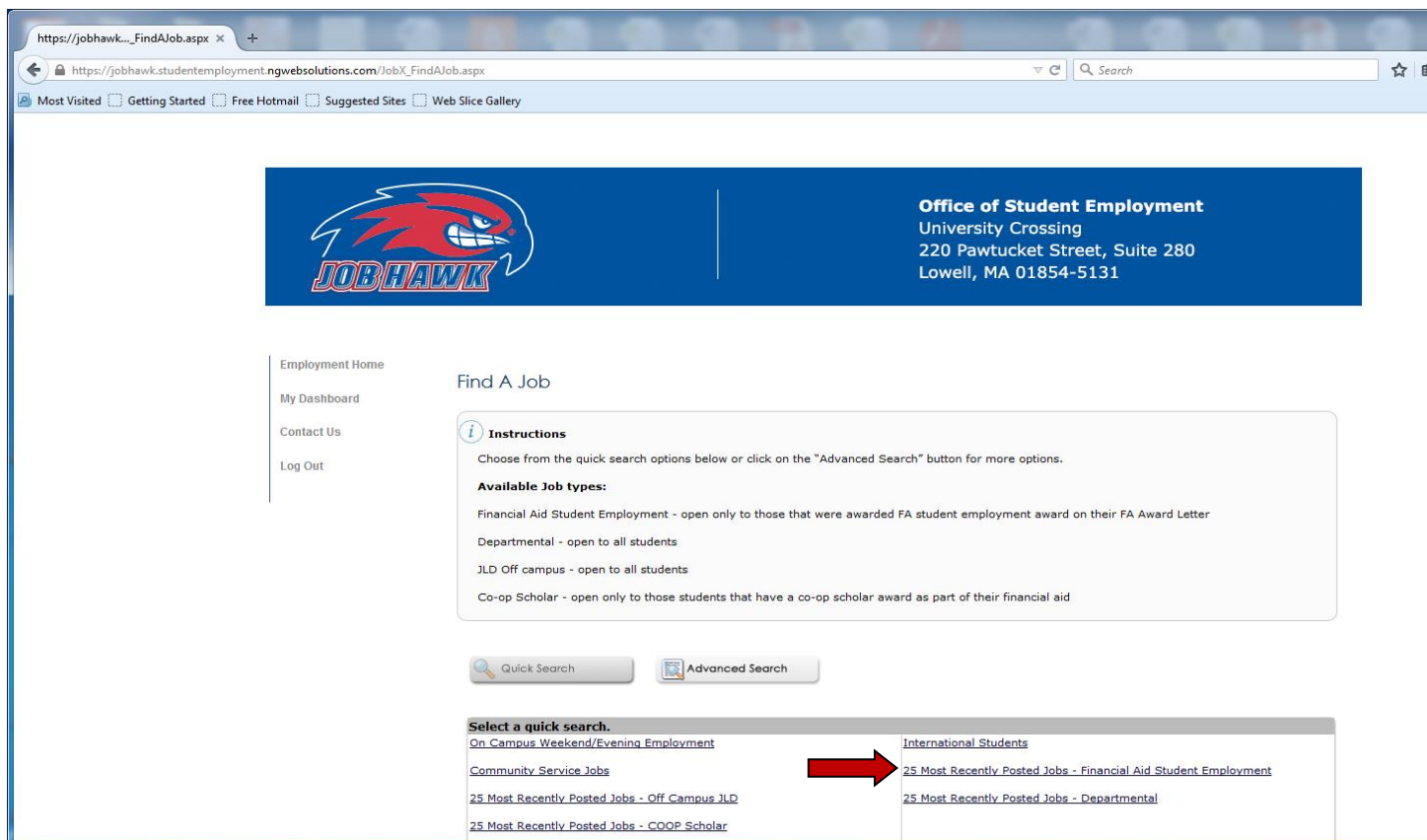
The home page of the Student Employment Web site is designed for students. Features accessible from the home page include:

- Find a Job
- 15/16 Payroll Guidelines and Schedule
- JobMail

Find a Job

Every job posted on the student employment Web site can be found and applied for through the *Find a Job* page.

- 1 ▶ Click on [Find a Job](#) on the “Student Home Page” under the Student Tools Header
- 2 ▶ You have two options when searching for a job you can use the **Quick Search** feature where a number of our most popular job searches are listed, or you can select the **Advanced Feature**
- 3 ▶ To run a Quick Search, simply click the name of the search. You will be prompted to read the disclaimers and click agree before you will see the results. **You must agree to proceed.**




The screenshot shows a web browser window with the URL https://jobhawk.studentemployment.ngwebsolutions.com/JobX_FindAJob.aspx?i=qs&q=20. The page title is "Find A Job". On the left, there is a navigation menu with links: "Employment Home", "My Dashboard", "Contact Us", and "Log Out". The main content area has an "Instructions" section with three numbered steps: 1. To view the details of a job click on the Job Title. 2. Please select one or more jobs you wish to apply for by clicking the check box next to the job(s). 3. Once you have selected all the jobs for which you wish to apply, select the "Apply for selected Jobs" button. Below the instructions is a note: "In order to view available jobs, if any disclaimers are presented below, you must first click the 'Agree' button for those jobs to be presented for your consideration." and a link "[Run a New Search]". There are two disclaimer sections. The first is titled "Disclaimer: Financial Aid Student Employment" and contains text about the need to agree to terms, followed by a red arrow pointing to an "I agree" button. The second disclaimer is titled "Disclaimer: Financial Aid Student Employment (Summer)" and contains similar text.

4 ▶ Advanced Job Search - If you want to be more specific in your job hunt, click the [Advanced Search](#) tab. Advanced Search allows you to find jobs by selecting a combination of search criteria.

a ▶ Narrow your search by defining as many or as few criteria as you want.

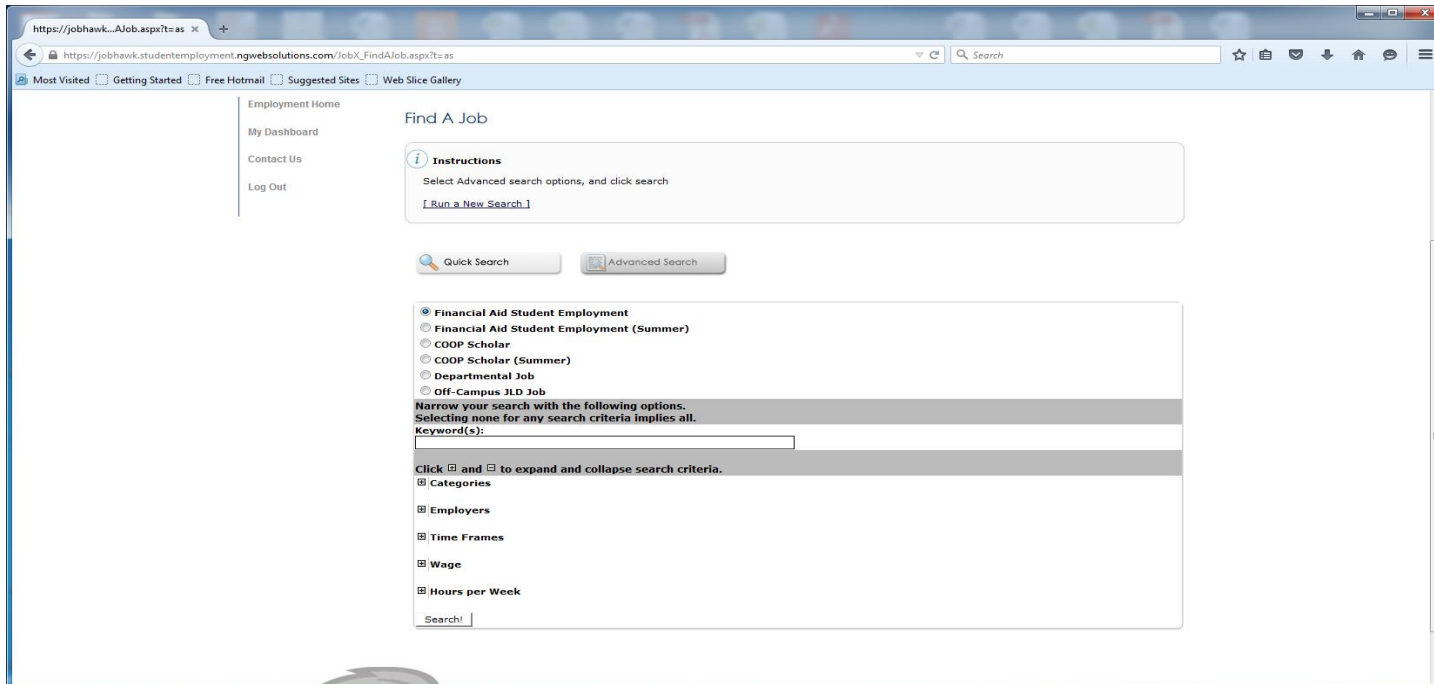
Keyword searches job title, description, requirements, and employer name.

Click the  sign next to a criterion branch to expand your options. Then, follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

b ▶ Once you have defined your criteria, click the "Search!" button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there are a sufficient number of jobs within the job type you are searching, try making your search broader.

Please Note!

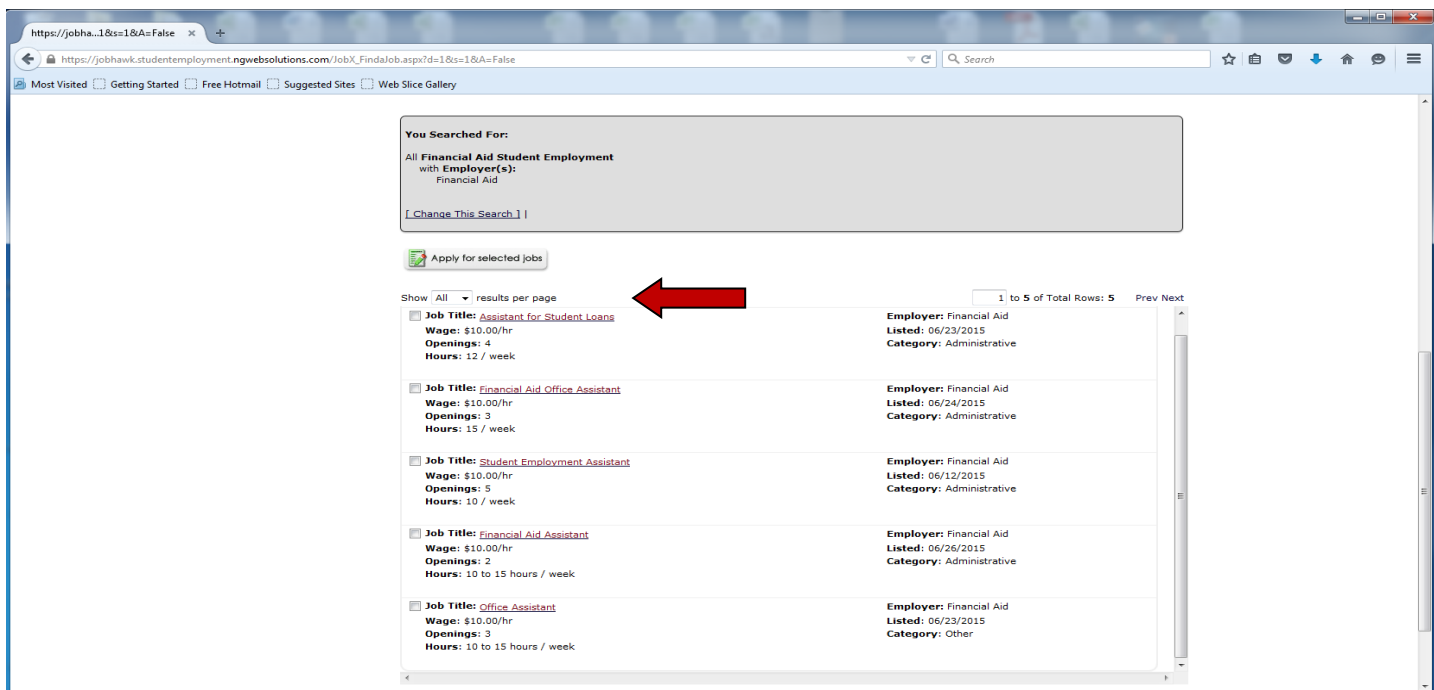
Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; Athletics; and Manual Labor along with Timeframe: Summer. Your results will include only summer jobs that have the category of Office/Admin, Athletics, or Manual Labor.



► **Results Page**

This page displays the results of your search and allows you to access the details of a job.

1 ► To view the details of a job, you can click on the “Job Title” link



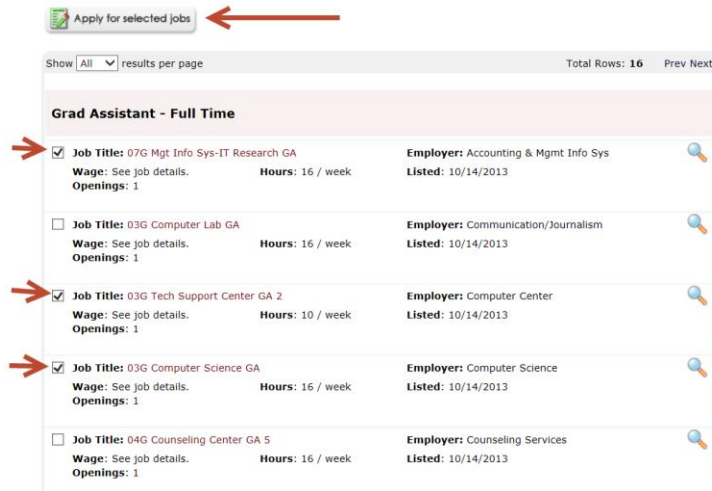
Apply for a Job

You can apply online for one or multiple jobs by completing one singular application. Please Note: You are limited to applying to 10 jobs per employee category within a session. If you attempt to apply for more than the designated limit, you will be notified about the limit so you can modify your original selection of jobs to be equal to or lesser than the designated limit.

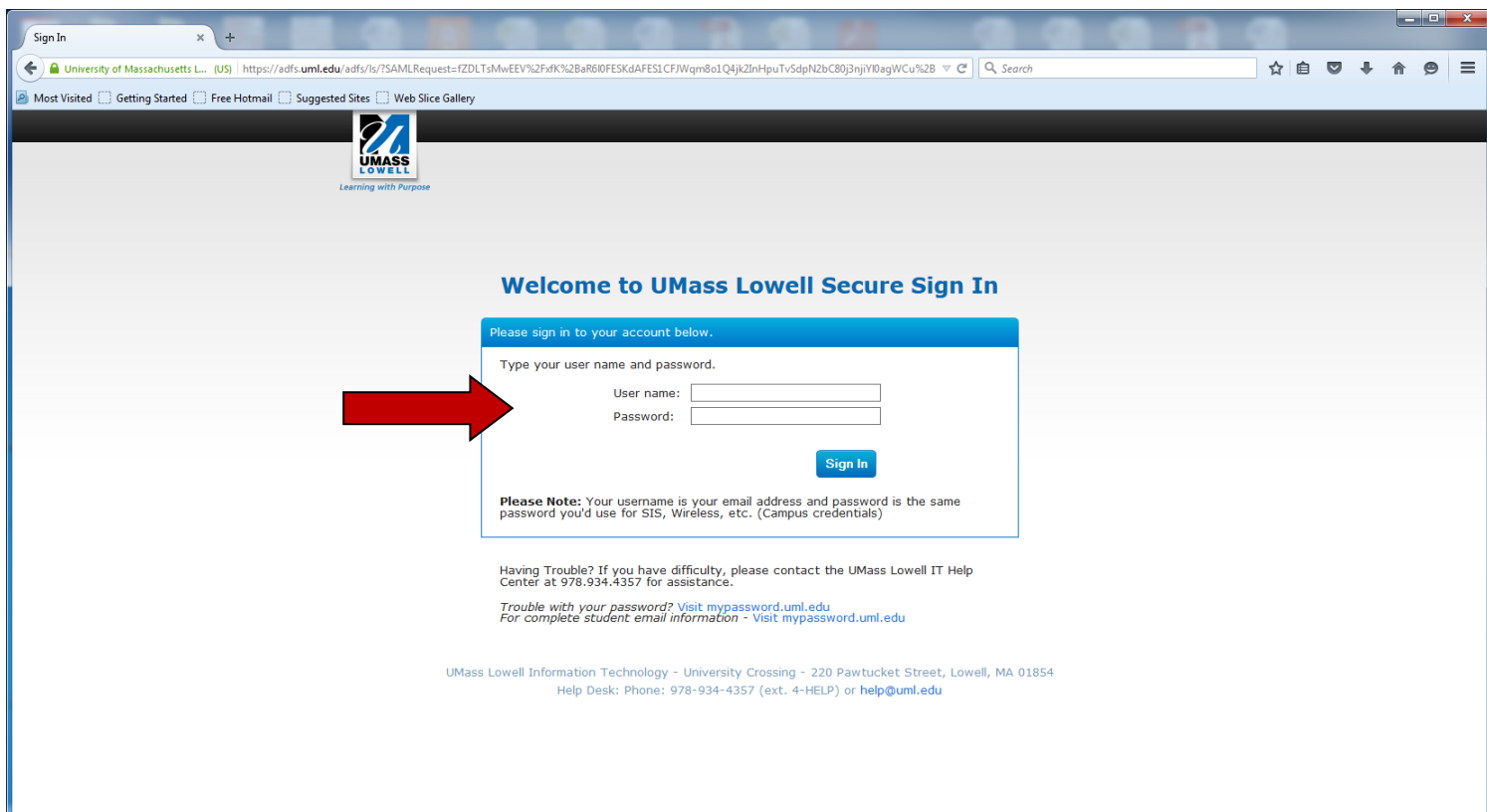
To apply online for one or more jobs via a singular application, please complete the following steps:

1 ▶ Before you can apply for the job, you may be required to agree to one or more disclaimers depending on your institution’s specific requirements. You will only have to agree to each of these disclaimers once per session.

2 ▶ Next, click the check boxes beside each job you are interested in submitting an application for and click the “Apply for selected jobs” button.



3 ▶ You will be re-directed to a log in screen where you will log in with your UML email and password. This security feature is used to validate your information against certain data within JobHawk to determine whether or not you’re eligible to apply for a specific job. If you fail to meet the requirements to apply for a specific job, you will be presented an error message detailing why you’re ineligible for the job(s).



4 ▶ Complete the form (shown below) and then click Submit when you are finished.




This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application.

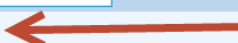
You are required to submit a resume when applying for jobs, you can simply browse to your resume and click the “Open” button to attach your resume to your application.

5 ▶ Once you click Submit, the employer will receive an automated e-mail informing them of your application. Employers will be receiving many applications, so please do not expect an immediate reply. Employers will most likely contact you by email at the address you designate on your application.

You have completed the job application process!

You are applying for the following jobs:

-  Accounting Supervisor
-  Test Off Campus Federal Work Study Jobs 121013
-  Clerk III

General	
First name	<input type="text" value="Roy"/> *
Middle name	<input type="text" value="a"/>
Last name	<input type="text" value="Rogers1"/> *
Email <i>Please use your institutional email address (if you have one)</i>	<input type="text" value="royrogers1@ngwebsolutions.com"/> * <input type="text" value=""/> (re-enter to confirm)
Student ID	<input type="text" value="111111111"/> *
Resume	<input type="button" value="Browse..."/> 
Phone	<input type="text" value="9045551212"/> *
Local Address	<input type="text" value="12233 Test St
Jacksonville, FL 32222"/> *
City	<input type="text" value="jax"/> *
State	<input type="text" value="Florida"/> *
Zip Code	<input type="text" value="32225"/> *

JobMail

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must login to JobX. Your JobMail subscription can be accessed by clicking “Manage Job Mail”..

- 1 ▶ Click on Manage Job Mail
- 2 ▶ Click on Create an Account
- 3 ▶ Fill in all required fields * note email address must be UML email
- 4 ▶ To configure your JobMail subscription, please click [Add New Subscription](#) next to the job type which you would like to receive JobMail.

My JobMail Subscriptions i

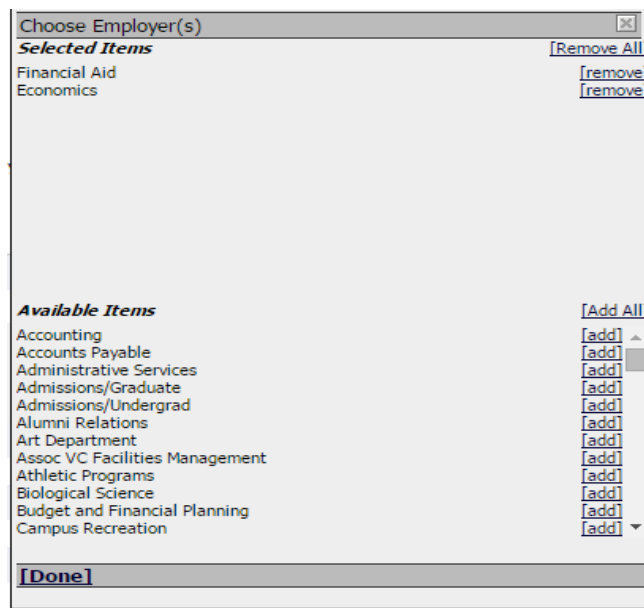
[Edit My Profile](#)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Financial Aid Student Employment «?»	[Add New Subscription]
<u>Subscription 1</u>	[Delete Subscription]
» Employer 0 selected	[View/Modify]
» Category 0 selected	[View/Modify]
» Time Frame 0 selected	[View/Modify]
Financial Aid Student Employment (Summer) «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
COOP Scholar «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
COOP Scholar (Summer) «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Departmental Job «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	
Off-Campus JLD Job «?»	[Add New Subscription]
<i>There are no subscriptions for this job type.</i>	

5 ▶ Click [\[View / Modify \]](#) next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [\[View / Modify \]](#) next to Time Frame.

6 ▶ When you click [\[View / Modify \]](#), a small menu will appear, allowing you to select the specific items of interest to you. For instance, to receive mail only about Financial Aid and Economics jobs you would click [\[add\]](#) next to *Employer*. Then and the item will move under the *Selected Items* list. When you have completed your changes, click [\[Done \]](#) at the bottom of the menu.



- 4 ▶ After you click [\[Done\]](#), you will be returned to the *My JobMail Subscriptions*. You can add additional criteria to filter your JobMail, but you must click the [Save Subscription\(s\)](#) button after you have completed all your changes. This will save your changes for all subscriptions. If the [Save Subscriptions\(s\)](#) button does not appear after you add or delete a subscription, it means your changes have automatically been saved.

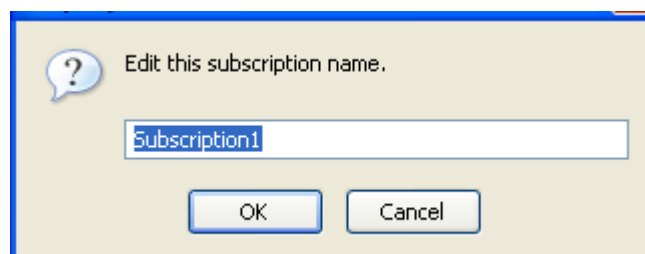
NOTE: You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select *Summer* for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a particular criterion and among them. In other words, if you choose Time Frames *Summer*, *Fall*, and *Winter* and Category *Laboratory*, you will receive JobMail for the following jobs:

- Category: Laboratory AND Time Frame: Summer
- Category: Laboratory AND Time Frame: Fall
- Category: Laboratory AND Time Frame: Winter

You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

- 5 ▶ You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as [Subscription1](#), and a window will open allowing you to enter a new name.



- 6 ▶ Once you have saved any changes to your subscriptions, return to the student home page by clicking the link on the left-side navigation bar.

