



Off-Campus Employer User Guide

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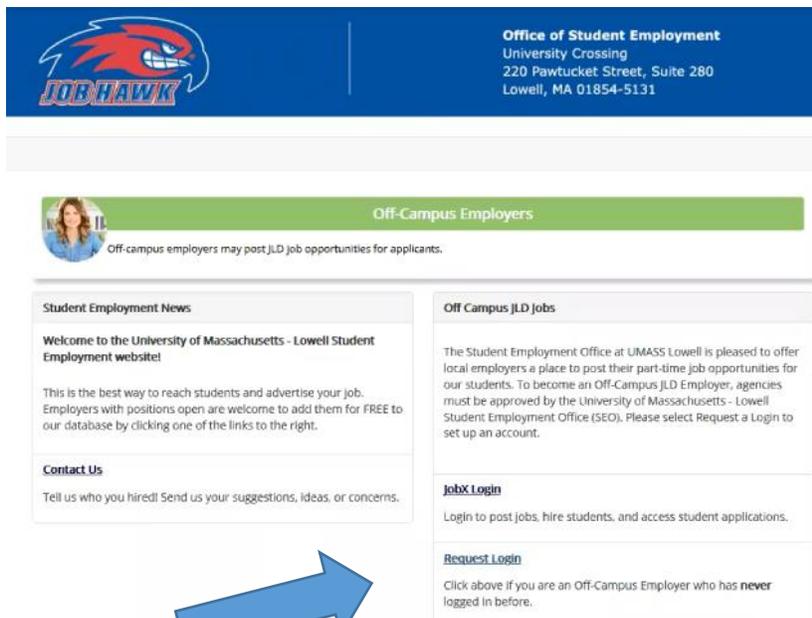
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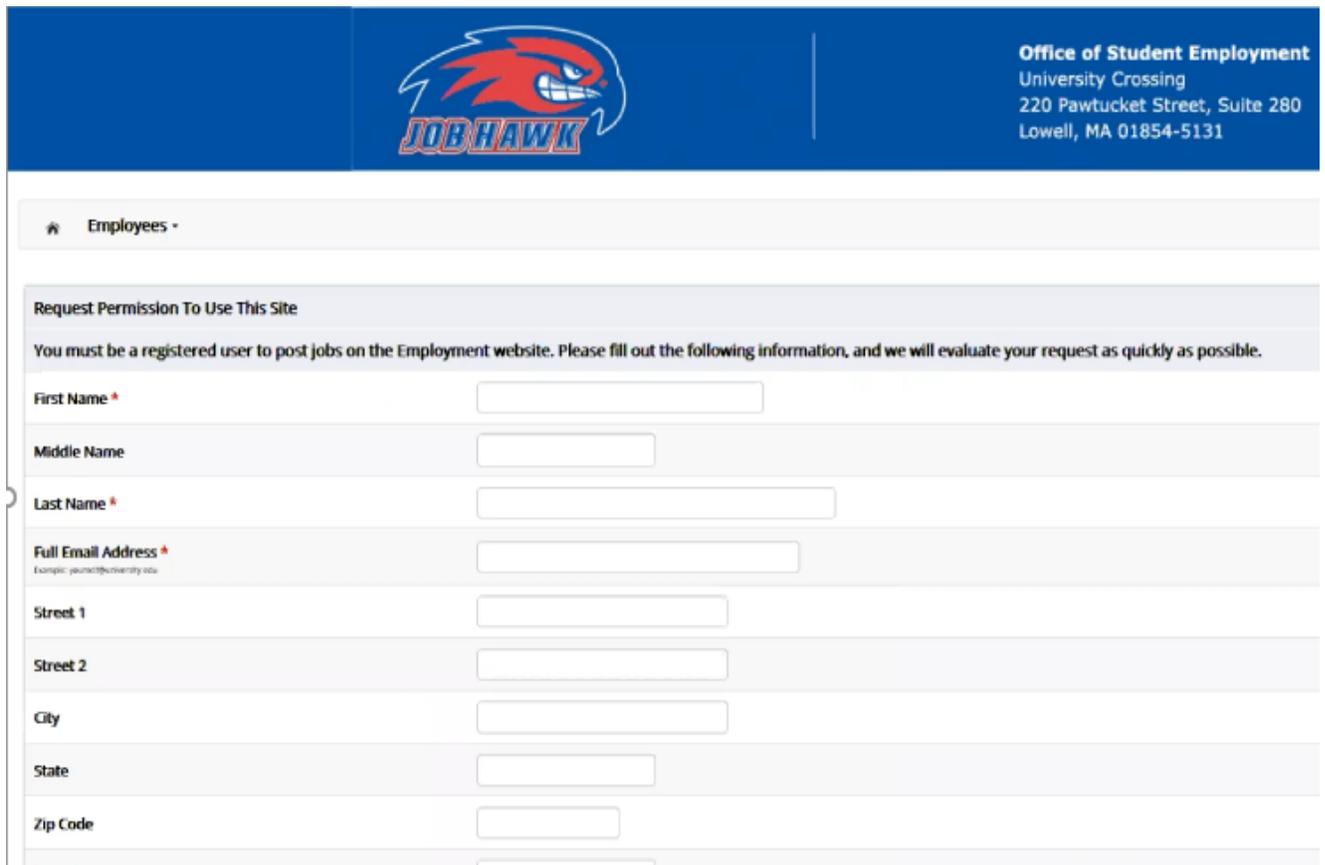
Step 1 – Getting Started – New User

Jobhawk has many benefits for off-campus employers. Our free job posting platform allows for employers to post part-time positions that thousands of UMass Lowell students have the ability to apply for, 24-7 availability to monitor postings, custom applications where you can accept applications through JobHawk, and reply to applicants in real time.

Off Campus employers who would like to post positions on JobHawk must request an account. To request access, visit www.uml.edu/jobhawk, select “Off-Campus employers”, then select “Request Login”.



Complete the requested information. The details provided will allow for an administrator to learn more about your employment opportunities. Your password can be any alpha/numeric combination up to 50 characters. Select submit once you have complete the form.

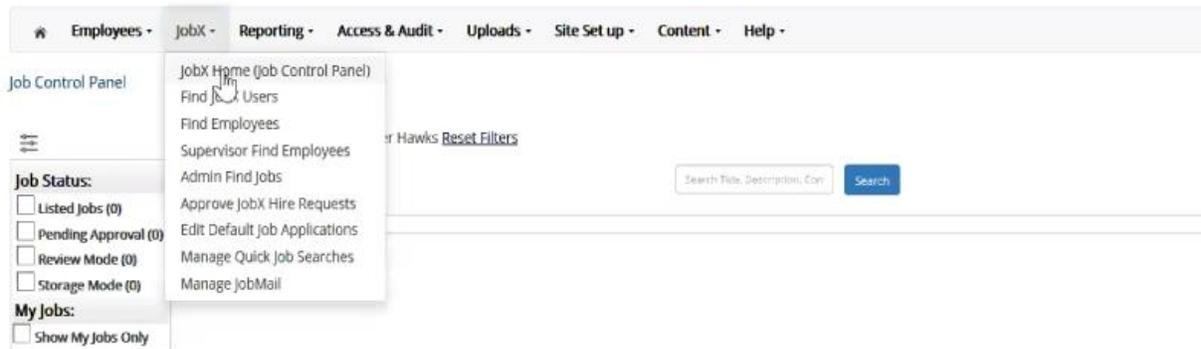


The screenshot shows a web form for requesting permission to use the site. At the top, there is a blue header with the JobHawk logo (a red hawk head) and the text "JOBHAWK". To the right of the logo, the contact information for the Office of Student Employment is listed: "Office of Student Employment", "University Crossing", "220 Pawtucket Street, Suite 280", "Lowell, MA 01854-5131". Below the header, there is a navigation menu with "Employees" selected. The main content area is titled "Request Permission To Use This Site" and contains the following text: "You must be a registered user to post jobs on the Employment website. Please fill out the following information, and we will evaluate your request as quickly as possible." The form consists of several input fields: "First Name *", "Middle Name", "Last Name *", "Full Email Address *" (with a small example "Example: jsmith@university.edu" below it), "Street 1", "Street 2", "City", "State", and "Zip Code". Each field has a corresponding text input box.

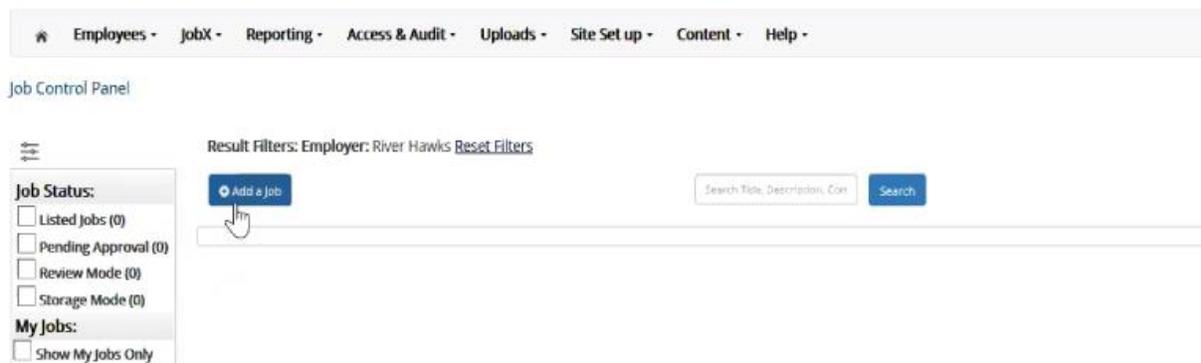
The application process is now complete. Please be advised that you do not have access to JobHawk yet. An administrator will contact you for further details on your intended job posting. Upon approval, you will receive an email notification from JobHawk@uml.edu advising of this.

Part 2 – Posting a Job

Creating a new job is a three-step process. This would include creating a job profile, editing the job application, and submitting the posting. JobHawk will walk you through this process.



To begin this process, select the “JobX” tab at the top of the page then select “JobX Home (Job Control Panel)”. From here, select “Add a Job” at the top of the page.



Step 1 - Complete the job profile screen. All fields designated with a red asterisk are required fields. Attributes that are included on the application are listed below.

<p>Categories to Complete for Job Posting</p>	<ul style="list-style-type: none"> • Job Title • Description • Requirements • Number of Available Openings • Minimum and Maximum Hours • Start and End Date • Timeframe -Seasonal, Academic Year, Fall Spring Summer • Hourly Pay Rate • Evening and/or Weekend Hours • Primary Contact Information
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Select “Submit” to continue.

Step 2 – the Pending Job Application page will pre-populate with required fields with the information included below.

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

Welcome, Candice Garabedian (Discouraged as Rowdy) | Logout

Employees • JobX • Reporting • Access & Audit • Uploads • Site Set up • Content • Help •

The job data was successfully saved. However, the job is not posted on the web site. There are two more steps. First, please review the job application below and delete any questions you do not want. Also you may rearrange the ordering of the questions. Any changes you make will be approved by an administrator.

Pending Job Application - River Hawks - Administrative Assistant

First name *
Middle name
Last name *
UML Email
*Please use your student UML email address. **
Confirm Email Above *
Resume *
Browse... No file selected.
 Monday Morning
 Monday Afternoon
 Tuesday Morning
 Tuesday Afternoon
 Wednesday Morning
 Wednesday Afternoon
 Thursday Morning
 What are your hours of availability? Please check all that apply for this current semester.

Pick from Existing Questions | Create a New Question

Question Details

Question Type
Please select
Question Name
Question Label

Application Behavior

Application Section
Select an existing section | Create a new section
-- Please select --

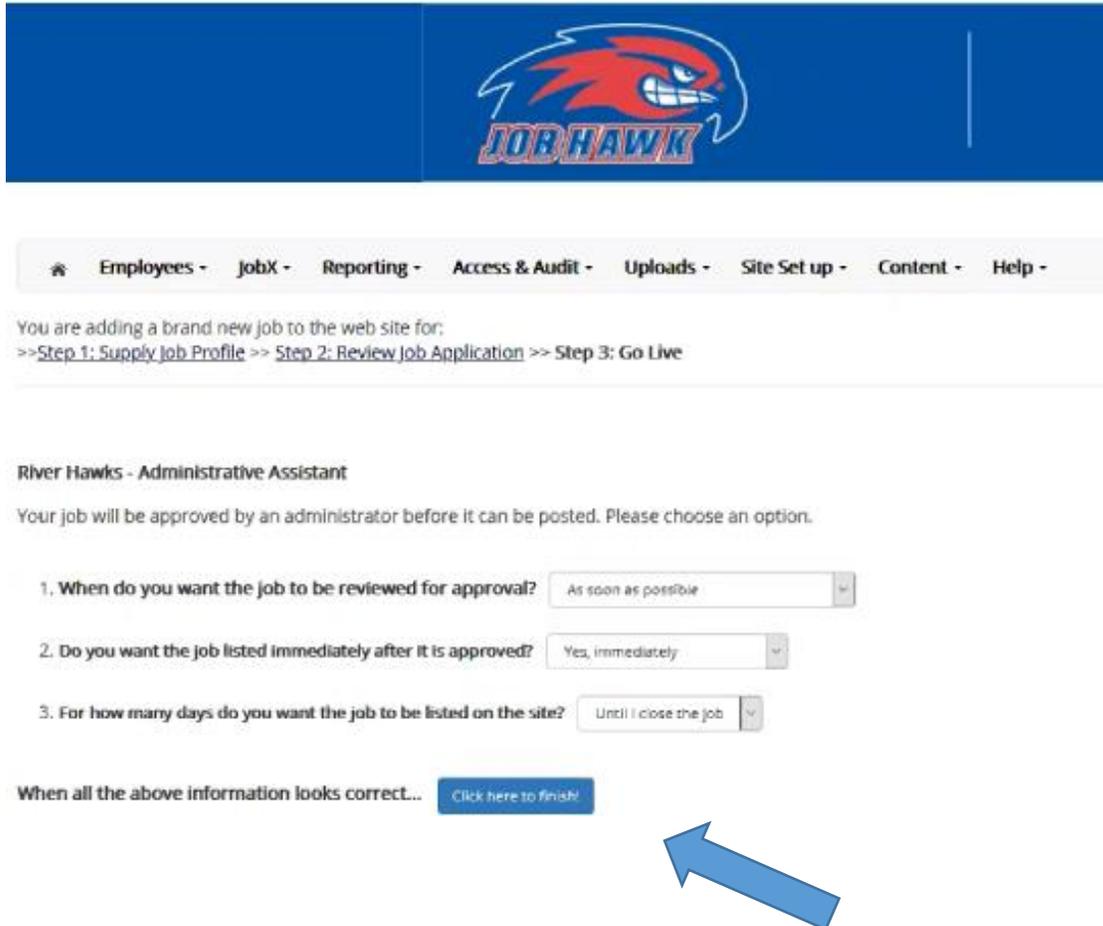
Other flags
 Application input is required
 Prefill this question from previous answer?
 Where To Add This Question?
 End of Application

Add Question

You can also create a new question to add to the application. Add the question details and behavior, then select “Add Question”. Your new question will now be available under the “Existing Questions” option to use for future job postings.

To complete the application, select “Save Application”.

Step 3 - The last step is to select preferences for your job posting. You have the option of when the job will be listed for students to view and apply to, if JobMail will be sent to notify students of the new posting, and how long you would like the job to be posted for.



The screenshot shows the Job Hawk web application interface. At the top, there is a blue header with the Job Hawk logo, which features a red hawk head and the text "JOB HAWK". Below the header is a navigation menu with the following items: Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -.

Below the navigation menu, there is a message: "You are adding a brand new job to the web site for:" followed by a breadcrumb trail: ">>Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live".

The main content area is titled "River Hawks - Administrative Assistant". Below the title, there is a message: "Your job will be approved by an administrator before it can be posted. Please choose an option.".

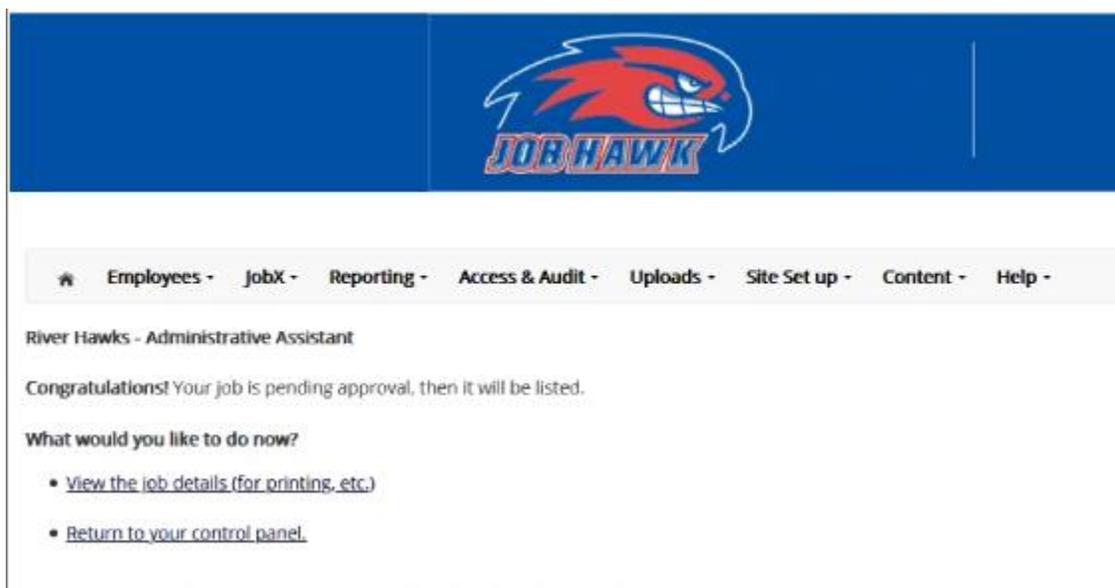
There are three questions with dropdown menus:

1. When do you want the job to be reviewed for approval? (As soon as possible)
2. Do you want the job listed immediately after it is approved? (Yes, immediately)
3. For how many days do you want the job to be listed on the site? (Until I close the job)

At the bottom of the form, there is a message: "When all the above information looks correct..." followed by a blue button labeled "Click here to finish!". A blue arrow points to this button.

Once your preferences are selected, complete this process by selecting “Click here to finish!”

Your job is not live on JobHawk yet. A notification is then sent to the Student Employment Office for an administrator to review your job posting prior to being listed. If an administrator has any questions about the position, you will be contacted.



Upon approval, you will receive an email from JobHawk@uml.edu advising that your job is now listed!

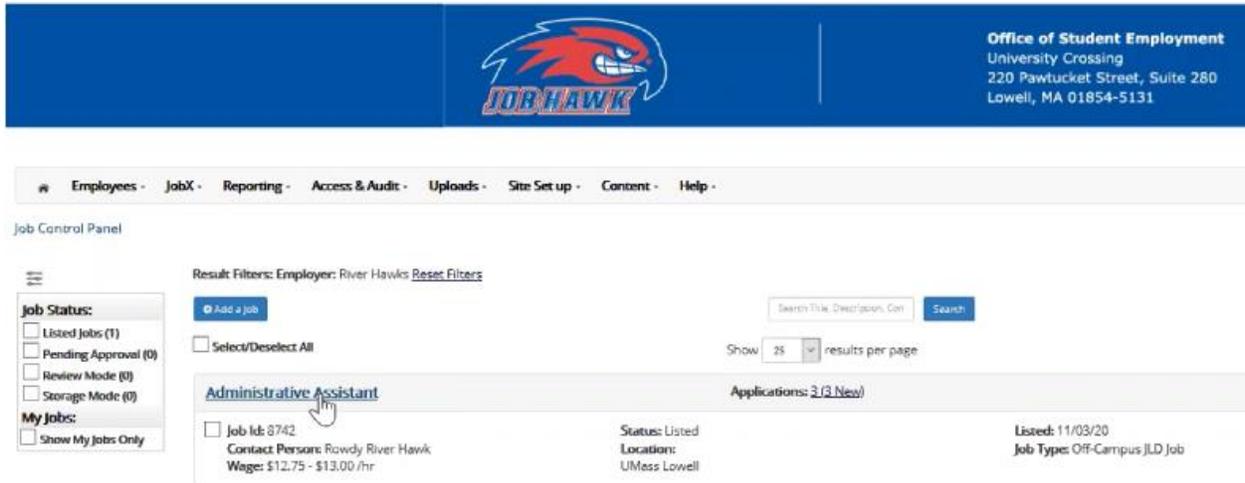
Step 3 – Managing Existing Job Posting

On the Job Control Panel, you are able to view all jobs that you have created. On this page, you will also see four statuses. This would include listed, pending approval, review mode, and storage mode.

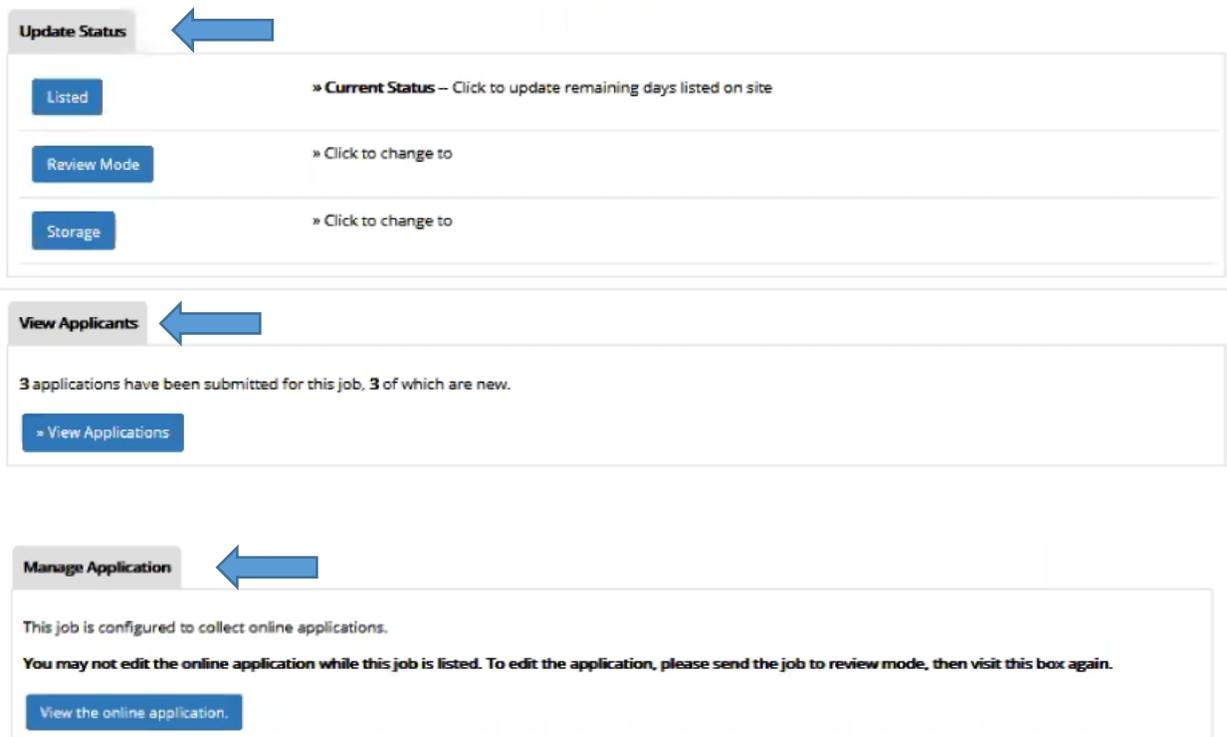
The screenshot displays the Job Control Panel interface. At the top, there is a navigation bar with links for Employees, JobX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below this, the 'Job Control Panel' title is visible. On the left, a sidebar contains a 'Job Status' filter menu with four options: 'Listed Jobs (1)', 'Pending Approval (0)', 'Review Mode (0)', and 'Storage Mode (0)'. A blue arrow points to this menu. The main content area shows 'Result Filters: Employer: River Hawks' and a search bar. Below the search bar, there is a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown. The job listing for 'Administrative Assistant' is shown with 'Applications: 3 (3 New)'. The job details include Job ID: 8742, Contact Person: Rowdy River Hawk, Wage: \$12.75 - \$13.00 /hr, Status: Listed, Location: UMass Lowell, and Listed: 11/03/20. The job type is 'Off-Campus JLD Job'. At the bottom right, there is a copyright notice: 'NG WebSolutions, LLC, Jacksonville, FL © Copyright 2001-2020. All rights reserved.'

Status	Description
“Listed”	When a job is live for a student to apply for
“Pending Approval”	When you have submitted a job posting and it is awaiting approval for the Student Employment Office. Once a job has been approved, you will get an email advising of this.
“Review Mode”	Removes the job posting from JobHawk. This allows for you to review applications submitted and ensures additional applications are not submitted once the job has been filled. At any time, you can move the job back to “Listed” to obtain additional applicants.
“Storage Mode”	Deletes all applications that had been submitted for the position. We typically advise to move jobs to “Review Mode” rather than “Storage Mode” in the event that you would like to reevaluate applications previously submitted.

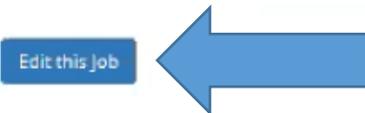
To view the details of an existing job, select the job title.



This will bring you to the “Manage job” page. At the top of the page, options are available to Update Status, Manage Application, and View Applications.



Farther down on the page, you can view all of the current details included in your job posting. If you would like to make any changes to your job posting, select “Edit this job”.



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

Administrative Assistant	
Job ID	8742
Job Type	Off-Campus JLD Job
Employer	River Hawks
Job Category	Administration
Job Description	Example job description
Job Requirements	Example job requirements
Available Openings	1

Update Job Profile:

Any changes you make to the job information will have to be approved. Please review the choices at the bottom of this form regarding how exactly you want the approval process to occur.

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person: Rowdy River Hawk

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number * 978-934-4128

Fax Number

Email * Student_jobs@um.edu

Location * UMass Lowell

Secondary Contact People Ctrl + click to select multiple
Select Some Options

You do not have permission to update job data directly. You may submit the changes you wish to make, which will then wait for approval by an administrator. Please choose an option:

Keep this job listed on the site so applicants can still search for it and apply for it. It will be listed in the old form until the changes you just made are approved. When the changes are approved, they will be immediately reflected in the job posting.

Remove this job from the web site so applicants may not search for it until the changes you just made are approved. When the changes you just made are approved, the job will be listed again on the web site.

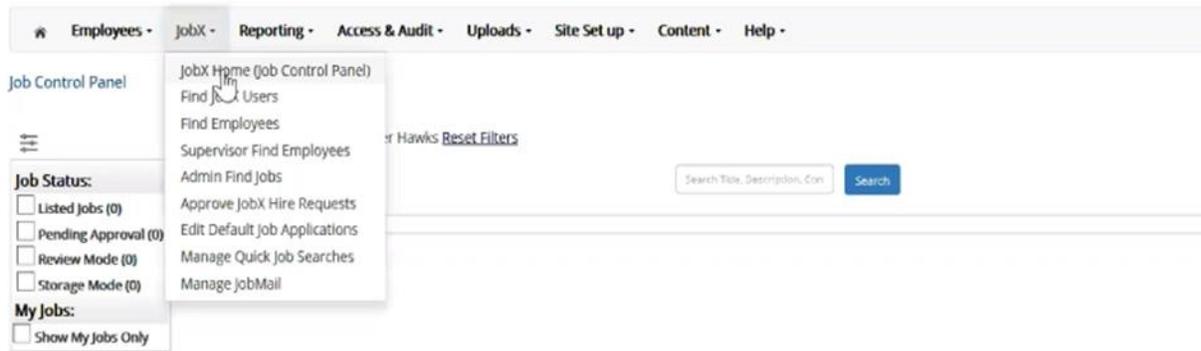
Submit

After you have made any necessary adjustments, select “Submit”.

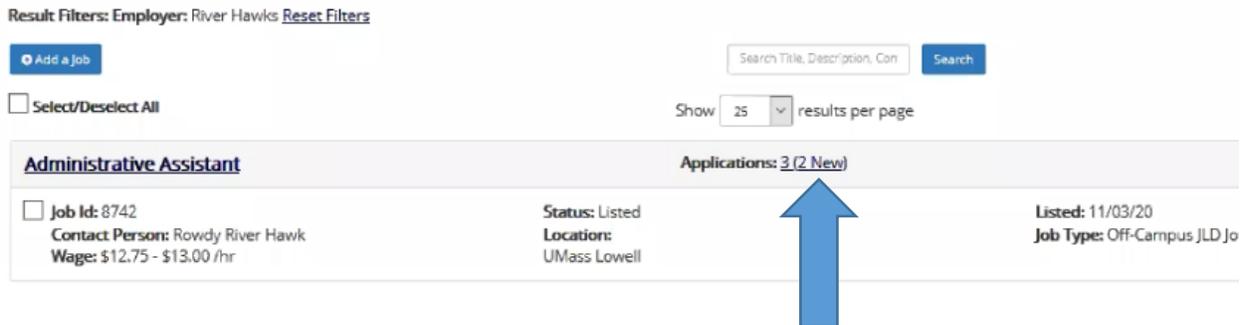
If you make any edits to the job posting or application, the job will be moved to “Pending Approval” prior to the job moving back to “Listed”.

Step 4 – Reviewing Applications

When a student applies for a job posting, you will receive an email notification that you received an application. To view the application, log into JobHawk and go to the “JobX Home (Job Control Panel)” page.



You can then select the highlighted number of applications to review further.



After selecting the highlighted value, you will see the contact information for the names of the applicants. Select the applicant's highlighted name.

Name	Email Address	App Date	Status	Flag	Emailed?
<input type="checkbox"/> Tony Test	Tony_Test@student.uml.edu	11/3/2020		P	
<input type="checkbox"/> Sam Sample	Sam_Sample@student.uml.edu	11/3/2020	New!	P	
<input type="checkbox"/> Janet Jobhawk	Janet_Jobhawk@uml.edu	11/3/2020	New!	P	

From here, you will see the information provided for the applicant at the top of the page and your job posting will be listed at the bottom of the page

[Back to Applications List](#)

General

First name: Tony

Middle name:

Last name: Test

UML Email: Tony_Test@student.uml.edu

Please use your student UML email address.

Confirm Email Above: Tony_Test@student.uml.edu

What are your hours of availability? Please check all that apply for this current semester: Monday Afternoon, Tuesday Afternoon, Thursday Morning, Evenings

Notes

Application Submitted Date: 11/3/2020 10:29:00 AM ET

Default Application Template Last Modified Date: 6/9/2015 9:08:49 PM ET by Candice Garabedian

Job Specific Application Questions Last Modified Date: 11/3/2020 3:26:26 PM ET by Candice Garabedian

Administrative Assistant

Job ID: 9742

Job Type: Off-Campus JLD Job

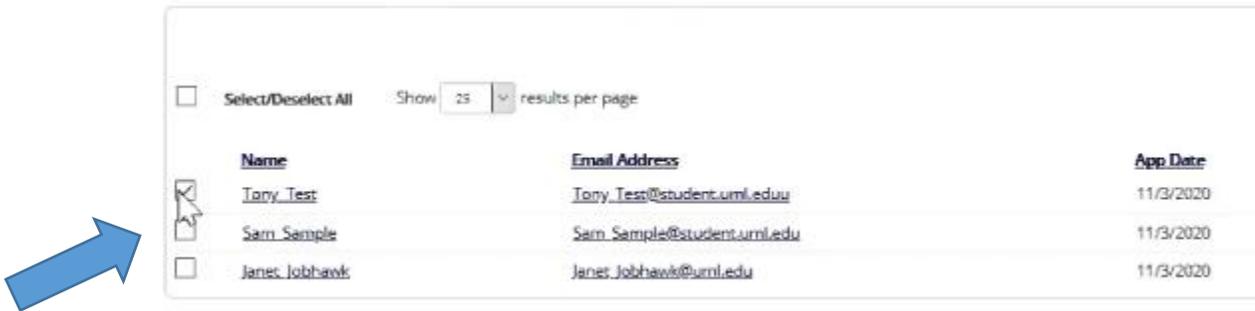
Date Posted: Nov 03, 2020

Category: Administration

If you would like to contact an applicant, this can be done directly through JobHawk. By selecting “Actions” option, either on the applicant line or on the right-hand side of the page.



On the right-hand side of the page, you have the option to send a greeting, reject, or custom email. This can be done by selecting the desired email option, checking off the name of the applicant that you would like to send the email to, then select “Apply Action”.



Select/Deselect All Show results per page

<u>Name</u>	<u>Email Address</u>	<u>App Date</u>
<input checked="" type="checkbox"/> Tony Test	Tony_Test@student.uml.edu	11/3/2020
<input type="checkbox"/> Sam Sample	Sam_Sample@student.uml.edu	11/3/2020
<input type="checkbox"/> Janet Jobhawk	Janet_Jobhawk@uml.edu	11/3/2020



Send Greeting Email

to 3 of 3 | << < > >> |

<u>App Date</u>	<u>Status</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Preview</u>	<u>Actions</u>
11/3/2020		P				Actions -
11/3/2020		P				Actions -
11/3/2020		P				Actions -

Email Applicants - Greeting

Default: Applicants selected if not greeted/interviewed or rejected.

To

- Jobhawk, Janet [Janet_Jobhawk@uml.edu]
- Sample, Sam [Sam_Sample@student.uml.edu]
- Test, Tony [Tony_Test@student.uml.edu]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From Candice_Garabedian@uml.edu

Subject Job: Administrative Assistant

Body

I am interested in meeting with you to discuss your interest in the Administrative Assistant job opening in my department. Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send Cancel

Example of Automated Greeting Email

Email Applicants - Rejection

Default: No applicants selected. You must select recipients.

To

- Jobhawk, Janet [Janet_Jobhawk@uml.edu]
- Sample, Sam [Sam_Sample@student.uml.edu]
- Test, Tony [Tony_Test@student.uml.edu]

Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From Candice_Garabedian@uml.edu

Subject Job: Administrative Assistant - Not Available

Body

You recently submitted an on-line application for the Administrative Assistant job opening. I regret to inform you that the position has been filled. Thank you very much for your interest in the position.

Send Cancel

Example of Automated Rejection Email