

Getting Started

The Smith College Student Employment Office is pleased to announce an upgrade of JobX to help employers and student employees in the job posting and hiring process.

With this new tool, student employees will be able 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 Smith College's student employment needs.
- Apply for jobs online.
- Maintain a Dashboard with records of all job applications and job hire history.
- Contact the Student Employment Office.

These services use a Web interface and are designed, like other websites, to be self-explanatory.

Additional help on each Web page can be accessed by clicking these icons:

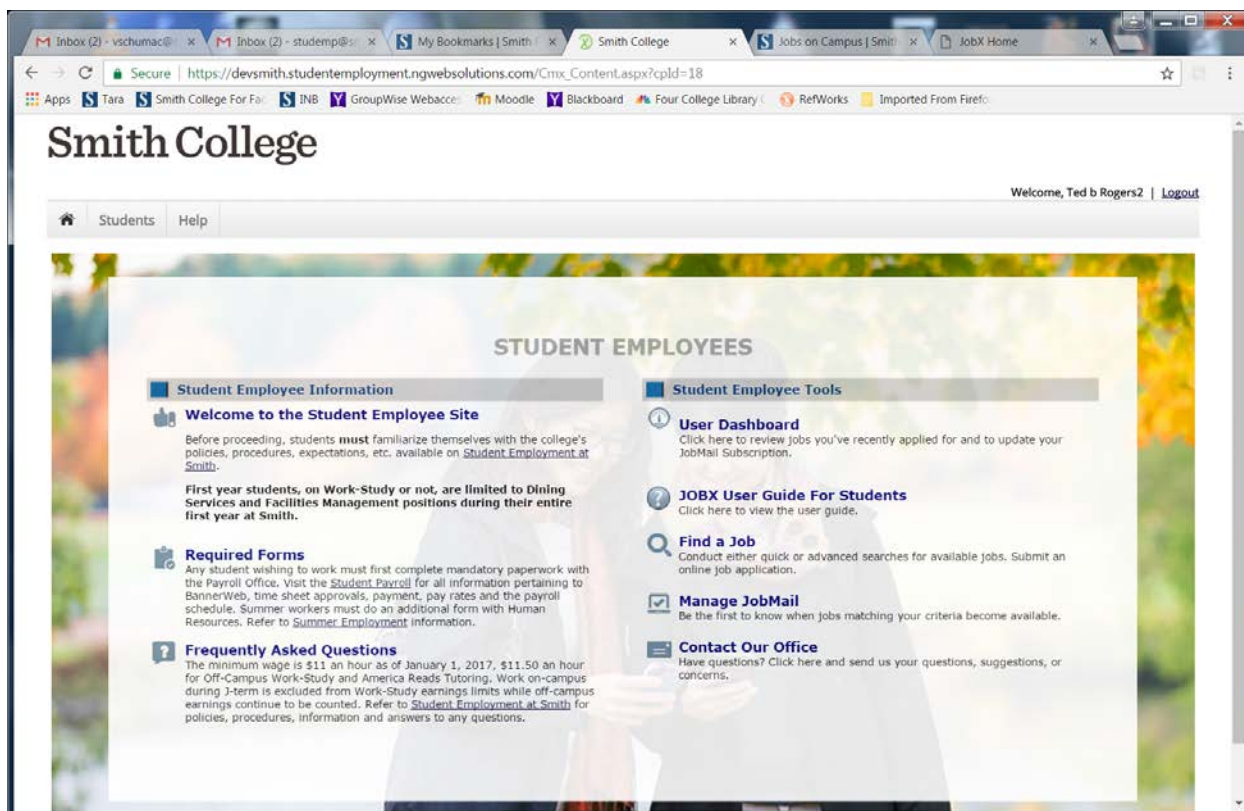


The instructions contained in this document will help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to studemp@smith.edu.

Smith College utilizes a Single Sign On (SSO) process that will enable you to login to the institutional portal and simply click on a designated JobX link that will pre-authenticate your credentials.

https://smith.studentemployment.ngwebsolutions.com/JobX_Home.aspx

The Student Employee page of the Smith College JobX site is designed for employees. Features accessible from the home page include:



Required Forms – Access important forms and information with links to Payroll, etc.

Frequently Asked Questions – Brief information and a link to the Student Employment website, required reading for any student seeking to work.

Find a Job – Use a number of different tools to browse all available job offerings.

Manage JobMail – Sign up to receive a systematic email when a new job is posted on JobX that matches your designated criteria.

Contact Us – Submit questions and comments to the Smith Employment Office online. This is the best way to contact us.

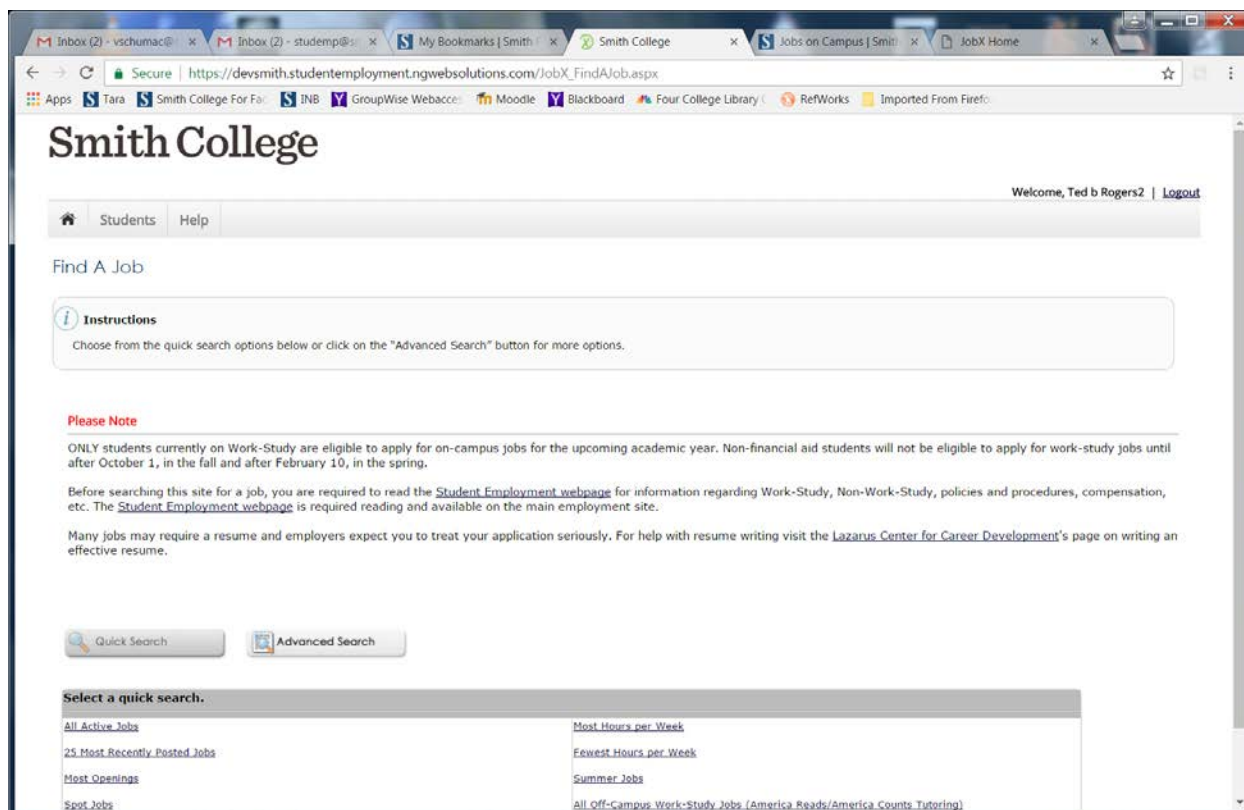
Find A Job

Every job posted on JobX can be found and applied for through the *Find a Job* page.

- 1 ▶ Smith College has implemented a Single Sign-On Solution. Please login to the college portal and click on the designated link provided to access JobX. Otherwise, please navigate to the following URL:

https://smith.studentemployment.ngwebsolutions.com/JobX_Home.aspx

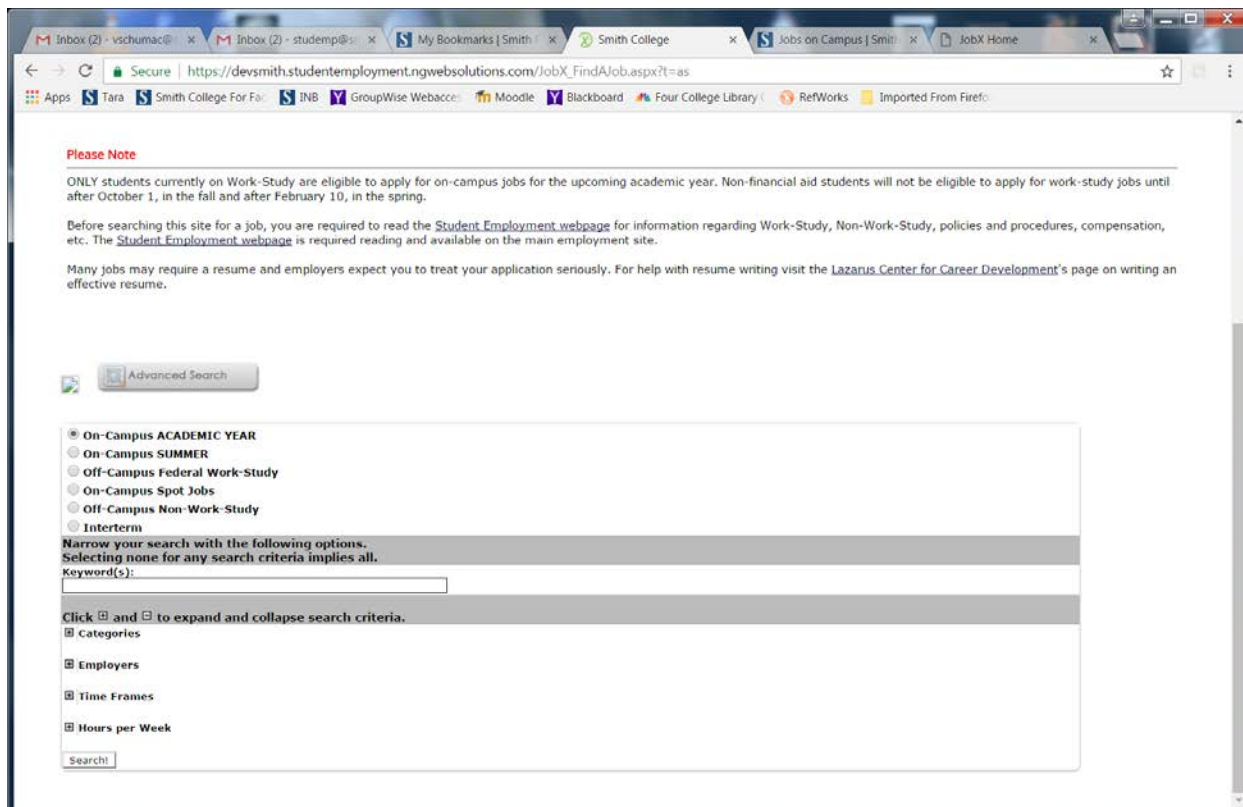
- 2 ▶ Click the Student Employees Link. Next, click Find a Job on the “Student Employees Home Page” on the page presented or from the Employees Menu at the top left portion of your screen.
- 3 ▶ The *Quick Search* page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches.



- 4 ▶ To run a Quick Search, simply click the name of the search. The results page will load.

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.



Please Note

ONLY students currently on Work-Study are eligible to apply for on-campus jobs for the upcoming academic year. Non-financial aid students will not be eligible to apply for work-study jobs until after October 1, in the fall and after February 10, in the spring.

Before searching this site for a job, you are required to read the [Student Employment webpage](#) for information regarding Work-Study, Non-Work-Study, policies and procedures, compensation, etc. The [Student Employment webpage](#) is required reading and available on the main employment site.

Many jobs may require a resume and employers expect you to treat your application seriously. For help with resume writing visit the [Lazarus Center for Career Development's](#) page on writing an effective resume.

Advanced Search

- ☒ On-Campus ACADEMIC YEAR
- ☐ On-Campus SUMMER
- ☐ Off-Campus Federal Work-Study
- ☐ On-Campus Spot Jobs
- ☐ Off-Campus Non-Work-Study
- ☐ Interterm

Narrow your search with the following options.
Selecting none for any search criteria implies all.

Keyword(s):

Click ☐ and ☐ to expand and collapse search criteria.

- ☐ Categories
- ☐ Employers
- ☐ Time Frames
- ☐ Hours per Week

To narrow your search by defining as many or as few criteria as you want, you can either use the **Keyword(s)** search box by entering a job title, description, requirements, or department name.

Additionally, you can 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.

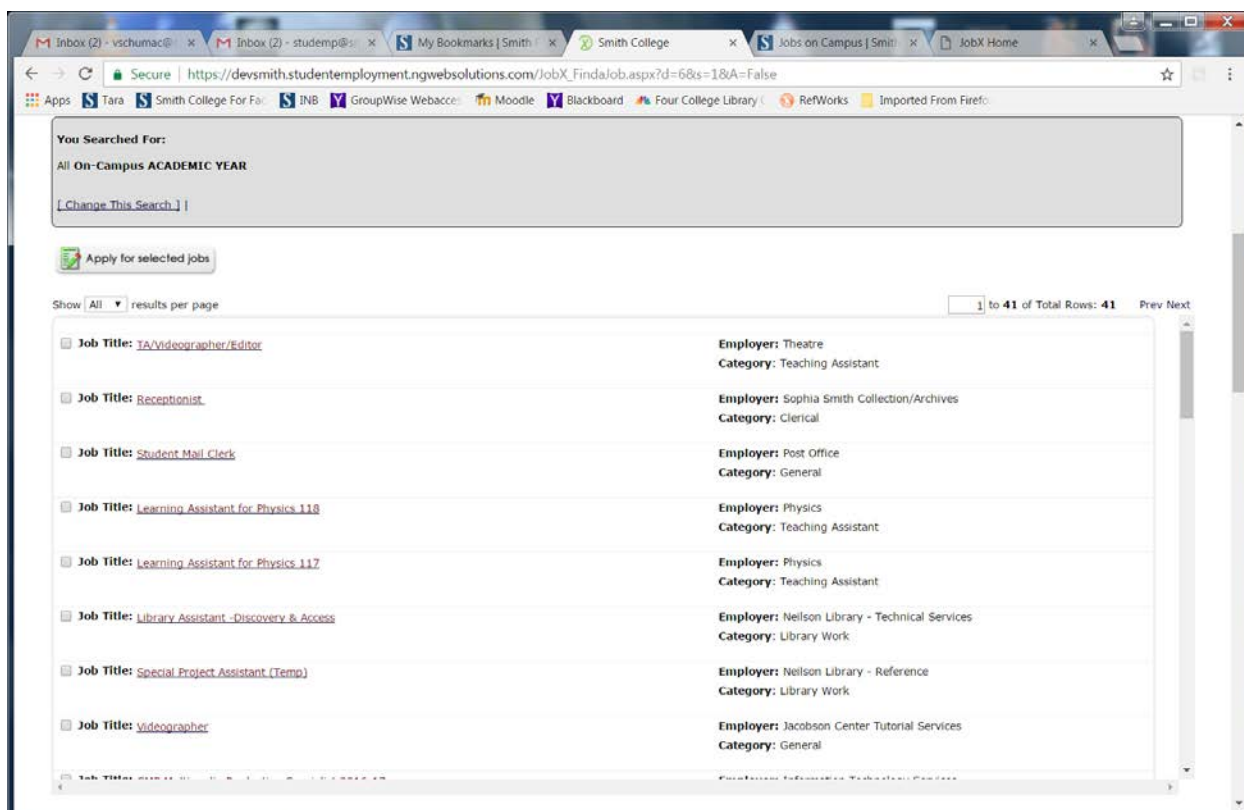
Once you have defined your criteria, click the “Search!” button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there isn’t a sufficient number of jobs within the job type you are searching, try making your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

The page will display the results of your search and allow you to access the details of a job.

To view the details of a job, click the title.



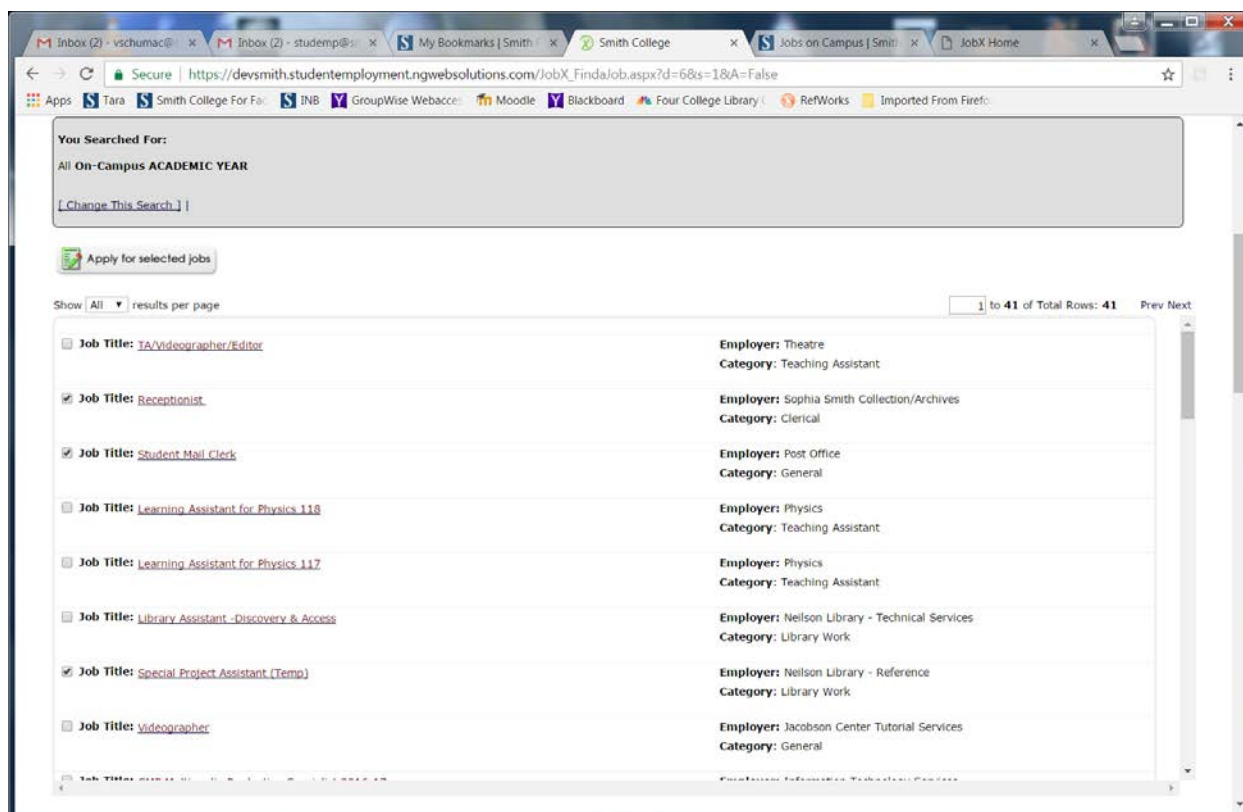
Apply for A Job

You can apply online for one or multiple jobs by completing a single application. Some jobs may require that you answer additional questions and some jobs may only be applied for by contacting the employer directly (such as America Reads Tutoring positions).

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 Applying for and click the “Apply for selected jobs” button.



- 3 ► You have to be logged in to apply for jobs and before allowing you to apply, JobX will perform a validation against certain data within JobX to determine whether 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). For instance, all students must have the mandatory Payroll paperwork on file. If you do not, you must go to Payroll, complete all the forms and wait at least 24 hours before attempting to apply again for the job. This paperwork is mandatory for anyone wishing to work and the student is responsible for insuring that it is complete before the job search. Some jobs, such as Off-Campus Work-Study, will stop any students who do not have Federal Work-Study in their financial aid package. While you may be permitted to apply for a position on JobX, only those students on financial aid with Work-Study in their package have priority for hiring for most positions. Non-Work-Study students are only considered under special circumstances or after the dates jobs open up.

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.

If the employer requires a resume for a job, you can simply browse to your resume and click the “Open” button to attach your resume to your application.

The screenshot shows a web browser window with the URL https://devsmith.studentemployment.ngwebsolutions.com/Jobx_Apply.aspx?JobId=0. The page title is "Apply To Job". A yellow help box states: "Please complete the application below, then click the 'Submit' button to apply for this job. A red asterisk will appear next to fields that are required but have not been entered. Review this application carefully before you submit it. You will not have an opportunity to revise your answers once they are submitted." Below this, it lists the jobs being applied for: Receptionist - Sophia Smith Collection/Archives, Student Mail Clerk - Post Office, and Special Project Assistant (Temp) - Neilson Library - Reference. The "General" section contains the following fields:

First name	Ted	*
Middle name	b	
Last name	Rogers2	*
Email <small>Please use your institutional email address (if you have one)</small>	tedrogers2@ngwebsolutions.com	* (re-enter to confirm)
Student ID	222222222	*
Resume	<input type="button" value="Choose File"/> No file chosen	
Are you on Work-Study? Please check your financial aid on BannerWeb to verify.	yes	*
Are you a first year student? First year students are only eligible for Dining Services and Housekeeping positions.	no	*
What is your phone number?	585-2530	*

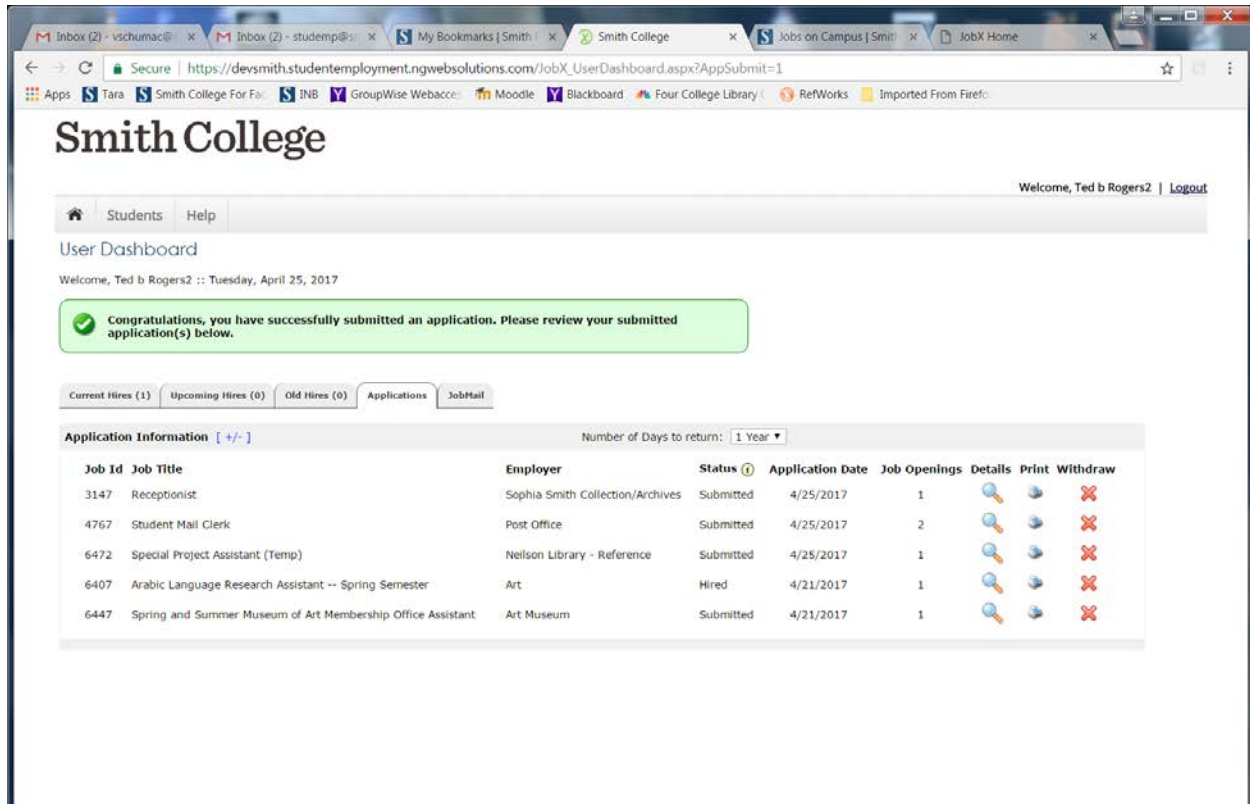
A "Submit" button is located at the bottom left of the form.

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. We strongly encourage you to always use your Smith Gmail address. If you do not hear from a prospective employer, follow up with an email or phone call.

You have completed the job application process!

User Dashboard

'My Dashboard' (shown below) is a centralized location an applicant can view/manage their JobX data once they've successfully logged into JobX.



The screenshot shows the Smith College JobX User Dashboard. The browser address bar displays the URL: https://devsmith.studentemployment.ngwebsolutions.com/JobX_UserDashboard.aspx?AppSubmit=1. The page header includes the Smith College logo and a welcome message: "Welcome, Ted b Rogers2 | Logout". Below the header, there are navigation tabs: "Students", "Help", "User Dashboard", "Current Hires (1)", "Upcoming Hires (0)", "Old Hires (0)", "Applications", and "JobMail". A green notification box states: "Congratulations, you have successfully submitted an application. Please review your submitted application(s) below." Below the notification, there is a table titled "Application Information" with a filter for "Number of Days to return: 1 Year". The table lists applications with columns: Job Id, Job Title, Employer, Status, Application Date, Job Openings, Details, Print, and Withdraw.

Job Id	Job Title	Employer	Status	Application Date	Job Openings	Details	Print	Withdraw
3147	Receptionist	Sophia Smith Collection/Archives	Submitted	4/25/2017	1			
4767	Student Mail Clerk	Post Office	Submitted	4/25/2017	2			
6472	Special Project Assistant (Temp)	Neilson Library - Reference	Submitted	4/25/2017	1			
6407	Arabic Language Research Assistant -- Spring Semester	Art	Hired	4/21/2017	1			
6447	Spring and Summer Museum of Art Membership Office Assistant	Art Museum	Submitted	4/21/2017	1			

- 1 ▶ **Current Hires** – This tab presents all current hires the applicant has within JobX.
- 2 ▶ **Upcoming Hires** – This tab presents all upcoming hires the applicant has within JobX.
- 3 ▶ **Old Hires** – This tab presents all old hires the applicant has within JobX. Many employees like to refer to this tab when creating a resume as it will provide the exact start/end dates of all their previous jobs.

4 ▶ **Applications** – This tab presents all applications submitted to date.

Application Status - The applicant can view the status of their application. Application statuses are as follows:


Submitted Status – As soon as an application has been submitted to an employer for consideration, the application status will be 'Submitted'.


Pending Status - If a supervisor for a specific job has requested to hire the applicant, the status will be 'Pending'.


Hired Status – If the applicant has been successfully hired into a job, the application status will be 'Hired'.

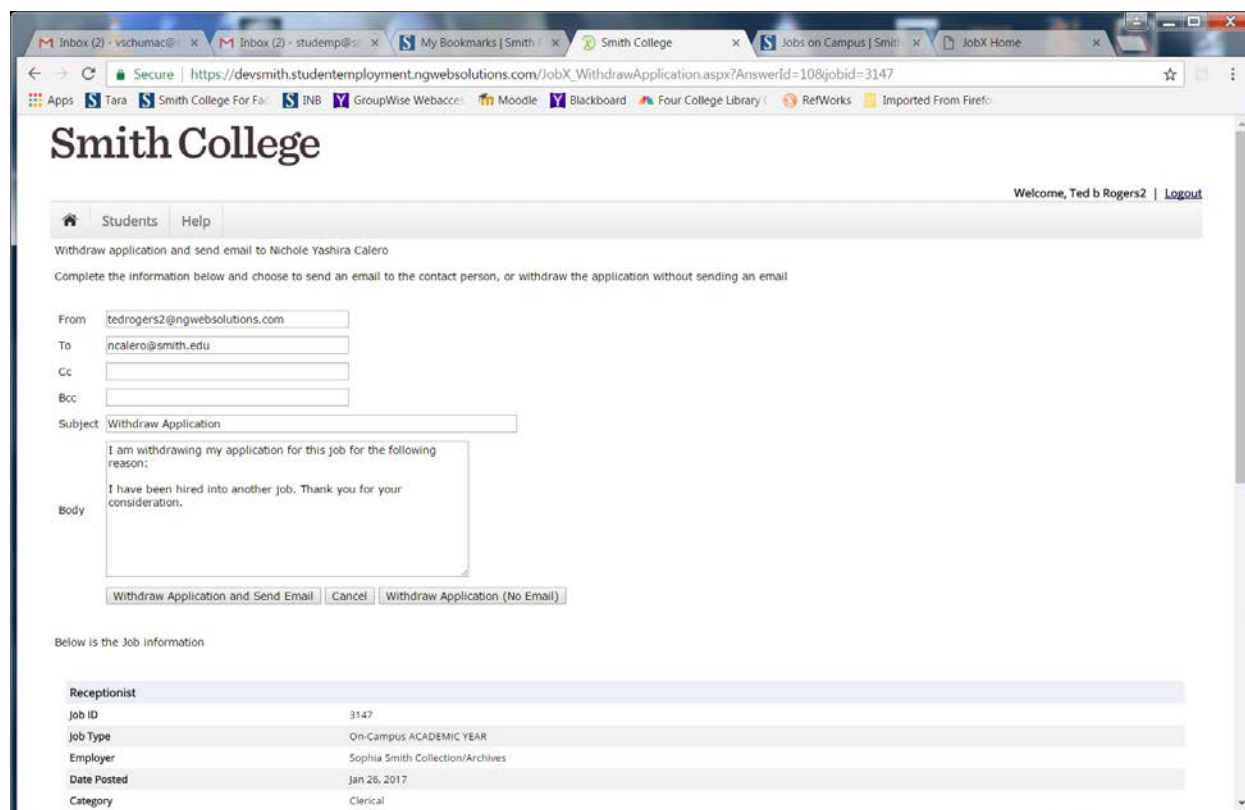
Application Date – This is the date the application was submitted.

Job Openings – This reflects how many job openings there are for this specific job. As other applicants are hired into this job, the job openings number will be decreased.

Details – To view the details of your application submitted, click the  magnifying glass icon.

Print – To print the application, click the  printer icon.

Withdraw – To withdraw an application previously submitted, you can click on the  icon. The applicant can choose to email the supervisor explaining why they want to withdraw the application or can chose to withdraw their application without notifying the supervisor.



Smith College

Welcome, Ted b Rogers2 | [Logout](#)

[Home](#) [Students](#) [Help](#)

Withdraw application and send email to Nichole Yashira Calero

Complete the information below and choose to send an email to the contact person, or withdraw the application without sending an email

From:

To:

Cc:

Bcc:

Subject:

Body:

Below is the Job information

Receptionist	
Job ID	3147
Job Type	On-Campus ACADEMIC YEAR
Employer	Sophia Smith Collection/Archives
Date Posted	Jan 26, 2017
Category	Clerical

5 ► 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. If your school has implemented a Single Sign On solution, you will need to login to your portal and click on the designated JobX link to configure your JobMail Subscription. Your JobMail subscription can be accessed by clicking the “My JobMail” or “My Dashboard” depending on your school’s site.



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



[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.

On Campus Federal Work Study «?»			[Add New Subscription]
Subscription1		[Delete Subscription]	
» Employer	2 selected	[View/Modify]	
» Category	0 selected	[View/Modify]	
» Employment Period	0 selected	[View/Modify]	
NSE «?»			[Add New Subscription]
<i>There are no subscriptions for this job type.</i>			
JLD «?»			[Add New Subscription]
Subscription1		[Delete Subscription]	
» Employer	0 selected	[View/Modify]	
» Category	0 selected	[View/Modify]	
» Employment Period	0 selected	[View/Modify]	
Off-Campus Federal Work Study «?»			[Add New Subscription]
<i>There are no subscriptions for this job type.</i>			

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 specific times of year, click [\[View / Modify\]](#) next to Time Frame.



On-Campus Jobs (FWS & CWS) [«?»](#) [\[Add New Subscription \]](#)

Subscription1 [\[Delete Subscription \]](#)

» Employer 3 selected [\[View/Modify \]](#)

» Category 2 selected [\[View/Modify \]](#)

» Time Frame 1 selected [\[View/Modify \]](#)

Off-Campus Jobs (Federal Work Study) [«?»](#) [\[Add New Subscription \]](#)

Subscription1 [\[Delete Subscription \]](#)

» Employer 0 selected [\[View/Modify \]](#)

» Category 0 selected [\[View/Modify \]](#)

» Time Frame 0 selected [\[View/Modify \]](#)

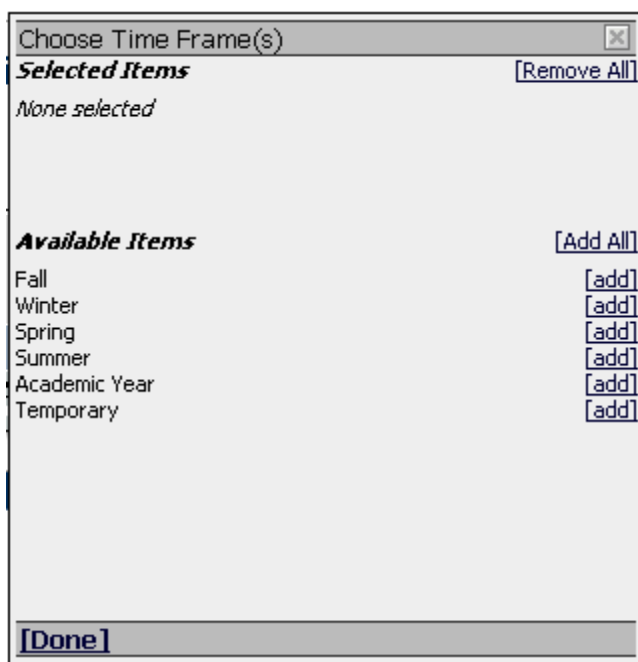
On-Campus Non-FWS Jobs [«?»](#) [\[Add New Subscription \]](#)

There are no subscriptions for this job type.

Off-Campus Non-FWS Jobs [«?»](#) [\[Add New Subscription \]](#)

There are no subscriptions for this job type.

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 about summer jobs only, click [\[add\]](#) next to *Summer* and the item will move under the *Selected Items* list. When you have completed your changes, click [\[Done \]](#) at the bottom of the menu.



Choose Time Frame(s) [\[X\]](#)

Selected Items [\[Remove All\]](#)

None selected

Available Items [\[Add All\]](#)

Fall [\[add\]](#)

Winter [\[add\]](#)

Spring [\[add\]](#)

Summer [\[add\]](#)

Academic Year [\[add\]](#)

Temporary [\[add\]](#)

[\[Done\]](#)

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 you 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 select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a specific criterion and among them. In other words, if you choose Time Frames *Summer*, *Fall*, or *Academic Year* 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: Academic Year

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

You can create as many subscriptions as you would like. The subscriptions have no relationship to one another. 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.



Once you have saved any changes to your subscriptions, you can logout by clicking the 'Logout' link at the top right-hand side of your screen.