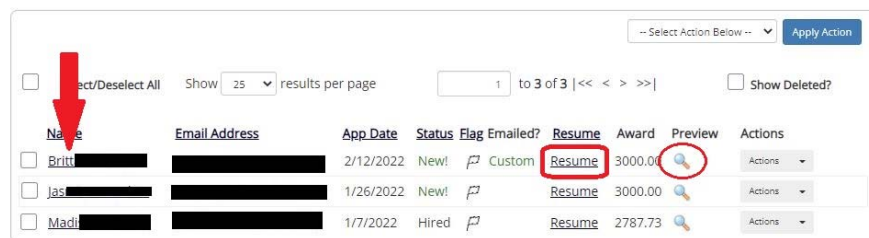


Managing Applicants in JobX

- You may review applications by clicking the # (# New) link located next to *Applications* for the applicable job.

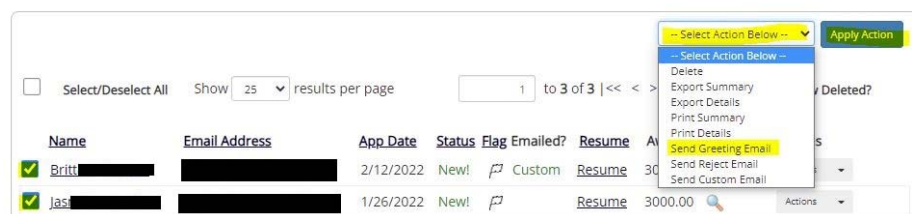
| | | |
|---|---|---|
| FWS Processing Assistant | Applications: 3 (3 New) | Employer: Financial Aid & Scholarships |
| <input type="checkbox"/> Job Id: 5110 Contact Person: Sarah Shanks Wage: \$8.25 /hr | Status: Review Location: | Listed: 05/10/21 Job Type: On-Campus FWS |
| Actions ▾ | | |

- Click the applicants name link to view the application in a full screen view
 - To view the resume, click on the “resume’ link next to their name.
 - Click or hover over the magnifying glass next to the employee’s name to get a quick view format of the application



| Name | Email Address | App Date | Status | Flag | Emailed? | Resume | Award | Preview | Actions |
|---|---------------|-----------|--------|------|----------|------------------------|---------|---------|-----------|
| <input type="checkbox"/> Britt [REDACTED] | [REDACTED] | 2/12/2022 | New! | 🚩 | Custom | Resume | 3000.00 | | Actions ▾ |
| <input type="checkbox"/> Jas [REDACTED] | [REDACTED] | 1/26/2022 | New! | 🚩 | | Resume | 3000.00 | | Actions ▾ |
| <input type="checkbox"/> Madi [REDACTED] | [REDACTED] | 1/7/2022 | Hired | 🚩 | | Resume | 2787.73 | | Actions ▾ |

- Schedule an interview with applicants by checking the box to the left of the name of the applicants you wish to interview. Then select *Send Greeting Email* from the –Select Action Below—drop down and select *Apply Action*.

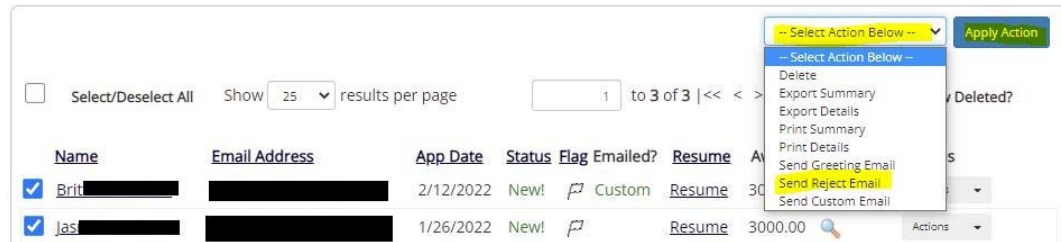


| Name | Email Address | App Date | Status | Flag | Emailed? | Resume | Award | Preview | Actions |
|--|---------------|-----------|--------|------|----------|------------------------|---------|---------|-----------|
| <input checked="" type="checkbox"/> Britt [REDACTED] | [REDACTED] | 2/12/2022 | New! | 🚩 | Custom | Resume | 3000.00 | | Actions ▾ |
| <input checked="" type="checkbox"/> Jas [REDACTED] | [REDACTED] | 1/26/2022 | New! | 🚩 | | Resume | 3000.00 | | Actions ▾ |

Do not use this function to inform applicants you are not interested in hiring them and the job has been filled

- You may change the body of the email or add additional email recipients in the ‘To’ box then be sure to click send.
- This feature is used to reach out to one or more applicants. If you select more than one applicant to interview, individual e-mails will be sent to each person.
- If you don’t want to interview an applicant, ensure that the box next to the candidate is not checked.

- To reject an applicant, click the box next to one or more applicants you wish to send a rejection email. Next, click the *Select Action Below* dropdown. Select *Send Reject Email*. Then click the *Apply Action* button.



The screenshot shows a web interface for managing applicants. At the top, there is a 'Select/Deselect All' checkbox, a 'Show 25 results per page' dropdown, and a pagination control showing '1 to 3 of 3'. Below this is a table with columns: Name, Email Address, App Date, Status, Flag Emailed?, Resume, and an Actions column. Two rows are visible, both with checked checkboxes in the first column. The first row has 'Brit' as the name and '2/12/2022' as the app date. The second row has 'Jas' as the name and '1/26/2022' as the app date. An 'Apply Action' button is located to the right of the table. A dropdown menu is open over the 'Apply Action' button, listing several options: Delete, Export Summary, Export Details, Print Summary, Print Details, Send Greeting Email, Send Reject Email (highlighted in yellow), and Send Custom Email.

| Name | Email Address | App Date | Status | Flag Emailed? | Resume | Actions |
|---|---------------|-----------|--------|--|--------|---------|
| <input checked="" type="checkbox"/> Brit [REDACTED] | [REDACTED] | 2/12/2022 | New! | <input checked="" type="checkbox"/> Custom | Resume | 3000.00 |
| <input checked="" type="checkbox"/> Jas [REDACTED] | [REDACTED] | 1/26/2022 | New! | <input checked="" type="checkbox"/> | Resume | 3000.00 |

- This feature is utilized to inform one or more applicants they did not get this job. To select more than one student, check the box next to their name,
- You may change the text in the body of the email or add other email recipients in the 'To' box, then click the Send button.