Editing a Job

- Select the job title from the JobX Control Panel.

  ![JobX Control Panel](image)

- DIFFERENT SECTIONS
  - Update Status

    ![Update Status](image)

    - What are the different job statuses?
      - Listed
        - The job is posted, and applicants are able to view and apply to the job
        - You are still able to edit a job when it’s listed.
      - Review mode
        - No other people can apply to the position.
        - You may send requests for interview, and rejection emails in review mode.
      - Storage mode
        - Best used when you have filled all your positions for the semester.
        - When the job posting is moved to Storage all of the applications are removed.
        - When put in storage the job is closed.
  - Manage Application

    ![Manage Application](image)

    - Use this to edit, view, or remove the online application.
View Applicants

- You can select View Applications to go to the Applications Manager page

Hire Applicant

- Can use this button to select the name of an applicant to hire or to look up a student to hire as a walk-in.

- If you need to edit the contents of the job description, dates, term, number of available positions, etc., select Edit this Job.

- Input edits and select Submit.
  - Edits will have to be approved by Financial Aid & Scholarships.