

EMPLOYER'S GUIDE TO USING THE FEDERAL WORK STUDY EMPLOYMENT WEBSITE

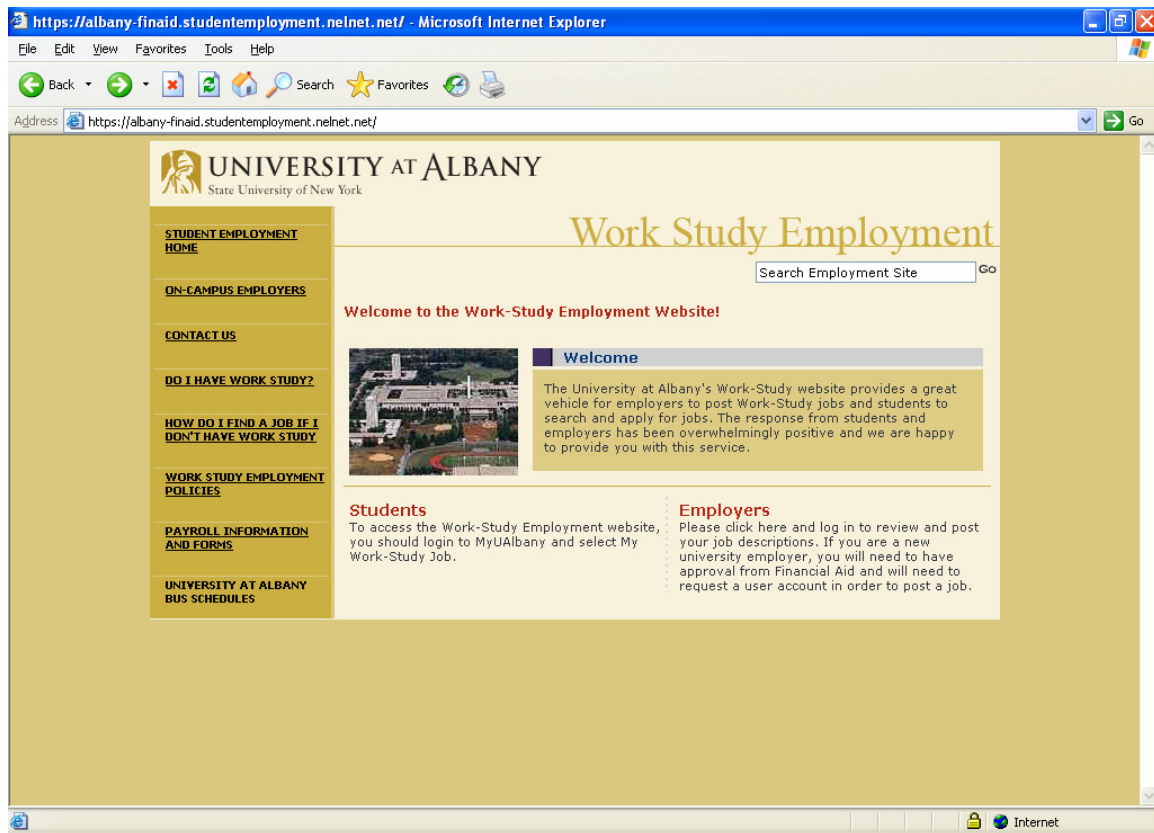
Getting Started

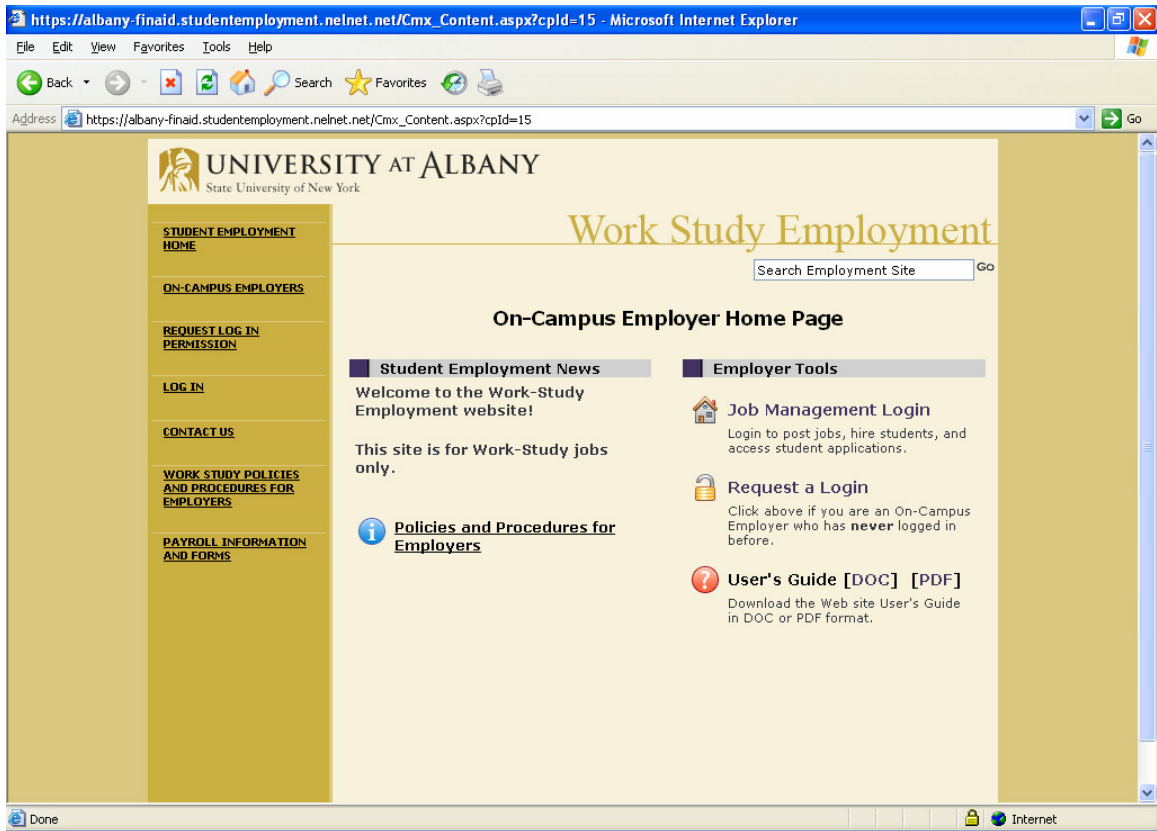
The Office of Student Financial Services/Financial Aid is pleased to offer web services to help employers and students in the job posting and hiring process. With this tool, you will be able to post jobs, review applications, and hire a student, all online. Students will also have the capability to search for jobs and apply for positions online.

The instructions contained in this document explain the process from posting a job through hiring a student. If you have additional questions, please contact us via e-mail at FAworkstudy@uamail.albany.edu.


To begin using the website, type the following address into your Internet browser's address bar:


http://www.albany.edu/federal_workstudy_jobs/





To access any employer function of the website, you must always log in first.

**UNIVERSITY AT ALBANY**
State University of New York



CONTACT UALBANY || DIRECTORIES || CALENDARS & SCHEDULES || VISITORS || SITE INDEX || SEARCH

ADMISSIONS || ACADEMICS || RESEARCH || IT SERVICES || LIBRARIES || ATHLETICS

>> Student Employment Home

>> Log Out

Work Study Employment

Search Employment Site

Please Log In!

Email Address

Password

Don't have a password? Request permission to list jobs by clicking [here](#).

Help! I forgot my password! (If so, click [here](#)).

My Control Panel

Once you have logged in, you can access *My Control Panel*. On this page you can perform nearly all tasks related to your jobs.

>> Student Employment Home

>> **My control panel**

>> My Profile

>> Log Out

Work Study Employment

Search Employment Site

Go

Welcome, Joe Smith
Friday, June 04, 2004

Financial Aid Office

☐ Only show "my" jobs
☒ Show all jobs within selected employer(s)

Add a new job for Financial Aid Office

:: CURRENTLY LISTED JOBS

Ref# 831	answer JobX questions	Edit Job	Manage Job	View Applicants (1)	Hire a student	Listed: 5/18/2004
Ref# 845	Beaker Cleaner	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 6/3/2004
Ref# 838	fafsa czar	Edit Job	Manage Job	View Applicants (1)	Hire a student	Listed: 6/3/2004
Ref# 825	file coordinator	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 4/14/2004
Ref# 826	file manager	Edit Job	Manage Job	View Applicants (1) (1 New)	Hire a student	Listed: 5/12/2004
Ref# 833	receptionist	Edit Job	Manage Job	View Applicants (4) (2 New)	Hire a student	Listed: 5/20/2004
Ref# 829	service counter worker-test	Edit Job	Manage Job	View Applicants (3)	Hire a student	Listed: 5/17/2004
Ref# 822	student aid	Edit Job	Manage Job	View Applicants (3) (1 New)	Hire a student	Listed: 4/14/2004
Ref# 840	Windows Washer	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 6/3/2004

You can select whether to view only *My Jobs* or all jobs within your assigned employer(s). *My Jobs* only displays jobs for which you are the primary contact. Otherwise, you can select to have all jobs for your assigned employer shown. In most cases, you will want to show all jobs for your employer.

Post a New Job

Posting a new job is a three-step process. First you create the job profile, then edit the job's application if desired (based on the University's standard application), and finally, submit the job for approval and posting. The website will walk you through each one of these steps.

To post a job, follow these directions:

- 1 ▶ From *My Control Panel*, click Add a new job for [Employer Name]. The Job Profile form will open for you.

NOTE: If you are assigned to more than one employer, you must first select an employer from the *Filter Employer* pull-down menu, and then the Add a job link will appear. If you are assigned to only one employer, this link will already be visible.

- 2 ► Complete the *Job Profile*. Examples of the form and descriptions of the form fields are provided below.

Category – Pick a category that best describes the type of job you are posting. Students search for jobs by category.

Job Title – Give a specific job title, e.g. “Beaker Cleaner.”

Describe the Job – Describe the job and set proper expectations for the work you intend for the student.

Requirements for the Job – List any skills that the student must have. For instance, if you need a student that can type at least 30 words per min, note that here.

Number of Available Openings – Indicate the number of openings available for this job. This number will decrease automatically as you hire students.

Category <>> Please select the category which best describes the job.	Choose one... ▼
Job Title Example: Student Worker	
Describe the job	
Requirements for the job	
Number of Available Openings	
Employment Start Date This date reflects the first day of classes for the fall semester, which is also the first day of Work Study employment.	August 27, 2007
Employment End Date This date reflects the last day of classes for the spring semester. This is also the last day of Work Study employment for the spring semester.	May 6, 2008
Time Frame Please indicate here whether the position you have available is for the academic year, fall only, or spring only. Generally, a student's appointment will be for an academic year unless their eligibility dictates one semester only.	Choose one... ▼
The following pay levels, wage structure and wage administration policies will apply for the 2005/2006 academic year.	
University Work-Study Rate, \$7.15/hour. All Work-Study positions pay \$7.15/hr	
Choose One: <input checked="" type="radio"/> University Work-Study Rate, \$7.15/hour	

Employment Start Date/Employment End Date – These fields contain default dates representing the beginning and end of the academic year

Time Frame – see explanation on page.

Work Study Rate is set at \$7.15/hr for all UAlbany Work-Study employees.

Hours per Week – All Federal Work-Study students at UAlbany are offered 8 hours per week. This is the number of hours that will be indicated on the Payroll Authorization Form. You do not need to input this number.

Primary Contact Person –
Select yourself as the contact person. The primary contact person will be responsible for managing the job and will receive email about the position from administrators and students who apply online.

Secondary Contact Person - If there is another person in your department whom students may contact if they have questions about the job, indicate so here by selecting their name and Adding them to the list. Secondary contact people will also receive notification email if a student applies for the job online. **The secondary contact person will need to apply for a user account and be approved by the Office of Financial Aid.**

If you wish to add notes describing why you chose the selected Pay Level, you may do so here. These notes will not be viewed by students.

Primary Contact Person <?> Every job must have exactly one primary contact person.	Choose one... ▼			
Secondary Contact People <?>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc; padding: 5px;"> Available Chad W Billmyer Diane Corbett FA WorkStudy Joe Smith Joe Q Schmo </td> <td style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Add >>> <<< Remove </td> <td style="border: 1px solid #ccc; padding: 5px; width: 50px;"> Selected </td> </tr> </table>	Available Chad W Billmyer Diane Corbett FA WorkStudy Joe Smith Joe Q Schmo	Add >>> <<< Remove	Selected
Available Chad W Billmyer Diane Corbett FA WorkStudy Joe Smith Joe Q Schmo	Add >>> <<< Remove	Selected		

Please use the remaining questions on this form to indicate how students should contact you (or the contact person) regarding this job. For phone, fax, email address and work location, leave the field blank if do not wish that information to be available to students. If you answer 'yes' to the last question, students will be able to apply for the job online through this web site.

Phone Number Leave blank if you do not wish students to see this information.	<input style="width: 90%;" type="text"/>
Fax Number Leave blank if you do not wish students to see this information.	<input style="width: 90%;" type="text"/>
Email Address Leave blank if you do not wish students to see this information.	<input style="width: 90%;" type="text"/>
Work Location Leave blank if you do not wish students to see this information.	<input style="width: 90%;" type="text"/>

Phone/Fax/Email/Location - Enter this information only if you would like it to be available to students.

3 ▶ Click *Submit*. The *Review Job Application* page will load.

- 4 ► Review the job application, then use the Finished button at the bottom of the page.

NOTE: The Office of Financial Aid requires that questions with gray backgrounds be asked of all students (and those with red asterisks are required to be answered).

Pending Job Application - Student Financial Services/Financial Aid Office - TUES TEST

If you are ready:

Note:
* Indicates questions which must be answered by the applicant.
A gray background indicates questions which must be asked on every application.

1. First Name <input type="text"/> *
2. Middle Name <input type="text"/>
3. Last Name <input type="text"/> *
4. Email Address <input type="text"/> *
5. Albany ID <input type="text"/> * <i>You must use your Albany ID -- not your Social Security Number. Your Albany ID is a 9-digit number beginning with 000.</i>
Delete 6. Please check off the days you are available to work. <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Delete 7. Please check off the days you are available to work. <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday

(continued on next page)

Delete

8. Due to scheduling constraints, I need to work:

☐ Weekends ☐ Evenings ☐ Weekdays ☐ No Constraints

Delete

9. Are you able to work on the downtown campus?

☐ Yes ☐ No

Delete

10. Have you worked in this department before?

11. Are you a new student at UAlbany or a returning student?

12. Please list your past work experience.

13. Please explain why you are interested in this position.

Delete

14. What is your major?

Click Here when finished

- 5 ► The final step in the job posting process confirms what will be done with your job after it is submitted. Answer the questions, then use [Click here to finish!](#) Explanations of the questions are provided below.

NOTE: Depending on your permission level, some of the following questions may not appear.

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ADMISSIONS || ACADEMICS || RESEARCH || IT SERVICES || LIBRARIES || ATHLETICS

>> Student Employment Home

>> My control panel

>> My Profile

>> Log Out

Work Study Employment

Search Employment Site

You are adding a brand new job to the web site.

>> Step 1: Supply Job Profile >> Step 2: Review Job Application >> Step 3: Go Live

Financial Aid Office - desk help

Your job will have to be approved before it can be posted. Please choose an option.

1. When do you want the job to be reviewed for approval?
2. Do you want the job listed immediately after it is approved?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

University at Albany Home Page

Contact UAlbany | Directories | Calendars | Visitors | Site Index | Search
Admissions | Academics | Research | IT Services | Libraries | Athletics

- **Question 1** – (As Soon As Possible; Later) If *ASAP* is selected, the job will be submitted immediately to an administrator for approval. If *Later* is selected, the job will move into Review mode and not be seen by an administrator. Jobs moved into Review mode can later be submitted for approval and posting.
- **Question 2** – (Immediately; Send to Storage) If *Immediately* is selected, the job will post once it is approved. If *Storage* is selected, the job will move into Storage after it is approved and can be posted later to the website without additional approval.
- **Question 3** – (Until I Close; XX Days) The job may be closed at your will or may be set to automatically close after a certain number of days. The maximum number of days that the job can remain open is 100, unless extended by you or an administrator.

- 6 ▶ Your job has now been submitted for approval! You will receive notification about its status by email.

The details of your job are accessible by selecting [View Jobs Pending Approval](#) from *My Control Panel*. If you need to change details of the job you have submitted **before** it is approved, you can do so by selecting [Edit Job](#).

:: Jobs which are pending approval			
Ref# 836	phone manager	Edit Job	Manage Job
Ref# 835	bank rep	Edit Job	Manage Job
Ref# 846	desk help	Edit Job	Manage Job
Ref# 837	test for Deb	Edit Job	Manage Job

Review Student Application

Now that you have posted a job for your department, you will receive email every time a student applies for your job. To view those applications, you can click the link in the email or you can log onto the website and go to your *Control Panel*.

- 1 ▶ From *My Control Panel*, scroll down to *Currently Listed Jobs*. The page will reload and your listed jobs will display, similar to this screen:

:: CURRENTLY LISTED JOBS						
Ref# 831	answer JobX questions	Edit Job	Manage Job	View Applicants (1)	Hire a student	Listed: 5/18/2004
Ref# 845	Beaker Cleaner	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 6/3/2004
Ref# 838	fafsa czar	Edit Job	Manage Job	View Applicants (1)	Hire a student	Listed: 6/3/2004
Ref# 825	file coordinator	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 4/14/2004
Ref# 826	file manager	Edit Job	Manage Job	View Applicants (1) (1 New)	Hire a student	Listed: 5/12/2004
Ref# 833	receptionist	Edit Job	Manage Job	View Applicants (4) (2 New)	Hire a student	Listed: 5/20/2004
Ref# 829	service counter worker-test	Edit Job	Manage Job	View Applicants (3)	Hire a student	Listed: 5/17/2004
Ref# 822	student aid	Edit Job	Manage Job	View Applicants (3) (1 New)	Hire a student	Listed: 4/14/2004
Ref# 847	Student Assistant	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 6/4/2004
Ref# 840	Windows Washer	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 6/3/2004

- 2 ▶ Each row of the table provides functionality for one particular job. Select [Manage Job](#) next to the job you want to review. For additional instructions in viewing applications, please refer to the next section of this document under “View Applicants.”

Manage a Job

The *Manage Job* page provides a number of different functions from one central location, including:

- Updating a job's status – e.g. from *Listed* to *Review*, or *Storage* to *Delete*.
- Manage a job's online application.
- Editing a job's details (also accessible from *My Control Panel*).
- Viewing applications (also accessible from *My Control Panel*).
- Hiring a student (also accessible from *My Control Panel*).

To access these functions, click Manage Job from *My Control Panel*, and the following screen will load with that particular job's details.

Manage Job

Job Title	Employer	Status
file manager	Financial Aid Office	Listed

Additional details about this job's status:

- » This job is currently listed on the site.
- » It will not de-list until it is manually taken down.

Update Status

Listed » **Current Status** -- Click to update remaining days listed on site

Review Mode » Click to change to

Storage » Click to change to

Manage Application

This job is configured to collect online applications.

» **Edit or view the online application.**

View Applicants

1 application has been submitted for this job, **1** of which is new.

» **View Applications**

Hire Student

» **Hire a student**

► Update Job Status

To change a job's status, ► select the target status link (e.g. Listed, Review, Storage) from the *Update Status* portion of the window.

Listed, Pending Approval, Review, and Storage...

What do all these terms mean?

A job's status is defined in one of four ways:

- *Listed* – The job has been approved by an administrator and is currently posted among the list of available jobs. Students may search and apply for this job. Any change made to the job must be submitted for approval.
- *Pending Approval* – The job has been submitted for approval to an administrator. The primary and secondary contacts will be notified once it is approved and its status changed to *Listed*. Any change made to the job prior to its approval must be resubmitted to an administrator.
- *Review* – The job is temporarily de-listed from the Website, and students may no longer apply for it. The associated applications, however, are still available for review and hiring. For example, move a job into *Review* mode once you are satisfied with the applications received and do not want to receive any more, but still want time to review them before hiring. A job in *Review* mode may be re-posted, though changes must be resubmitted for approval.
- *Storage* – The job is de-listed from the website and any associated applications are deleted. Details of the job posting are saved. A job is typically moved into *Storage* after hiring is completed and a job is closed. A job in *Storage* may be re-posted with approval from an administrator – a good way to save time, for instance, if the same job is posted each academic year.

► **Manage an Online Application**

To view, or edit a job's online application, select [Edit or View the Online Application](#) from the upper right-hand corner of the *Manage Job* page. The *Manage Job Application* screen will load and present you with a preview of the current application.



► **View Applicants**

Using the “back” button on the browser, on the *Manage Job* page, there is a section [View Applicants](#) that allows you to review applications for this job by selecting the [View Applicants](#) link. A new page will load, and a screen similar to the following will display:

View Job Applications - Financial Aid Office - receptionist

The list below contains all applications that have been received for this job. You may view an application by clicking either [Preview](#) or [View](#). [Preview](#) allows you to view the application without affecting the “New!” status. [View](#) removes the “New!” status.

E-mail Applicants: [Greeting](#) [Rejection](#)

Applications								
	App Date	Last Name	First Name	E-mail	Preview	View	Hire	
	06-09-2005	Crews	Tom	Tom@albany.edu		View	Hired	
New!	06-09-2005	Kidde	Nicole	nicole@albany.edu	Preview	View	Hired	

- 1 ▶ Applications are initially displayed in descending order by date/time. New applications are designated by “New!” in the left-hand column. Select one of the column headings, such as *Last Name*, to change the display and organize the applications by that field.
- 2 ▶ Select either Preview or View next to the application you wish to review. Both links will display the application in exactly the same manner except that Preview will not eliminate the “New!” designation. This is to help you organize your applications, similar to the “Mark as Read” function in email programs.

After selecting Preview/View, the student’s application will appear:

[Return to Applications List](#) [Printer-Friendly Version](#)

1. First Name
Spongebob
2. Middle Name
3. Last Name
Squarepants
4. Email Address
sbob@underwater.com
5. Student ID
SISD16781
6. What is your favorite color?
Green

- 3 ▶ Review the student application, and if you would like to print a hard copy of it, click Printer-Friendly Version. (A new window will open from which you can print.)
- 4 ▶ Indicate that you are interested in hiring a student by **highlighting the yellow flag**. This will designate this student as a potential hire for your department. The system will save these yellow flags so that you can return to the list of applicants at a later time and see how many potential hires you have.

Contact Applicants

After you have viewed applications for your job, you can respond to students by email through this website. To do so, select Greeting or Rejection, located just above the table of applications. A new page will load, presenting you with a screen similar to this, explained below.

To – Place a check mark next to the names of the students you would like to email. By default, all students who have **not** already received email about this job are selected. If you would like to add students who did not apply online to the list of recipients, type a comma-separated list into the empty text box. If a student has previously been contacted through this system, that will be noted next to his/her name.

From – The system automatically fills in your email address; you may not change it. The email you compose here will appear to come from the *From* address.

Subject – The system provides a standard subject line, but you can edit it at will.

Body – The system provides a standard message based on whether you selected Greeting or Rejection, but you can edit it at will. This provides an opportunity for you to send information to students whom you intend to hire regarding when and where they should report upon arrival on campus. Be sure to give them the name of the person they should see as well. If you would rather interview before hiring a student, you should indicate this in your email.

- ▶ Select Send when you have completed the form. A confirmation email, including a list of recipients and the body of your message, will be sent to the *From* address. Any delivery failure notices (due to bad email addresses, down servers, etc.) will be sent by the postmaster to the *From* address.

The screenshot shows a web form titled "Email Applicants - Greeting". At the top, it says "Default: Applicants selected if not greeted or rejected." Below this are two rows of checkboxes with names and email addresses: "Neutron, Jimmy [jimmy@spaceworld.com]" (checked) and "Squarepants, Spongebob [sbob@underwater.com]" (unchecked). The "To" field is a large text box with a placeholder text: "Comma-separated list of other recipients' email addresses (i.e., walk in candidates), if any. Example: Joe@yahoo.com, Mary@hotmail.com". The "From" field is "michael@foresitesolutions.com". The "Subject" field is "Student Employment Job: Beaker Cleaner". The "Body" field contains two paragraphs: "I am interested in meeting with you to discuss your interest in the Beaker Cleaner job opening in my department." and "Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest." At the bottom are "Send" and "Cancel" buttons.

The last function is to hire a student.

Hire a Student

After the students arrive at your office, you must begin the University hiring process through the Work Study Employment website. The website allows you to hire students who have applied either online or in person.

1 ▶ To begin the process, click Hire a Student from any number of locations:

- *My Control Panel*

:: CURRENTLY LISTED JOBS						
Ref#	answer JobX	Edit	Manage	View Applicants (1)	Hire a student	Listed:
831	questions	Job	Job			5/18/2004

- *Manage Job*

Manage Job

Job Title	Employer	Status
file manager	Financial Aid Office	Listed
Additional details about this job's status:		
» This job is currently listed on the site.		
» It will not de-list until it is manually taken down.		

Update Status Listed » Current Status -- Click to update remaining days listed on site Review Mode » Click to change to Storage » Click to change to	Manage Application This job is configured to collect online applications. » Edit or view the online application.
View Applicants 1 application has been submitted for this job, 1 of which is new. » View Applications	Hire Student » Hire a student


View Applicants

Applications							
	App Date	Last Name	First Name	E-mail	Preview	View	Hire
	06-09-2005	Crews	Tom	Tom@albany.edu		View	Hire
New!	06-09-2005	Kidde	Nicole	nicole@albany.edu	Preview	View	Hire

A page similar to the following will display:

Fill the job "receptionist"

There is **one** opening for this position. Please select one applicant to fill this job.

 <-- Click for help on completing this step.

[Hire On-line Applicants](#) [Hire candidates who did not apply On-line.](#)

	First Name	Middle Initial	Last Name
<input type="checkbox"/> deb coppola	1. <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Debbie rickes			
<input type="checkbox"/> john rickes			

- 2 ▶ Select the student(s) you wish to hire or fill in the name of paper-copy applicant, then select Go to Step 2. (If you reached this step from the *View Applicants* page, your student will already have a checkmark next to his/her name.) The following screen will load:

Student	Enter ID:
Jimmy Q Neutron	<input type="text" value="SISD16781"/>
<input type="button" value="Check Student ID"/>	

- 3 ▶ Confirm the student's Albany ID number so that it may be cross-referenced with a list of students eligible for work study. Select Check Student ID to move to the next step.

Student Validation Lookup Results

joe smoe:

✓	I-9 List	The student IS on this list.
✓	Work Study List	The student IS on this list.
✗	Already Hired	The student IS on this list. Even though this will not prevent them from being hired, a student should only have one Work Study job at a time.

This student has passed validation and may be hired.
Click the "Continue" button to proceed to the next step.

- 4 ▶ Review the validation results returned by the system. The validation lookups will give you important information about the student you are trying to hire:

It will tell you if a student has completed an I9. If not, you will be able to continue the hiring process, but you should advise the student to complete an I9.

It will tell you if a student has already been hired to a Work Study job for the current academic year. If the student is on the list as “Already Hired”, you will be able to continue the hiring process, but should advise the student that they are permitted to hold only one Work Study job at a time.

The final validation check will tell you if the student has a valid Work Study award. The student **MUST** be on this list for you to continue the hiring process.

If your applicant checks out okay, the system will instruct you to move on to the next step by selecting Continue. Otherwise, the system may prevent you from hiring this student.

- 5 ▶ The following screen confirms information gathered from your initial job posting, the student’s application and default information from Financial Aid. Review the information, enter the student’s social security number and address, then select Submit Request.

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State University of New York

Work Study Employment

Search Employment Site Go

Hire Student(s) Step 2: Fill Out Hire Info

For Job: TEST,TEST,TEST

Please fill out hire info for this student.

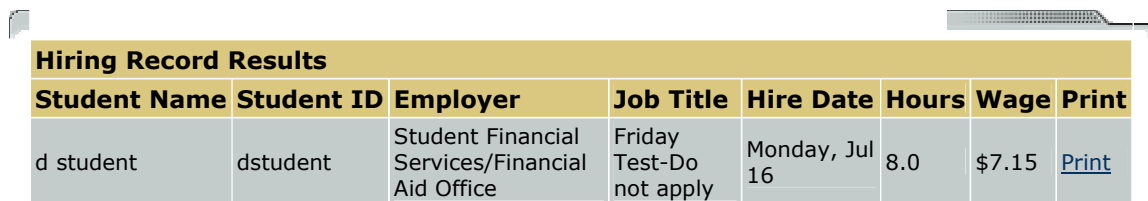
Student First Name	Test
Student Middle Name	
Student Last Name	Student
Student ID number	000xxxxxx
Email Address of Student Hired	Dcorbett@Umail.Albany.Edu
Wage which will be paid student	7.15
Hours student will work.	8.0
Employment Start Date	August 27, 2007
Employment End Date	May 6, 2008
Address	<input type="text"/>
SSN	<input type="text"/>

- 6 ▶ Congratulations! The hiring process is now complete. You do not need to submit the payroll authorization form to Student Payroll. However, you may print it for your records.

Final Step -- Print the Payroll Authorization Form

Your hiring request is automatically approved and a hiring record is now entered into the archive. Print the payroll authorization form from this page by clicking PRINT below. You will not have an opportunity to print this form out later.

YOU DO NOT need to submit a copy of this form to Student Payroll. Please be sure to contact those applicants whom you did not hire. If you have filled the last position for this job posting, please also be sure to follow the instructions below to close the job. Thank you.

A screenshot of a web application showing a table titled "Hiring Record Results". The table has eight columns: Student Name, Student ID, Employer, Job Title, Hire Date, Hours, Wage, and Print. There is one data row with the following values: "d student", "dstudent", "Student Financial Services/Financial Aid Office", "Friday Test-Do not apply", "Monday, Jul 16", "8.0", "\$7.15", and a blue "Print" link.

Hiring Record Results							
Student Name	Student ID	Employer	Job Title	Hire Date	Hours	Wage	Print
d student	dstudent	Student Financial Services/Financial Aid Office	Friday Test-Do not apply	Monday, Jul 16	8.0	\$7.15	Print

Screen shot of Payroll Authorization Form for 2007-2008

(Not yet available. Coming soon!)

7 ► The system will confirm that your hiring request has been submitted, and depending on the remaining available positions for your job, the following screen may display:

All of the openings for this position have been filled and the position has been automatically put into Review Mode. Please choose from one of the following options:

Close the Job	<p>This option should be used if you are satisfied that your search for an applicant is over. The applications associated with this position will be deleted from the system. However, the job profile information (Job description, requirements, hours per week, etc.) will NOT be deleted, so you can easily offer this job again next semester or next year, for example.</p> <p>You will have a chance to download the names of the applicants for this job, and email the applicants not chosen to inform them the position has been filled before the listing is closed.</p>
Re-list the job	<p>Use this option if you wish to continue looking for applicants for this job.</p>
Keep the job in Review Mode	<p>Use this option if you are not positive that you are ready to close the job, but also don't want to re-list the job immediately. This way, if you need to in the near future, you can re-list the job at any time with the current set of job applications and listing information still saved.</p>