

Editing the Online Job Application

When you create a new job on the JobX Student Employment system, you are automatically prompted to edit the online application. You can also access the application at any point by going to Manage Job > Edit or view the online application.

Manage Job

Job Title	Employer	Status
Office Assistant	STUDENT FINANCIAL AID	Review Mode

Additional details about this job's status:

» This job is currently in **Review Mode**.

Update Status

Listed Cannot list job because it has 0 openings.

Review Mode » **Current Status**

Storage » Click to change to

Manage Application

This job is configured to collect online applications.
[» Edit or view the online application.](#)

View Applicants

No applications have been submitted for this job.

Hire Student

You may not hire a student because this job has zero openings. You must first [edit the job](#) to increase the number of openings.

[\[Edit this Job\]](#)

The default online job application only contains five questions:
 First, Middle & Last Names,
 Email Address, and Student ID.

You may add and edit questions as you wish.

Pending Job Application - STUDENT FINANCIAL AID - Office Assistant

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 *

2. Middle Name

3. Last Name *

4. E-mail Address *

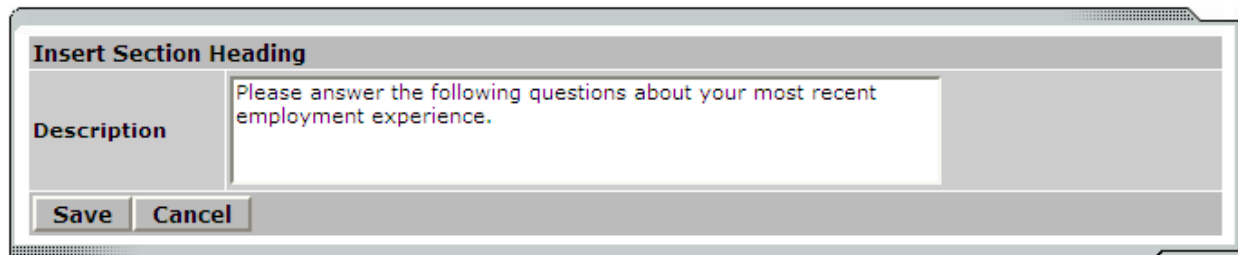
5. Student ID *

The University of North Dakota determines employment eligibility through the E-Verify system. [What is E-Verify?](#) New employees to the University of North Dakota must present specific identification to determine their employment eligibility no later than their first day of work. To view the identification required, please go to page 4 at www.uscis.gov/files/form/I-9.pdf. You will be required to have one item from List A OR one item from List B and List C.

Insert:

There are 5 Insert options you can use:

- New Element: Single Line



- New Element: Multiple Line
- New Element: Single Choice
- New Element: Multiple Choice
- New Element: Section Heading

New Element: Section Heading

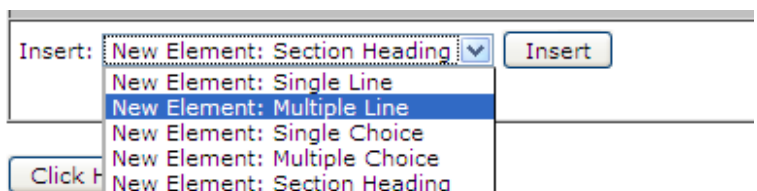
The Section Heading insert option allows you to give instructions or group questions together under a certain heading.

It will be displayed as:

New Element: Single Line

The Single Line Question will allow the student one line to provide a text answer to your question.

It will be displayed as:



Warning:

- √ If you enter something into "Default," that will be entered into the response line for the student automatically and can be edited by the student as they fill out the application. In most situations this is probably not advisable, unless you want to enter something along the line of, "Response Required."
- √ If you enter something into "Regular Expression," it will not allow the student to enter anything EXCEPT exactly what you entered.

New Element: Multiple Line

Please answer the following questions about your most recent employment experience.

The Multiple Line Question will allow the student multiple lines to provide a text answer to your question.

It will be displayed as:

The screenshot shows a configuration window titled "Insert Single Line". It contains a table with the following fields:

Question	Name of Employer
Default	
Regular Expression	
Description	Please provide the name of the most recent place you were employed.
<input checked="" type="checkbox"/> Applicant input is required	
Save Cancel	

New Element: Single Choice

Please provide the name of the most recent place you were employed.

The Single Choice Question will allow the student to select one option from a drop down menu of answers. Options should be separated by commas when creating the question.

Insert Multiple Line	
Question	Please provide a list of your strengths and how you believe they
Default	
Description	
<input checked="" type="checkbox"/> Applicant input is required	
Save Cancel	

7. Please provide a list of your strengths and how you believe they will apply to this job.

It will be displayed as:

Insert Single Choice	
Question	Why did you leave your last place of employment?
Options	Resigned, Fired, Position Eliminated, Moved, Other
Default	
Description	
<input checked="" type="checkbox"/> Applicant input is required	
Save Cancel	

8. Why did you leave your last place of employment?

New Element: Multiple Choice

The Multiple Choice Question will allow the student to select multiple options from a list of potential answers. Options should be separated by commas when creating the question.

It will be displayed as:

This application would now appear to students as:

Insert Multiple Choice	
Question	What computer programs are you familiar with?
Options	Microsoft Word, Microsoft Works, CampusConnection/PeopleSoft,
Default	
Description	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

9. What computer programs are you familiar with?

Microsoft Word Microsoft Works CampusConnection/PeopleSoft Microsoft Excel PowerPoint

Application Preview:

1. First Name

2. Middle Name

3. Last Name

4. E-mail Address

5. Student ID

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Please answer the following questions about your most recent employment experience.

6. Name of Employer

Please provide the name of the most recent place you were employed.

7. Please provide a list of your strengths and how you believe they will apply to this job.

8. Why did you leave your last place of employment?
Choose one...

9. What computer programs are you familiar with?
 Microsoft Word Microsoft Works CampusConnection/PeopleSoft Microsoft Excel PowerPoint

Don't be afraid to experiment or be creative! As you add each question, it always gives you the option to edit or delete all of the ones that you created. Everything you do can be changed or corrected.

Remember, if you don't ask the question, you won't know the answer. The online application is intended to help you screen your applicants to determine if they are eligible for your position and if

[Edit](#) [Delete](#) Insert:

Please answer the following questions about your most recent employment experience.

[Edit](#) [Delete](#) Insert:

6. Name of Employer

*

Please provide the name of the most recent place you were employed.

[Edit](#) [Delete](#) Insert:

7. Please provide a list of your strengths and how you believe they will apply to this job.

*

[Edit](#) [Delete](#) Insert:

8. Why did you leave your last place of employment?

*

[Edit](#) [Delete](#) Insert:

9. What computer programs are you familiar with?

Microsoft Word Microsoft Works CampusConnection/PeopleSoft Microsoft Excel PowerPoint

Insert:

they meet the standards and experience that you desire. The more questions you include on the online application, the quicker you should be able to recognize your most qualified applicant.

Job Application created and used
by the Student Financial Aid Office

Application Preview:

1. First Name
[Text Field]

2. Middle Name
[Text Field]

3. Last Name
[Text Field]

4. E-mail Address
[Text Field]

5. Student ID
[Text Field]

6. Telephone Number
[Text Field]

7. Grade Level
Choose one... [Dropdown]

EMPLOYMENT RECORD: (List most recent employer first and include volunteer work.)

8. Firm or Business Name
[Text Field]

9. Type of Business:
[Text Field]

10. Supervisors name and phone number:
[Text Field]

11. Position Held:
[Text Field]

12. Dates of Employment and number of hours worked:
[Text Field]

13. Describe duties and responsibilities:
[Text Field]

14. Firm or Business Name:
[Text Field]

15. Type of Business:
[Text Field]

16. Supervisors name and phone number:
[Text Field]

17. Position Held:
[Text Field]

18. Dates of employment and number of hours worked:
[Text Field]

19. Describe duties and responsibilities:
[Text Field]

SKILLS AND EXPERIENCE:

20. Describe the type of problem-solver you are and give 1 example of a problem you were confronted with and how you resolved it.
[Text Field]

21. Briefly state what office skills you possess that would qualify you for this position.
[Text Field]

22. Describe your computer software experience.
[Text Field]

PLEASE INDICATE THE DAYS AND TIMES YOU ARE AVAILABLE TO WORK:

23. Monday
 8:00 8:30 9:00 9:30 10:00
 10:30 11:00 11:30 12:00 12:30
 1:00 1:30 2:00 2:30 3:00
 3:30 4:00 4:30 Not available

Please select the time frames you are able to work.

24. Tuesday
 8:00 8:30 9:00 9:30 10:00
 10:30 11:00 11:30 12:00 12:30
 1:00 1:30 2:00 2:30 3:00
 3:30 4:00 4:30 Not available

25. Wednesday
 8:00 8:30 9:00 9:30 10:00
 10:30 11:00 11:30 12:00 12:30
 1:00 1:30 2:00 2:30 3:00
 3:30 4:00 4:30 Not available

26. Thursday
 8:00 8:30 9:00 9:30 10:00
 10:30 11:00 11:30 12:00 12:30
 1:00 1:30 2:00 2:30 3:00
 3:30 4:00 4:30 Not available

27. Friday
 8:00 8:30 9:00 9:30 10:00
 10:30 11:00 11:30 12:00 12:30
 1:00 1:30 2:00 2:30 3:00
 3:30 4:00 4:30 Not available

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