

Mount Holyoke College/CDC

Student Employment Web Site

Supervisors's User Guide for <http://seojobs.mtholyoke.edu>

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Getting Started

Welcome to the Employer's User Guide for the new CDC Student Employment web site. We believe that you will find the web site and this user guide to be a helpful and easy-to-use tool to meet your student employment needs. This site will enable students to utilize search criteria to find jobs, apply for jobs, gather useful employment resources, and receive emails regarding newly posted jobs. You will be able to post jobs online, accept online applications, and receive and send automated emails. All supervisors will have general access.

Administrators will be able to manage and e-mail users, edit the default job application, manage all content and site settings, approve hiring requests, define access levels, view activity logs, and generate a variety of useful reports.

To begin using the web site, type **<https://seojobs.mtholyoke.edu>** into your Internet browser's address bar.

Features for Employers:

- Build online applications
- Hire students online
- Manage job interviews, submit hiring requests, and process paperwork electronically
- Save job descriptions for re-use
- Use email tracking tools to communicate with students for interviewing and hiring purposes. All emails are logged.
- Automated email alerts:
 1. Email sent to employer when a student applies for their job
 2. Employer reminded to contact students when all positions have been filled and students have applied
 3. Employer notified if job is about to be automatically de-listed from Web site
- Store lists of students interested in job postings for future use

Features for students:

- Search for jobs using different criteria. Search options include:
 - Most Hours per Week
 - Fewest Hours per Week
 - Most Openings
 - Holiday Break Jobs
 - Recently Posted
 - Find jobs by category
 - Find jobs by keyword
 - All Active Jobs
 - Spot Jobs
 - Summer Jobs
- Apply for jobs online using a detailed online application
- Check work study status online
- Receive automated emails when preferred jobs become available using the JobMail feature

Remember that after two (2) hours your session will terminate, and you will lose any unfinished data that you may be entering, and you will have to log in again!

Student Employment Home Page

The Home Page of the Student Employment site is primarily designed for students. Features accessible from the home page include:

Find a job...

Provides quick access to search tools that enable students to browse all available job offerings.

Signup for JobMail...







A system that automatically e-mails students when new jobs are posted on the site that meet their criteria.


Recently Posted Jobs...

Lists the three jobs most recently posted on the system. Students can access job descriptions by clicking on the title.

Information for Employers...

Provides quick access to the powerful tools available for employers. From this page, employers can access the job control panel, review student resumes, view their hiring archive, and change their profile.

<ul style="list-style-type: none">▶ Find a job▶ Information for Employers▶ Signup for JobMail▶ Contact Us▶ Job Planner▶ Student FAQs	<table border="0"><tr><td style="background-color: #4F81BD; color: white; padding: 2px;">Welcome</td></tr><tr><td>Good Morning!</td></tr><tr><td>Welcome Janice Kane to the new Mount Holyoke student employment Web site!</td></tr><tr><td>Please head to the CDC home page for non student employment job searches.</td></tr><tr><td>Employers, have a password and ready to log in? [Click here]</td></tr><tr><td>Employers, need to obtain a password to access job posting features? [Click here]</td></tr></table>	Welcome	Good Morning!	Welcome Janice Kane to the new Mount Holyoke student employment Web site!	Please head to the CDC home page for non student employment job searches .	Employers, have a password and ready to log in? [Click here]	Employers, need to obtain a password to access job posting features? [Click here]	<table border="0"><tr><td style="background-color: #4F81BD; color: white; padding: 2px;">Featured on the site</td></tr><tr><td> Find a job</td></tr><tr><td>Search and browse through available jobs, even apply online!</td></tr><tr><td> Sign up for JobMail</td></tr><tr><td>Be the first to know when jobs you are interested in become available.</td></tr></table>	Featured on the site	 Find a job	Search and browse through available jobs, even apply online!	 Sign up for JobMail	Be the first to know when jobs you are interested in become available.
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 Sign up for JobMail													
Be the first to know when jobs you are interested in become available.													

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Requesting Permission

Before you can begin posting jobs you will need to request permission to access and use the student employment site. If you are granted permission to access the site, you will receive a password via email. To request permission, follow the instructions listed below:

STEP 1) Go to: <https://seojobs.mtholyoke.edu>

STEP 2) Click the "Information for Employers" button on the left side of the home page.

STEP 3) Enter your MHC email address and password to log in to the site:

Employers, don't have a password? Request permission to post jobs by clicking [here](#).

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

STEP 4) Click the "Request log in permission" button on the left side of the page

STEP 5) Fill in your First Name, Middle Name, Last Name, Phone Number, Your Email Address, Choose a password, Choose the Employer (i.e. department) for which you work, Job Title, and enter any notes you might want the student employment office to know. (As shown to the right)

If you administer jobs in two different departments, note that fact in the "Notes" space. If you can't find your department in the "Employer" list, make a note of that fact in the "Notes" space. If you have any special instructions that you wish the Financial Aid office to know, the "Notes" space is a great place to jot those thoughts down.

After entering the information, click "Submit".

YOU ARE NOT READY TO USE THE SITE YET ...

You must wait for the SEO Administrator to review your request for a password. Upon approval, you will receive a confirmation e-mail with further instructions.

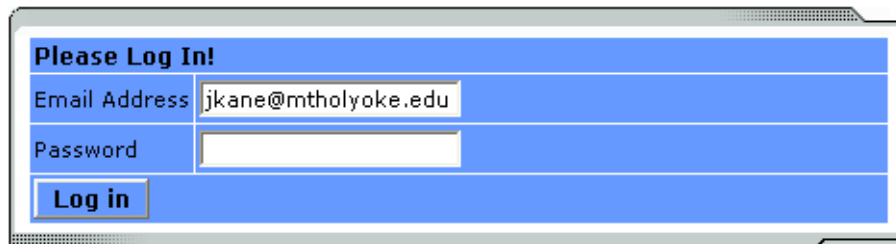
Signing In

In order to log in to the student employment site, you will be required to enter your email address and password. Once you have done that, click the "Log in" button. To log in, follow the instructions listed below:

STEP 1) Go to: <https://seojobs.mtholyoke.edu>

STEP 2) Click the "Information for Employers" button on the left side of the home page.

STEP 3) Enter your MHC email address and password to log in to the site.



The screenshot shows a login form with a blue header that reads "Please Log In!". Below the header are two input fields: "Email Address" with the text "jkane@mtholyoke.edu" and "Password" which is empty. At the bottom of the form is a "Log in" button.

Employers, don't have a password? Request permission to post jobs by clicking [here](#).

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

Update Your User Profile

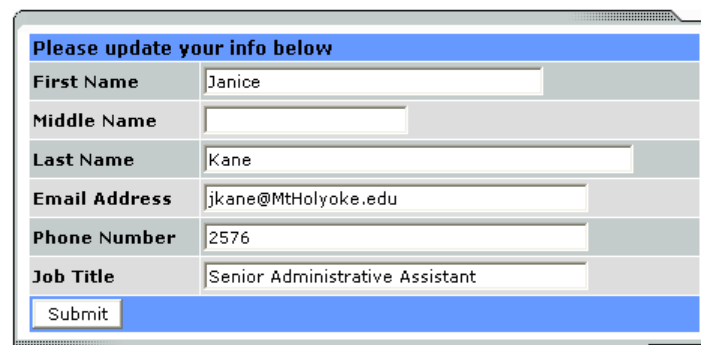
In order to update your user profile on the student employment site, you will be required to sign in and go to the "My Profile" page. On this page you can change your name, email address, phone number, and job title.

STEP 1) Go to: <https://seojobs.mtholyoke.edu> click the "Information for Employers" button on the left side of the home page.

STEP 2) Click on "My Control Panel." From the control panel, you can access the "My Profile" page in order to change your profile information.

Update your user profile

[Click here to update your password](#)



Please update your info below	
First Name	Janice
Middle Name	
Last Name	Kane
Email Address	jkane@Mtholyoke.edu
Phone Number	2576
Job Title	Senior Administrative Assistant
Submit	

My Control Panel

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

At the top of the page you are presented with the options to filter the rest of the page. If you are assigned to more than one employer you have the ability to select which employer you would like to see jobs for. If you are assigned to only one employer, you will simply see the name of the employer for which you are assigned. Next you can select whether to view only "my jobs" or all jobs within your assigned employer. "My Jobs" only display jobs for which you are the primary contact. Otherwise you can select to have all jobs for your assigned employer shown.

If you would like to add a new job and are assigned to more than one employer, you must first select the employer from the "Filter Employer" pull-down menu and then click on the "Add a new job for [Employer Name]" link. If you are assigned to only one employer this link will present for you without needing to select an employer.

Beneath these options you have three sections to choose from. They are "Currently Listed Jobs", "Review Mode Jobs" and "Jobs in Storage." Please refer to the "See Also" articles for more details on Job Status Types.

Within each section jobs are separated by employer and you have the ability to perform several actions on each job. For jobs in Listed or Review Mode you have the ability to "Manage Job",

"View Applicants" or "Hire a Student." For jobs in "Storage Mode" you only have the ability to "Manage Job." For more information on each of these actions, please refer to the "See Also" articles.

To access your control panel, follow the instructions listed below:

STEP 1) From the Student Employment home page, click the "Information for Employers" button on the left side of the page.

STEP 2) Click on the "My Control Panel" button on the navigation bar. (Note: If you are not already logged in, you will be prompted to do so when trying to access this page.)

Your **Control Panel** looks similar to this:

The screenshot shows the 'My control panel' section of the Student Employment Office website. At the top, there is a header for 'MHC Career Development Center' with contact information: '50 College Street, South Hadley, MA 01075 | phone (413) 538-2000 fax (413) 538-2001'. Below this is a search bar labeled 'Search Employment Site' with a 'Go' button. The main content area is divided into two columns. The left column contains a navigation menu with links: 'Student Employment Home', 'My control panel' (highlighted in red), 'Review Student Resumes', 'My Profile', 'Hiring Archive', 'Site Admin.', and 'Log Out'. The right column displays a welcome message: 'Welcome, Janice Kane, Wednesday, February 18, 2004'. Below the message is a 'Filter Employers:' section with a dropdown menu set to '-- Show all jobs --' and two radio button options: 'Only show "my" jobs' (unselected) and 'Show all jobs within selected employer(s)' (selected). Further down, there is a heading 'To add a job, please select an employer.' followed by a 'Choose Jobs to View:' section with four checkboxes: 'View Listed Jobs (Jobs: 19) <?>', 'View Jobs Pending Approval (Jobs: 3) <?>', 'View Jobs in Review Mode (Jobs: 4) <?>', and 'View Jobs in Storage Mode (Jobs: 1) <?>'. At the bottom of the right column, there is a link: '[Approve External Jobs]'.

Posting a Job

Posting a new Job is a three-step process. First you create the job description. A default application will appear at the end of the description. You will not be able to alter this default application, but you will be able to tailor it to your needs at the bottom of the application. Then create the job's application if desired, and finally list the job or send it for approval. On **Step 1** you will fill out the job's information. When you have completely filled out the job profile form, proceed to **Step 2** by clicking the "Submit" button. Since your job will collect online applications, you will then have to create the job's application form. Finally, in **Step 3** you choose the job's status options. You must choose when the job will go live on the site. If your security level requires approval before listing a new job, the job will then go into a pending approval status. If the job is approved it will then follow the listing instruction you gave unless the approving administrator overrides them.

Until you complete Step 3 you may return to any of the other steps to alter any info you have already entered. To return to another step click the step you wish to return to at the top of the page.

To post a job, follow the instructions listed below:

STEP 1) From the student employment home page; click the "Information for Employers" button on the left side of the page.

STEP 2) Click on the "My Control Panel" button on the navigation bar.

STEP 3) Click the "Add a New Job" link The Job Description form will open for you.

STEP 4) Complete the Job Description form. Examples of the form and descriptions of the form fields are provided below.

Category: Please pick a category that best describes the type of job you are posting. Students search for jobs by their category.

Job Title: Please give your job a very specific job title.

Describe the Job: Use this space to describe the job and set proper expectations for the work you intend for your student.

Requirements for the Job: Use this space to list any skills that you would like your student to have. If you need a student that can type at least 30 words a minute make a note of that fact in this space.

Number of Available Openings: Use this

The screenshot shows a web form for adding a new job. The form is organized into several sections:

- Category**: A dropdown menu with the text "Please select the category which best describes the job." and a "Choose one..." option.
- Job Title**: A text input field with the example "Student Worker".
- Describe the job**: A large text area with the instruction "Please be detailed."
- Requirements for the job**: Another large text area for listing skills.
- Number of Available Openings**: A text input field.
- Position Number (if known)**: A text input field.
- Grant Number (if known)**: A text input field.
- Hours per Week**: Two dropdown menus, one set to "10.0" and the other to "Same".
- Start Date**: A text input field with instructions: "Please enter either an exact date in the form mm/dd/yy or a brief description (e.g. 'ASAP')".

Step 4) continued...

space to submit the number of openings you have for your job. Are you looking for one student or five?

Hours per Week Low End/ High End:

Use this space to let the student know how many hours per week you expect them to work. If you are flexible, fill in the number of hours you need help.

Start Date/ End Date/ Timeframe: Use this space to let the students know when you need help. The timeframe option is most valuable if you are posting a job that is only a few hours. The "temporary" option can be used to designate a job as just a few hours.

Contact Person: Select yourself as the contact person unless you are posting the job for someone else.

Secondary Contact People: If there are other people in your department who the students may contact if they have questions about the job, make a note of that here by selecting the other department members' names.

Phone Number: Enter your phone number here if you would like students to have it available to them.

Fax Number: Enter your fax number if you wish for students to have your fax number.

Work Location: Enter the location where the work will take place.

Do you wish to collect online applications for this job? This system is designed to receive online applications. If you choose to not receive online applications, you will miss out on many of the helpful features for hiring students.

STEP 5) Click the "Submit" button when you have finished entering all of the job information.

YOU ARE DONE POSTING YOUR JOB! You will get a notice telling you whether the job went live to the site or if it is waiting for approval.

End Date Please enter either an exact date in the form mm/dd/yy or a brief description (i.e., "At completion of project").	<input type="text"/>
Time Frame <?>	Choose one... <input type="button" value="v"/>
Please select the appropriate wage for your job. If you are uncertain of the correct wage, select level 1. The student employment office carefully checks the wages assigned to jobs to ensure that there is consistency across campus.	
Level 1, \$6.75/hour.	
[Click here for more information]	
Level 2, \$7.25/hour.	
[Click here for more information]	
Level 3, \$7.50/hour.	
[Click here for more information]	
Level 4, \$8.00/hour.	
[Click here for more information]	
Choose One:	
<input checked="" type="radio"/> Level 1, \$6.75/hour	
<input type="radio"/> Level 2, \$7.25/hour	
<input type="radio"/> Level 3, \$7.50/hour	
<input type="radio"/> Level 4, \$8.00/hour	
If wish to submit any notes or messages to the student employment office about your job, you may do so in the following space.	

about your job, you may do so in the following space.					
<input type="text"/>					
Every job must have one primary contact person (the next question.) It may also have any number of secondary contact people.					
Contact Person <?>	Choose one... <input type="button" value="v"/>				
Secondary Contact People <?>	<table border="1"> <tr> <td>Available</td> <td>Selected</td> </tr> <tr> <td> <input type="button" value="v"/> Chad Walter Billmyer <input type="button" value="v"/> Denis L Davydov <input type="button" value="v"/> Dennis Bowen <input type="button" value="v"/> Janice Kane <input type="button" value="v"/> Judith E. Allen </td> <td> <input type="text"/> <input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/> </td> </tr> </table>	Available	Selected	<input type="button" value="v"/> Chad Walter Billmyer <input type="button" value="v"/> Denis L Davydov <input type="button" value="v"/> Dennis Bowen <input type="button" value="v"/> Janice Kane <input type="button" value="v"/> Judith E. Allen	<input type="text"/> <input type="button" value="Add >>>"/> <input type="button" value="<<< Remove"/>
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Phone Number	<input type="text"/>				
Fax Number	<input type="text"/>				
Location where the work will take place.	<input type="text"/>				
Do you wish to collect online applications for this job?					
<input checked="" type="radio"/> Yes					
<input type="radio"/> No					
<input type="button" value="Submit"/>					

Viewing Applicants

Now that you have posted a job for your department, you will receive an email every time a student applies for your job letting you know that there is a new application for your review. To view those applications, you can click the link in the email or you can log onto the web site and go to your Control Panel.

STEP 1) From your Control Panel, click on the "View Listed Jobs" button to see all of your jobs. Next, click on "View Applicants" for the job that you are interested in.

View Job Applications - Career Development Center [430] - Mail Sorter

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
02-18-2004	Khan	Somera	khan		View	Hired

STEP 2) Click "View" next to the student's name to review their application.

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

1. First Name Army
2. Middle Name E.
3. Last Name Mulligan
4. Email Address aemullig
5. Graduation Year 2004
6. Are you on financial aid? Federal _____ MHC _____ yes
7. Do you have Work-Study? Federal
8. Are you on financial aid? Federal

Contacting Students

After you have viewed an application for your job, you can respond to the student from your Control Panel. If you would like to interview the student, click the "Greeting" button at the top of your applicant list. Place a check mark next to the names of the students you want to interview. A default message is provided for you, however you can choose to change the greeting message that will be seen in the body of the email sent to the student(s).

Do **NOT** use for informing applicants when the job has been filled. For that purpose, first fill the job, then you will be automatically prompted to inform the other applicants.

Email Applicants - Greeting

Default: Applicants selected if not greeted or rejected.

<input checked="" type="checkbox"/>	Mulligan, Amy [aemullig]	Greeted
<input checked="" type="checkbox"/>	Poole, Andrew [andrew@foresitesolutions.com]	Greeted

To *Comma-separated list of other recipients' email addresses*
(i.e., walk in candidates), if any.
Example: Joe@yahoo.com, Mary@hotmail.com

From jkane@Mtholyoke.edu

Subject FWS Job: Receptionist

Body
I am interested in meeting with you to discuss your interest in the Receptionist job opening in my department.
Please contact me at your earliest convenience so that we can set up a time to meet to discuss your interest further.

Send **Cancel**

Editing a Job

If you would like to make changes to your job, log onto your Control Panel and click "Edit Job" next to the job order that you wish to change. This will take you back to your original job order. After you have made the necessary changes, click "Submit". Your job will go through the approval process again (if applicable) and then go live.

:: CURRENTLY LISTED JOBS						
Ref# 242	Administrative Fellow	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004
Ref# 241	clerk	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/17/2004
Ref# 234	Hello test	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 1/13/2004
Ref# 258	Mail Sorter	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004
Ref# 256	Paper Sorter	Edit Job	Manage Job	View Applicants (1) (1 New)	Hire a student	Listed: 2/18/2004
Ref# 245	Peer Counselor Library Assistant	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004
Ref# 235	Receptionist	Edit Job	Manage Job	View Applicants (2)	Hire a student	Listed: 1/13/2004
Ref# 240	Receptionist	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/17/2004
Ref# 232	Test job	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 1/12/2004
Ref# 260	Web designer	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004

Managing a Job

From your Control Panel, you have the ability to manage your job order. You can print a copy of your job, modify the student job application, change the number of days, modify the listing, place your job in review mode or in storage.

Manage Job

Job Title	Employer	Status
Hello test	Career Development Center [430]	Storage
Additional details about this job's status:		
» This job is currently in Storage .		

<p>Update Status</p> <p>Listed » Click to change to</p> <p>Review Mode » Click to change to</p> <p>Storage » Current Status</p>	<p>Manage Application</p> <p>This job is currently collecting applications.</p> <p>» Edit Application</p>
<p>View Applicants</p> <p>No applications have been submitted for this job.</p>	<p>Hire Student</p> <p>You cannot hire students while the job is in this status.</p>

Hiring a Student

After you have completed all of the interviewing for your position(s) and you have hired a student(s), it is important that you record your hires in the system.

STEP 1) To record your hires, log onto your Control Panel and click the "Hire a Student" link next to the appropriate job title

[\[Approve External Jobs\]](#)

:: CURRENTLY LISTED JOBS						
Ref# 242	Administrative Fellow	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004
Ref# 241	clerk	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/17/2004
Ref# 234	Hello test	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 1/13/2004
Ref# 258	Mail Sorter	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004
Ref# 256	Paper Sorter	Edit Job	Manage Job	View Applicants (1) (1 New)	Hire a student	Listed: 2/18/2004
Ref# 245	Peer Counselor Library Assistant	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004
Ref# 235	Receptionist	Edit Job	Manage Job	View Applicants (2)	Hire a student	Listed: 1/13/2004
Ref# 240	Receptionist	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/17/2004
Ref# 232	Test job	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 1/12/2004
Ref# 260	Web designer	Edit Job	Manage Job	View Applicants (0)	Hire a student	Listed: 2/18/2004

STEP 2) On this page, you will see a list of all of the applicants for your position. Place a check mark next to the name(s) of the student(s) that you have hired and click the "Go to step 2" button.

Hire On-line Applicants	Hire candidates who did not apply On-line.																														
<input checked="" type="checkbox"/> Maria Bonilla																															
	<table border="1"> <thead> <tr> <th>First Name</th> <th>Middle Initial</th> <th>Last Name</th> </tr> </thead> <tbody> <tr><td>1.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>7.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>8.</td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td>9.</td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>	First Name	Middle Initial	Last Name	1.	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>	3.	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>	5.	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>	7.	<input type="text"/>	<input type="text"/>	8.	<input type="text"/>	<input type="text"/>	9.	<input type="text"/>	<input type="text"/>
First Name	Middle Initial	Last Name																													
1.	<input type="text"/>	<input type="text"/>																													
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4.	<input type="text"/>	<input type="text"/>																													
5.	<input type="text"/>	<input type="text"/>																													
6.	<input type="text"/>	<input type="text"/>																													
7.	<input type="text"/>	<input type="text"/>																													
8.	<input type="text"/>	<input type="text"/>																													
9.	<input type="text"/>	<input type="text"/>																													
	<input type="button" value="Go to step 2"/>																														

STEP 3) Continued on the next page...

Hiring a Student (cont.)

STEP 3) This will direct you to the page where you can request to hire the student. After you submit the hire request, the SEO Administrator will check the student's eligibility and email an approval or rejection of your hire request.

...

Your hiring requests have been submitted.

You will hear a response as soon as possible.

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	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. 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.
Re-list the job	Use this option if you wish to continue looking for applicants for this job.
Keep the job in Review Mode	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.

Closing Your .Job

Now that you have hired a student, you can close your job order. You have two choices in closing your order. The first choice is to put the job in review mode. Review mode allows you to take the job off of the web site, but you will still have all of the applicant information.

You also have the option to place the job in storage. Storage will take your job off of the web site, but you will lose all of the applicant information. Both options will leave your job order intact should you choose to list it again in the future.

STEP 1) To close your position, log onto your Control Panel and click the "Manage Job" link next to the appropriate job title. In the "Change Job Status" select either the "Review Mode" or "Storage" option.

Manage Job

Job Title	Employer	Status
Peer Counselor/Library Assistant	Career Development Center [430]	Review Mode
Additional details about this job's status:		
» This job is currently in Review Mode .		

Update Status

[Listed](#) » Click to change to

Review Mode » **Current Status**

[Storage](#) » Click to change to

Manage Application

This job is currently collecting applications.

» [Edit Application](#)

View Applicants

No applications have been submitted for this job.

Hire Student

» [Hire a student](#)

STEP 2) Click on the "Close Job" button to finish closing the job.

Update Job Status

[Return to Manage Job Page](#)

Job Title	Employer	Current Status
Peer Counselor/Library Assistant	Career Development Center [430]	Review Mode

[Click here to choose a different status](#)

Put this job in Storage

Click the button below to close this job and put it in **Storage**

Close Job