





Getting Started

The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process.

With this new tool, students will be able to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Contact the Student Employment Office.

These new services use a Web interface and are designed, like other websites, to be self-explanatory. Additional help on each Web page can be accessed by clicking these icons:  . The instructions contained in this document will help explain some of the features of the website and how to use them. Please do not hesitate to email any questions to admin@university.edu.

You do not need to establish a user account to use this software. To begin, type the following address into your Internet browser's address bar.

<http://studentemployment.university.edu>

JobMail

JobMail is a system that notifies you automatically by email when jobs of interest to you are posted. To enable JobMail, you must sign up for an account and indicate the types of jobs that interest you.



- 1 ▶ From the Student page, click [Create New JobMail Account](#).
- 2 ▶ Complete the sign-up form (shown below) and then click the [Submit](#) button.

NOTE: You will receive email from the system confirming the creation of your new account. If you do not receive a confirmation email within a few minutes, be sure you entered your email address correctly and confirm that the email is not being blocked by a spam filter.

Keep this confirmation email, as it contains the hyperlink to access your JobMail subscriptions in the future.

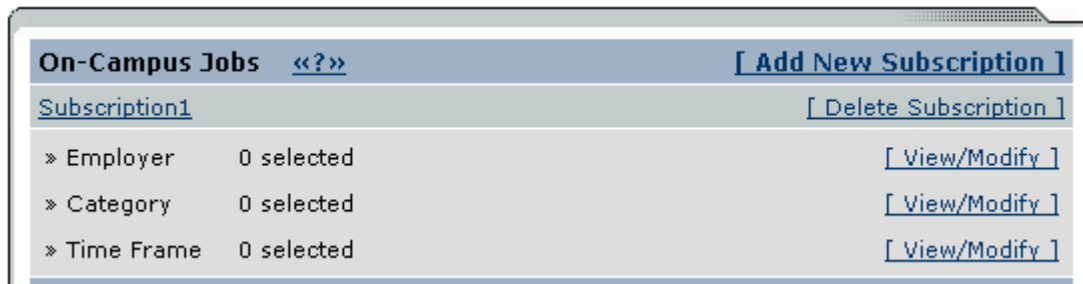
Please enter your information below to establish a new student account.

| | |
|---------------------------------------|--|
| Email Address | <input type="text" value="me@university.edu"/> |
| First Name | <input type="text" value="John"/> |
| Middle Name | <input type="text" value="Q"/> |
| Last Name | <input type="text" value="Smith"/> |
| Student Id | <input type="text" value="D16781"/> |
| Anticipated Grad Year | <input type="text" value="2008"/> ▼ |
| <input type="button" value="Submit"/> | |

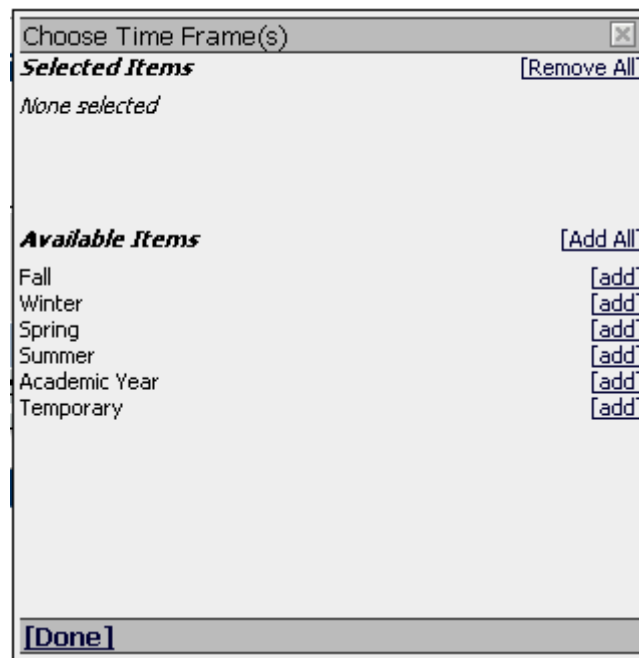
- 3 ▶ After you establish your account, you will be taken to the *My JobMail Subscriptions* page. Click [Add New Subscription](#) next to the job type about which you would like to receive JobMail.

| | |
|--|--|
| On-Campus Jobs <<?>> | [Add New Subscription] |
| <i>There are no subscriptions for this job type.</i> | |
| Off-Campus Jobs <<?>> | [Add New Subscription] |
| <i>There are no subscriptions for this job type.</i> | |

4 ▶ Click [[View / Modify](#)] next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [[View / Modify](#)] next to Time Frame.



5 ▶ When you click [[View / Modify](#)], a small menu will appear, allowing you to select the specific items of interest to you. For instance, to receive mail about summer jobs only, click [[add](#)] next to *Summer* and the item will move under the *Selected Items* list. When you have completed your changes, click [[Done](#)] at the bottom of the menu.



5 ▶ After you click [[Done](#)], you will be returned to the *My JobMail Subscriptions*. You can add additional criteria to filter your JobMail, but you must click the [Save Subscription\(s\)](#) button after you have completed all your changes. This will save your changes for all subscriptions. If the [Save Subscriptions\(s\)](#) button does not appear after you add or delete a subscription, it means your changes have automatically been saved.

[Save Subscription\(s\)](#) *Changes must be saved to take effect.*

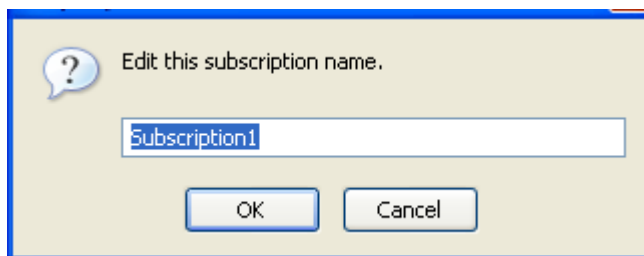
NOTE: You only need to select criteria that you want to use to narrow your job search. In other words, if are interested in any type of summer job, regardless of the job's Category or Employer, do not select any items for those two criteria. Only select *Summer* for Time Frame.

If you do select multiple criteria, such as Time Frame and Category, JobMail will assume the following logic: OR within a particular criterion and AND among them. In other words, if you choose Time Frames *Summer*, *Fall*, and *Winter* and Category *Laboratory*, you will receive JobMail for the following jobs:

- Category: Laboratory AND Time Frame: Summer
- Category: Laboratory AND Time Frame: Fall
- Category: Laboratory AND Time Frame: Winter

You will not receive JobMail about a job with Category: Laboratory AND Time Frame: Spring, for instance.

6 ▶ You can create as many subscriptions as you would like. The subscriptions have no relationship to each other. If you want to re-name a subscription, click the name of the subscription, such as Subscription1, and a window will open allowing you to enter a new name.



7 ▶ Once you have saved any changes to your subscriptions, return to the student home page by clicking the link on the left-side navigation bar.