

# STUDENT USER GUIDE – TABLE OF CONTENTS



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## Getting Started

The Normandale Financial Aid and Scholarship Office is pleased to offer this online service to help students in viewing and searching for on and off campus student employment positions and the hiring process.

With this tool, students will be able to:

- Search for jobs using any number of different criteria.
- Receive automated email when preferred jobs become available.
- Review a history of job hiring to get a better understanding of Normandale's student employment needs.
- Apply for jobs online.
- Communicate with a potential supervisor.
- Contact the Financial Aid and Scholarship Office.

These 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: [studentjobs@normandale.edu](mailto:studentjobs@normandale.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://www.normandale.edu/studentjobs/>

## Student Employment Home Page

To access the student page click on **“Students”**

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

The screenshot shows the Student Employment Home Page interface. At the top, there is a green banner with a circular profile picture of a student on the left and the word "Students" in the center. Below the banner is a search bar with the text "Search for a job or sign up for e-mail notifications about positions that interest you." Below the search bar are three columns of content:

- Information**:
  - Welcome**: Welcome to Normandale's Student Employment website. It is our hope that your time at Normandale is very rewarding. Financial Aid Notification emails are being delivered via normandale email daily. The emails will instruct students to check their e-Services to read all of the information regarding the Award Letter and Student Employment.
  - Suggestion Box**: Have questions? Click here and send us your questions, suggestions, or concerns.
- Training**:
  - Student Employment Handbook**: This handbook is current now for 2021-2022. Students are responsible for the information contained in the handbook.
  - Student User Guide**: Download the Web site User's Guide in PDF format. Includes information on searching and applying for jobs online.
- Other Links**:
  - Dashboard**: Click here to review your recently applied jobs, update your JobMail Subscription, and access your hires.
  - Find a Job**: Conduct either quick or advanced searches for available jobs. Submit an online job application.
  - Manage JobMail**: Be the first to know when jobs matching your criteria become available.

**Find a job** – Use a number of different tools to browse all available job offerings.

**JobMail** – Sign up to receive email automatically once new jobs are posted on the Web site that match your criteria.

**Student Employment Handbook** – Information about student employment at Normandale, including policies and procedures. It is your responsibility to have read over this information.

**Student User Guide** – Includes information on searching and applying for jobs online.

**Suggestion Box** – Submit questions and comments to the Student Employment Office online. This is the best way to contact us.

## Find a Job

Every job posted on the student employment Web site can be found and applied for through the *Find a Job* page.

- 1 ▶ Point your browser to <http://www.normandale.edu/studentjobs/>
- 2 ▶ Click Find a Job from the left-side navigation bar or center of the page.
- 3 ▶ Choose the funding source(s) available to you and click Set Choices. These choices will determine the jobs that display in your search results. You can modify funding source selections later from the Quick and Advanced Search pages. You can choose multiple choices to search for any and all positions you are interested in. If you are only interested in on-campus positions check the appropriate boxes. If you want to include all Off-Campus positions, click all three boxes. If you are only looking for jobs funded through work-study, click On-Campus Work-Study. Remember, you can modify the funding source at any time to narrow your search.

- On-Campus Non-Work-Study
- On-Campus Work-Study

Set Choices



- 4 ▶ The *Quick Search* page loads first, allowing you to find jobs quickly by selecting from the most frequently run searches. If you want to be more specific in your job hunt, click the Advanced Search tab.



- 5 ▶ To run a Quick Search simply click on where you want to search. For example: Show All Active Jobs, Most Hours per Week, etc.

Once you agree to the Disclaimer (if applicable to your search) the screen will reload with all current positions available from the choices you selected. At the top of the chart displayed you will notice the results you have received and below the chart is your option to “Run a New Search”.

- 6 ▶ The funding sources being used in the current search are listed just below the search area. These funding source choices will be used in subsequent Quick and Advanced searches unless you update your selections. To do so, click Update Funding Source Choices.



7 ▶ To find out how many total jobs are presently available, check the Data Bank at the bottom of the screen:

<b><u>Data Bank of available jobs</u></b>	<b># of Jobs</b>	<b># of Openings</b>	<b># of Employers</b>
:: On-Campus Jobs	13	136	11
:: Off-Campus Jobs	162	644	126
:: Total	175	780	137

▶ **Advanced Job Search**

Advanced Search allows you to find jobs by selecting a combination of search criteria.

1 ▶ On-Campus is already selected.

Quick Search
Advanced Search

**On-Campus Jobs**

**Narrow your search with the following options.**  
 Selecting none for any search criteria implies all.

**Keyword(s):**

**Click + and - to expand and collapse search criteria.**

**+ Categories**

Select Job Category (Up to 3):

**+ Employers**

Select Job Employer (Up to 3):

Search!

- 2 ▶ Narrow your search by defining as many or as few criteria as you want.

**Keyword** searches job title, description, requirements, and employer name.

Click the  sign next to a criteria to expand your options, then follow the instructions to choose specific items within that criterion. Your choices are not cleared by collapsing a branch of the search criteria. Your choices will be preserved and used in the search.

- 3 ▶ Once you have defined your criteria, click the Search button. If you are not getting any search results, check the Data Bank at the bottom of the search screen to confirm the number of available jobs. If there are a sufficient number of jobs within the job type you are searching, try making your search broader.

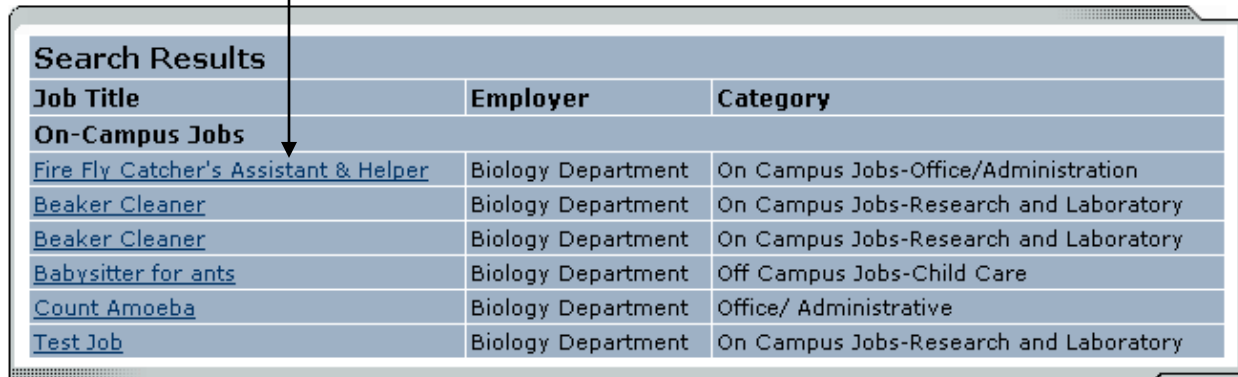
**Please Note!**

Advanced Search will return results based on the logic of AND between search criteria and OR within them. For example, select the Categories: Office/Administrative; Athletics; and Manual Labor along with Timeframe: Summer. Your results will include only summer jobs that have the categories of Office/Admin, Athletics, or Manual Labor.

► **Results Page**

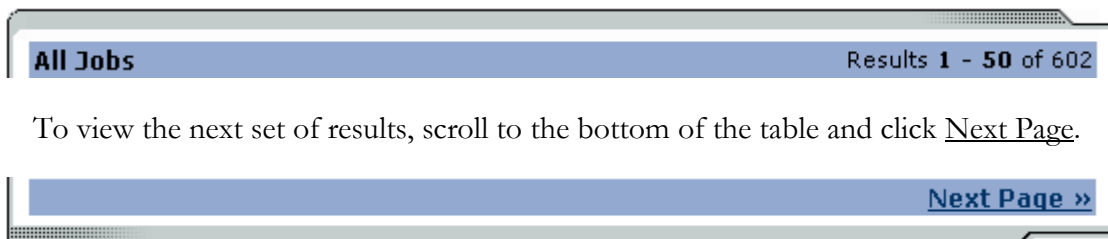
This page displays the results of your search and allows you to access the details of a job.

- 1 ► Click the title of a job to view its details. From the details page of certain jobs, you will be able to apply online.



Search Results		
Job Title	Employer	Category
<b>On-Campus Jobs</b>		
<a href="#">Fire Fly Catcher's Assistant &amp; Helper</a>	Biology Department	On Campus Jobs-Office/Administration
<a href="#">Beaker Cleaner</a>	Biology Department	On Campus Jobs-Research and Laboratory
<a href="#">Beaker Cleaner</a>	Biology Department	On Campus Jobs-Research and Laboratory
<a href="#">Babysitter for ants</a>	Biology Department	Off Campus Jobs-Child Care
<a href="#">Count Amoeba</a>	Biology Department	Office/ Administrative
<a href="#">Test Job</a>	Biology Department	On Campus Jobs-Research and Laboratory

- 2 ► If your results exceed a certain number per page, they will not all be listed. The number of results listed will be indicated at the top of table, seen here:



**All Jobs** Results 1 - 50 of 602

To view the next set of results, scroll to the bottom of the table and click [Next Page](#).

[Next Page »](#)

- 3 ► If you did an **“Advanced Search”**, above the results table you will find several options for refining your search.

[ [Change This Search](#) ] | [ [Run a New Search](#) ] | Only jobs posted within:

[Change This Search](#) will return you to the Advanced Search page with your last search criteria loaded so that you can revise them.

[Run a New Search](#) will return you to the Advanced Search page with your last search criteria cleared.

To limit your results by the date a job was posted, select a period of time from the “Only jobs posted within” drop-down menu. The results will refresh automatically for you.

4 ▶ At the bottom of the results page is confirmation of your original search criteria.

**You Searched For:**  
All **On-Campus Jobs**  
with **Employer(s):**  
Biology Department

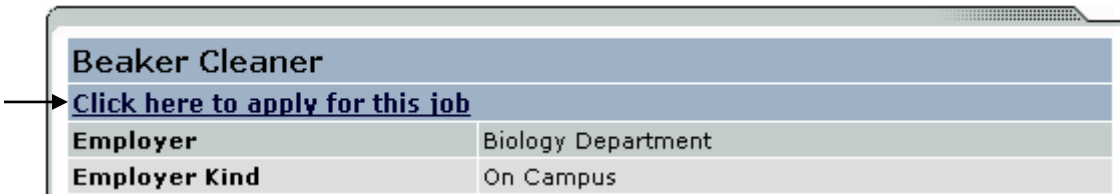
**NOTE:** If you did a “Quick Search”, a list of the positions available for your query will appear in a table. The results will appear in the upper right hand corner. You may select the “next” page at the bottom of the results. You can also “run a new search” just below the table.



## Apply for a Job

You can apply online for **all** on-campus jobs and **some** off-campus jobs. Apply online for a job from the job details page.

- 1 ▶ If you would like to apply for the job, click the link provided underneath the job title.



- 2 ▶ Complete the job application (shown below) and then click [Submit Application](#) when you are finished. **You will not have a chance to review this application once you click submit, so be sure your information is correct.**

This form may ask different questions depending on the department that is posting the job. If you leave questions blank that are required to be answered, the system will not allow you to submit your application.

The screenshot shows a job application form with five input fields, each with a label and a corresponding text box:

1. First Name
2. Middle Name
3. Last Name
4. Email Address
5. Student ID

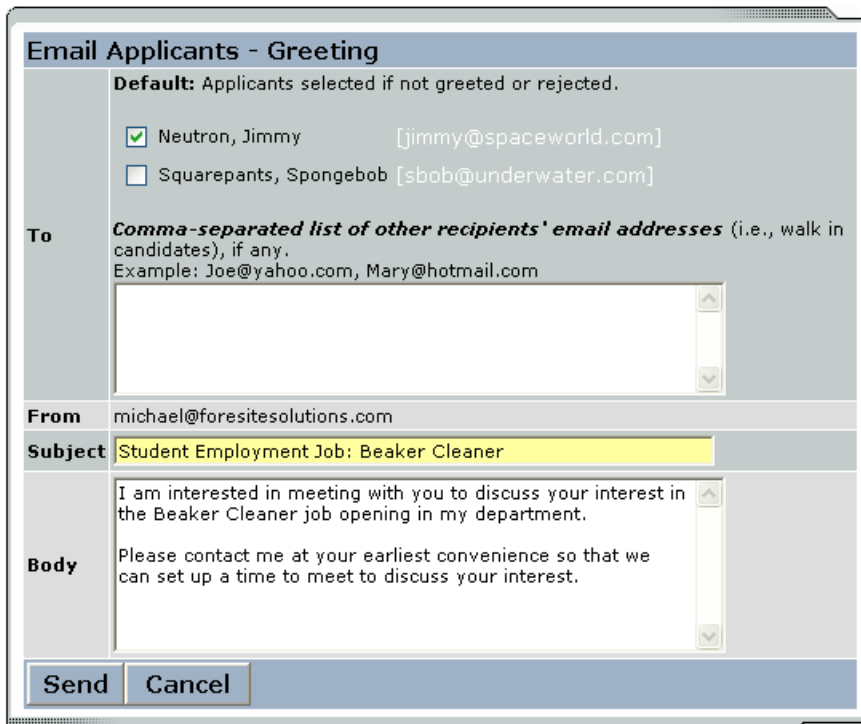
Below the input fields is a button labeled 'Submit Application'.

- 3 ▶ Once you click [Submit Application](#), the employer will receive an automated e-mail informing them of your application. Employers will be receiving many applications, so please do not expect an immediate reply.

**You have completed the job application process!**

## What Happens Next

- 1 ▶ Employers will most likely contact you by email at the address you designate on your application. Be sure your email address (and mailing address) is always correct with the Normandale Records Office.
- 2 ▶ Most employers will want to set up an interview before hiring students. You may receive an email as follows requesting an interview, or they may contact you by phone.



The screenshot shows an email client window titled "Email Applicants - Greeting". The window contains the following fields and content:

- Default:** Applicants selected if not greeted or rejected.
- To:** A list of recipients with checkboxes. "Neutron, Jimmy [jimmy@spaceworld.com]" is checked, and "Squarepants, Spongebob [sbob@underwater.com]" is unchecked.
- From:** michael@foresitesolutions.com
- Subject:** Student Employment Job: Beaker Cleaner
- Body:** I am interested in meeting with you to discuss your interest in the Beaker Cleaner 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.

At the bottom of the window are "Send" and "Cancel" buttons.

- 3 ▶ If you are work study eligible and set up an interview with an on-campus employer, you will need to have a Work Study Authorization form with you to attend the interview. If you were awarded Work Study, you may obtain this form in the Financial Aid and Scholarship Office. You will need a picture ID to get this form.

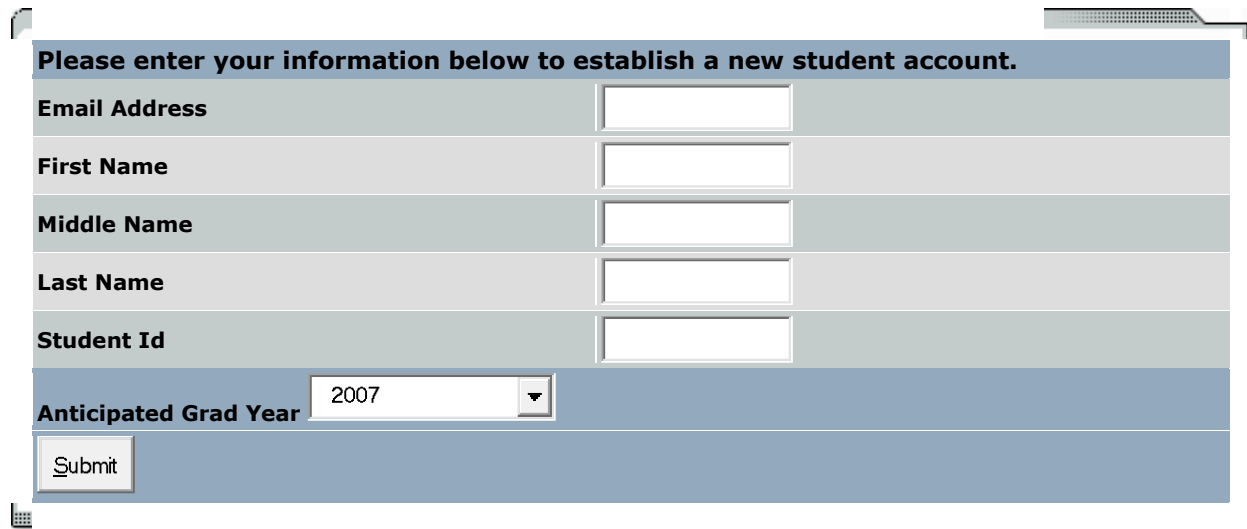
## JobMail

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 [JobMail](#).
- 2 ▶ To create your JobMail registration, click on [Click here to create a new account!](#)

Complete the sign-up form (shown below) and then click the [Submit](#) button.

### Create New Account



The screenshot shows a web form titled "Please enter your information below to establish a new student account." The form has a light blue header and a white body. It contains the following fields: "Email Address" (text input), "First Name" (text input), "Middle Name" (text input), "Last Name" (text input), "Student Id" (text input), and "Anticipated Grad Year" (dropdown menu with "2007" selected). A "Submit" button is located at the bottom left of the form.

**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.

- 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.

### My JobMail Subscriptions

To "Edit your Profile" [https://normandale.studentemployment.ngwebsolutions.com/jobx\\_myjobmail.aspx](https://normandale.studentemployment.ngwebsolutions.com/jobx_myjobmail.aspx)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.



The screenshot shows a subscription management interface. It has a light blue header with "On-Campus Jobs" and a navigation arrow "«?»". On the right side of the header is a button labeled "[ Add New Subscription ]". Below the header, a message states "There are no subscriptions for this job type."

Off-Campus Jobs <<?>> [\[ Add New Subscription \]](#)  
*There are no subscriptions for this job type.*

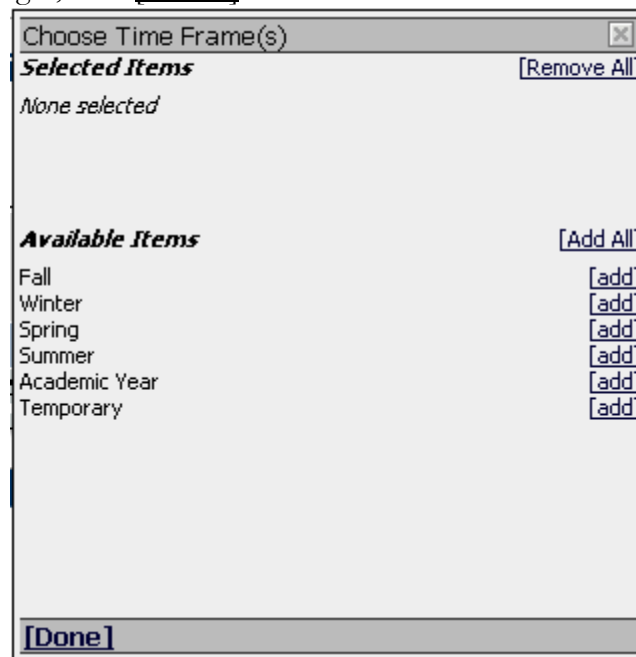
4 ▶ Click [\[ View / Modify \]](#) next to the search criteria that you want to use to limit your job search. For instance, if you want to limit your JobMail by jobs posted for particular times of year, click [\[ View / Modify \]](#) next to Time Frame.

On-Campus Jobs <<?>> [\[ Add New Subscription \]](#)  
[Subscription1](#) [\[ Delete Subscription \]](#)

» Employer	0 selected	<a href="#">[ View/Modify ]</a>
» Category	0 selected	<a href="#">[ View/Modify ]</a>
» Funding Source	0 selected	<a href="#">[ View/Modify ]</a>
» Time Frame	0 selected	<a href="#">[ View/Modify ]</a>

Off-Campus Jobs <<?>> [\[ Add New Subscription \]](#)  
*There are no subscriptions for this job type.*

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*. The picture below will appear. 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.

To edit your profile: [https://normandale.studentemployment.ngwebsolutions.com/job\\_myjobmail.aspx](https://normandale.studentemployment.ngwebsolutions.com/job_myjobmail.aspx)

The JobMail system sends email to you when jobs of interest are posted. Add and edit your JobMail subscriptions below to determine what jobs you will receive JobMail about.

Save Subscription(s)

*Changes must be saved to take effect.*

On-Campus Jobs <?>		[ Add New Subscription ]
Subscription1		[ Delete Subscription ]
» Employer	0 selected	[ View/Modify ]
» Category	0 selected	[ View/Modify ]
» Funding Source	0 selected	[ View/Modify ]
» Time Frame	<b>1 selected</b> <i>modified</i>	[ View/Modify ]
Off-Campus Jobs <?>		[ Add New Subscription ]
<i>There are no subscriptions for this job type.</i>		

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 you 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:

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

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

**6 ▶** 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.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE SEND THEM TO:**

[Studentpayroll@normandale.edu](mailto:Studentpayroll@normandale.edu)

We hope your student employment will be a very successful, educational and rewarding experience!!