Downloading JobX Applications

1. On your JobX Control Panel screen, select "My Jobs" and then "Show My Jobs Only"

Your Selections: Re	eset
Job Filters Applied: Job Status: Show All	
Job Filters	
Employer Type:	-
Show all Employer Types	- ~
My Jobs:	-
Show My Jobs Only	
Employer Name:	-
Show all Employers	~
Job Status:	-
 Listed Jobs (0) Pending Approval (0) Review Mode (2) Storage Mode (0) Deleted (2) Approve External Jobs 	
Job Type:	+
Supervisor Access: <u>Application Search</u>	•••

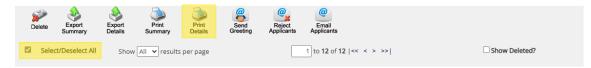
2. Navigate to your job on JobX and select the "App #"



3. If you want to download all your resumes and you have more than 25, be sure to select "All" where it says "Show 25 results per page"



- 4. Next, if you want to download all your applications, click the "Select/Deselect All" button. If you want to only download certain ones, click the checkboxes next to those names.
- 5. Last, select the "Print Details" button



6. From there, a screen will open that contains all your applications in order from top to bottom. Click "Print this Window"

Seneral		
First name	Janie	
Middle name		
Last name	DData	
Email Please use your university email address (if you have one)	dádajannağışmal.com	
PeopleSoft 1D	3128100	
Are you able to work during the summer?	Yes	
If you answered yes to being available to work during the summer, how many hours per week would you be available to work?	up to 40 hours	
what days & times are you available to work this summer.	All days and times	
Have you been awarded Work-Study as part of your Financial Aid package?	Ro	
When do you expect to graduate?	May 2025	
Resume A resume is required for this application. Please upload one file (PDF preferred) that includes this item.	Territad fin	
Phone Number	8604638125	
Describe your work experience related to this job:	year wark superiors rated to generation was and the served served by the strated served by the strategister served served by the strated served by the str	
Votes		
Application Submitted Date	4/10/2022 30-46-00 AM 8T	
Default Application Template Last Modified Date	1214/2019 30:25:53 AH ET by Cindy Gentium	
lob-Specific Application Questions Last Modified Date	4/29/2022 std9/64 PM EP by Clindy Gamoon	

Note: If you'd like to download the resumes as well - Each application contains a link next to the Resume option to "Download file". Scroll through and click this link for each applicant – your computer will save these files to your downloads folder where you can view them and move them to another folder on your computer if you'd like.

Print details - Multiple					
C https://uconn.studente	aployment.ngwebsolutions.com/lobiC.Print/ep.aspt?lobid=6208 🖉 🖉 🛶				
nt This Window] [Back to View App	kation 1				
General					
First name	Jamie				
Hiddle name					
Last name	DiDate				
Email Please use your university email address (if you have one)	use your university enail u (f you have and				
PeopleSoft ID	3128100				
Are you able to work during the summer?	Yes				
If you answered yes to being available to work during the summer, how many hours per week would you be available to work?	up to 40 hours				
What days & times are you available to work this summer.	All days and times				
Have you been awarded Work-Study as part of your Financial Aid package?	No				
When do you expect to graduate?	May 2025				
Resume A resume is required for this application. Please upload one file (PDF preferred) that includes this item.	Creatized.fite				
Phone Number	8604638115				
Describe your work experience related to this job:	1 are a correct exclude during the result of the section and the position in t				
Notes					
Application Submitted Date	4/10/2023 10:46:00 AM ET				
Default Application Template Last Modified Date	1/14/2019 10-23:11 AM ET by Chudy Gerrison				
Job-Specific Application Questions Last Modified Date	4/28/2021 128:54 FM ET by Cindy Gamison				

7. If you'd like to print the applications, you may do so. Alternatively, you can save them as a PDF by choose "Save as PDF" in your "Printer" options.

Print (?) Totat 2 pages	(.Print: This Window.) (.Beck to View Apol	ications.)	
Printer	General		
	First same	Jamie	
Sive a PDF 🗸 🗸	Middle name		
ayout	Last name	DiDeto	
) Portiait	Draal Rease use your university email address (if you have one)	ddxtjanie@gnai.com	
C Landscope	PeopleSoft ID	3128100	
) reaction	Are you able to work during the summer?	Yes	
) vi	If you answered yes to being available to work during the summer, how many hours per week would you be available to work?	up to 40 hours	
Odd pages only	What days & times are you available to work this summer.	A3 days and times	
Even pages only	Have you been awarded Work-Study as part of your Financial Aid package?	No	
	When do you expect to graduate?	Nay 2025	
l = co -1-5, & 11-15	Repurse A resume is required for this application. Press uplied one file (PDP preferred) that includes this item.	Downland file	
net using system dialog., (Cs1+Shift+P)	Phane Number	8604638115	
	Describe your work experience related to the yot	I are a correct week turby student in Provide Add of Turbot Correction Correction and Add of Turbot regions, we can be also and the trans part to the energiest 2001 in primers, we mail and plans with their FARSA and and the student of the student	
	Notes	10 N	
	Application Submitted Date	4/10/2023 10:46:00 AM ET	
	Default Application Templete Last Modified Date	1/14/2019 10:25:51 AH ET by Cindy Garrison	
Save Cancel	Job-Specific Application Questions Last Modified Date	4/25/2021 1-29-54 PN ET by Cristy Garrison	

8. For more information about our Record Retention policy, please visit: <u>https://rim.uconn.edu/wp-content/uploads/sites/522/2014/02/April2016-</u> <u>StudentEmpRecords-finalApril2016.pdf</u>

Downloading JobX Listings

1. On your JobX Control Panel screen, select "My Jobs" and then "Show My Jobs Only"

Your Selections: R	<u>eset</u>
Job Filters Applied: Job Status: Show All	
ob Filters	
Employer Type:	-
Show all Employer Types	¥
My Jobs:	-
Show My Jobs Only	
Employer Name:	-
Show all Employers	~
Job Status:	-
 Listed Jobs (0) Pending Approval (0) Review Mode (2) Storage Mode (0) Deleted (2) Approve External Jobs 	
Job Type:	+
Supervisor Access: <u>Application Search</u>	

2. If you want to download all your jobs and you have more than 25, be sure to select "All" where it says "Show 25 results per page"



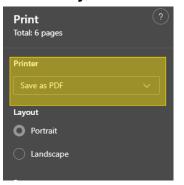
- 3. Next, if you want to download all your jobs, click the "Select/Deselect All" button. If you want to only download certain ones, click the checkboxes next to those names.
- 4. Last, select the "Print" button

Job Actions:							
ja se le	ete Expo	e e Print Supervisors		(i) Sele	ct Action Below	- •	Apply Action
🗹 s	elect/Des	elect All Show 25 🗸 results per page				1 to	4 of 4 << < > >>
🔇 REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)							
Office of Student Financial Aid Services -Student Employment							
	Ref #	Title	Contact	Job Type	App #	Listed	Actions
	15040	Class II - Student Administrat	Jamie DiDato	Storrs Campus	<u>9 (4 New)</u>	07/31/24	🧇 🛃 🕹
~	15554	Class II - Student Administrat	Jamie DiDato	Storrs Campus	<u>12 (0 New)</u>	02/26/25	🧇 🛃 🕹

5. From there, a screen will open that contains all your listings in order from top to bottom. Click "Print this Window"

[Print This Window]	Return to Control Panel.]
Class II - Student Adr	strative Assistant - 2110ST
Date Listed	7/31/2024 11:21:22 AM
Job ID	15040
Employer	Office of Student Financial Aid Services -Student Employment
Category	Administrative Support
Job Type	Storrs Campus

6. If you'd like to print the listings, you may do so. Alternatively, you can save them as a PDF by choose "Save as PDF" in your "Printer" options.



7. Once you've saved the PDF, you can copy and paste the language into your 12Twenty listings.