

# Downloading JobX Applications

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

Your Selections: [Reset](#)

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:

[Application Search](#)

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

☐ 15554 [Class II - Student Administrat...](#) Jamie DiDato Storrs Campus **12 (0 New)** 02/26/25

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”

☐ Select/Deselect All **Show 25 results per page**  to 12 of 12 | << < > >> | ☐ Show Deleted?

	Name	Email	App Date	Status	Flag	Emailed?	Resume	Preview	Actions
<input type="checkbox"/>	[REDACTED]	nn 100 @uconn.edu	3/7/2025			Greeted	Resume		Actions
<input type="checkbox"/>	[REDACTED]	Job [REDACTED]	3/6/2025			Greeted	Resume		Actions

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

**☒ Select/Deselect All** Show **All** results per page  to 12 of 12 | << < > >> | ☐ Show Deleted?

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

[Print This Window](#) | [Back to View Applications](#)

<b>General</b>	
First name	Janice
Middle name	
Last name	DiCato
Email <small>Please use your university email address if you have one.</small>	ddatqame@gmail.com
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 <small>A resume is required for this application. Please upload one file (pdf preferred) that includes this item.</small>	<a href="#">Download file</a>
Phone Number	8604080115
Describe your work experience related to this job:	I am a current work study student in Financial Aid at Tunxis Community College and started this position in November 2021. I work in our Admissions and Enrollment Center assisting students in-person, via email and phone with their FAFSA and understanding their aid. I have experience assisting students who are not meeting SAI, have reached maximum hours and Pell limits, have unusual enrollment history and special circumstances, and more. I have experience with Banner, CRM, and Microsoft Office Applications. As an example of my experience, I most recently completed a 165-page project reviewing student grant requests and ensuring that aid disbursed correctly. If you have any questions about my experience, you may contact Financial Aid Director Sandra Vitale at svitale@tunxis.edu, Associate Director Giancarlo Carbone at gcarbone@tunxis.edu, or Manager of Enrollment Operations Noel Rosamilia at nrosamilia@tunxis.edu.
<b>Notes</b>	
Application Submitted Date	4/10/2022 10:46:00 AM ET
Default Application Template Last Modified Date	3/14/2019 10:25:51 AM ET by Cindy Garrison
Job-Specific Application Questions Last Modified Date	4/29/2021 1:29:54 PM ET by Cindy Garrison

**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 This Window](#) | [Back to View Applications](#)

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PeopleSoft ID	3128100
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What days & times are you available to work this summer?	All days and times
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When do you expect to graduate?	May 2025
Resume <small>A resume is required for this application. Please upload one file (pdf preferred) that includes this item.</small>	<a href="#">Download file</a>
Phone Number	8604080115
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## 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**  
Total: 2 pages

**Printer**  
Save as PDF

**Layout**  
☒ Portrait  
☐ Landscape

**Pages**  
☒ All  
☐ Odd pages only  
☐ Even pages only  
e.g. 1, 5, 6, 11-13

More settings: [Print using system dialog \(Ctrl+Shift+P\)](#)

**Save** **Cancel**

[Print This Window](#) | [Back to View Applications](#)

<b>General</b>	
First name	Janice
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Last name	DiCato
Email <small>Please use your university email address if you have one.</small>	ddatqame@gmail.com
PeopleSoft ID	3128100
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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 <small>A resume is required for this application. Please upload one file (pdf preferred) that includes this item.</small>	<a href="#">Download file</a>
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8. For more information about our Record Retention policy, please visit:  
<https://rim.uconn.edu/wp-content/uploads/sites/522/2014/02/April2016-StudentEmpRecords-finalApril2016.pdf>

## Downloading JobX Listings

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





The screenshot shows the 'Your Selections' and 'Job Filters' sections of the JobX Control Panel. In the 'Your Selections' section, 'Job Filters Applied:' shows 'Job Status: Show All'. In the 'Job Filters' section, 'Employer Type:' is set to '-- Show all Employer Types --'. 'My Jobs:' is selected, and 'Show My Jobs Only' is checked. 'Employer Name:' is set to '-- Show all Employers --'. 'Job Status:' is set to 'Listed Jobs (0)'. There are also links for 'Approve External Jobs' and 'Job Type:' with a plus sign. At the bottom, there is a 'Supervisor Access:' button and an 'Application Search' link.

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”

The screenshot shows the 'REVIEW - Jobs NOT Current' section of the JobX Control Panel. It displays a table with columns: Ref #, Title, Contact, Job Type, App #, Listed, and Actions. The first row shows a job with Ref # 15040, Title 'Class II - Student Administrat...', Contact 'Jamie DiDato', Job Type 'Storrs Campus', App # '9 (4 New)', and Listed '07/31/24'. The 'Show 25 results per page' dropdown menu is open, showing options: 25, 50, 100, and All. The 'All' option is highlighted.

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:**







 Delete
  Export
  Print
  Email Supervisors

ⓘ -- Select Action Below --

☒ Select/Deselect All
 Show  results per page
  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
<input checked="" type="checkbox"/> 15040	<a href="#">Class II - Student Administrat...</a>	Jamie DiDato	Storrs Campus	<a href="#">9 (4 New)</a>	07/31/24	  
<input checked="" type="checkbox"/> 15554	<a href="#">Class II - Student Administrat...</a>	Jamie DiDato	Storrs Campus	<a href="#">12 (0 New)</a>	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”

Class II - Student Administrative Assistant - Z110ST

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.

**Print** ⓘ

Total: 6 pages

**Printer**

Save as PDF ▾

**Layout**

☒ Portrait
 ☐ Landscape

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