

Editing a job application

Log into [JobX](#) and select the job in which you wish to update the application.

Once the job is selected, click “Edit, view or remove the online application” under Manage Application

Welcome, Jim Rivera |

Home Employees - JobX - Reporting - Access & Audit - Uploads - Site Set up - Content - Help -

Manage Job

Job Title	Employer	Status	Job Type
Office Assistant	Financial Assistance 1B (10004380)	Active, Not Listed	On-Campus Jobs

Additional details about this job's status:
» This job is currently in Active, Not Listed.

Update Status

Active, Listed » Click to change to

Active, Not Listed » Current Status

Inactive » Click to change to

Manage Application

This job is configured to collect online applications.

Edit, view or remove the online application.

View Applicants

No applications have been submitted for this job.

Hire Applicant

Hire an applicant

To edit the job application, click the corresponding link

BU Student Employment Office:
Job Board

Welcome, Jim Rivera

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Manage Job Application

[Return to Manage Job Page]

Job Title	Employer	Status
Office Assistant	Financial Assistance 1B (10004380)	Active, Not Listed

This job is currently set to accept online applications.

- To edit this job's application: [\[Click Here\]](#)
- If you want to discontinue accepting applications for this job: [\[click here\]](#)

You can update the job's status: [\[Here\]](#)

The existing job application will then display. Scroll to the bottom of the page to “Create a new question” or “Pick from an existing question”

Pick from Existing Questions

Create a New Question

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

There were no questions found.

Click on the 'Create a New Question' tab beneath the default application.

Next, within the *Question Details* section, please select a type of question from the 'Question Type' drop-down menu. The page will reload and you can then enter the question itself, along with a number of other options.

Creating a New Question

Adding a job-specific question to your Institutional default application will assist in achieving a best-fit candidate for your job.

The screenshot displays the 'Create a New Question' form. At the top, there are two tabs: 'Pick from Existing Questions' and 'Create a New Question'. Below the tabs is the 'Question Details' section, which contains a 'Question Type' dropdown menu. The dropdown menu is open, showing options: 'Please select', 'Single Line Text', 'Multiple Line Text', 'Single Choice', 'Multiple Choice', 'Date', 'File Upload', and 'Instructional Text'. A red arrow points to the 'Single Line Text' option. Below the dropdown menu is a text input field. The 'Application Behavior' section is located below the 'Question Details' section. It contains an 'Application Section' dropdown menu with the option 'Please select' selected, and a 'Create a new section' text input field. Below this are two checkboxes: 'Application input is required' and 'Prefill this question from previous answer?'. At the bottom of the 'Application Behavior' section is a 'Where To Add This Question?' dropdown menu with the option 'End of Application' selected. At the bottom of the form is an 'Add Question' button.

Question Types

Single and Multiple Questions

For single and multiple-choice questions, you will need to create an internal name for the question that only Institutional Site Administrator will see in the 'Pick from existing Questions' tab that serves as a library of all your job-specific questions you add to an application for your department. **The *Question Label* field is the question an applicant will see when filling out the application.**

NOTE: Question Choices are the different choices that will be presented to the applicant in either a drop-down list for single-choice questions or checkboxes for multiple-choice questions. The choices entered should be a comma-separated list, as seen below. If you would like one of the choices for a single-choice question to default in the drop-down list, please designate using the Default Value drop-down list.

The screenshot shows a web interface for creating a question. At the top, there are two tabs: "Pick from Existing Questions" and "Create a New Question". Below the tabs is a "Question Details" section. The form contains the following fields:

- Question Type:** A dropdown menu set to "Single Choice".
- Question Name:** A text input field containing "Volleyball".
- Question Label:** A rich text editor containing the text "Have you ever coached volleyball?".
- Question Choices:** A text input field containing "Yes,No" and an "Add" button.
- Default Value:** A dropdown menu set to "(none)".

Four red arrows point to the "Question Type", "Question Name", "Question Label", and "Question Choices" fields.

Single Line Text Questions

Single-Line Text Question – Utilize this type of question for short answers.

Question Details

Question Type [?](#)

Single Line Text ▼

Question Name [?](#)

Major

Question Label [?](#)

B *I* U

What is your Major

Default Value [?](#)

Regular Expression [?](#)

Require Confirmation [?](#)

Application Behavior

Application Section [?](#)

Select an existing section

General ▼

Create a new section

Other flags

Application input is required [?](#)

Prefill this question from previous answer? [?](#)

Where To Add This Question? [?](#)

End of Application ▼

Add Question

Multiple Line Text Question

Multiple Line Text Question – Utilize this type of question for longer answers.

Question Details

Question Type [?](#)

Multiple Line Text ▼

Question Name [?](#)

Experience

Question Label [?](#)

B *I* U     

Explain a time when you had to participate as a team member. |

Default Value [?](#)

Regular Expression [?](#)

Application Behavior

Application Section [?](#)

Select an existing section

Create a new section

General ▼

Other flags

Application input is required [?](#)

Prefill this question from previous answer? [?](#)

Where To Add This Question? [?](#)

End of Application ▼

Add Question

Date Question

Date Question – This will present a date picker calendar to the applicant. The applicant can either select a date from the calendar or type the date in the date field.

Question Details

Question Type ⁱ

Date ▼

Question Name ⁱ

Job

Question Label ⁱ

B *I* U                                                                

What date did you start your first job?

Application Behavior

Application Section ⁱ

Select an existing section

Create a new section

Previous Employers ▼

Experience

Other flags

Application input is required ⁱ

Prefill this question from previous answer? ⁱ

Where To Add This Question? ⁱ

End of Application ▼

Add Question

Employer End Date:

Functions and/or Professional Experiences:

Reason for Leaving:

What date did you start your first job?

Submit

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

File Upload Question

File Upload Question – This will allow an applicant to upload a document that will be checked for viruses prior to loading to your JobX site.

Please upload a Letter of Recommendation.

Browse...

Instructional Text Question

Instructional Text – This can be used before or after a question and/or section.

Please provide three (3) references below. References may not be a relative.

Application Behavior

All questions added to the institutional default application for your specific job will need to be associated with an existing section of the application or you may choose to add a new section to the application if desired. In order to do so, you will need to complete the 'Application Behavior' section of this page before you can successfully add the new question and/or save your application.

If you would like to add a new job-specific question to an existing section of the default application, please select the desired section from the 'Application Section' drop-down list. Otherwise, if you would like to create a new section in the application not already present in the University default list of questions, you can simply type in the new section name in the 'Create a new section' field below. This action will create a new application section and list the new question you've added in this same transaction in this new section.

Additionally, you can choose to require the new job-specific question be answered by clicking the 'Application input is required' box or choose to have this question pre-filled with the value they entered in a past application the applicant may have submitted for this job in a prior term.

Lastly, you can utilize the 'Where to Add this Question' drop-down list to customize the location of your new question. Once you've completed all these steps, click the 'Add Question' button.

Application Behavior

Application Section 

Select an existing section Create a new section

-- Please select --

Other flags

Application input is required 

Prefill this question from previous answer? 

Where To Add This Question? 

End of Application

Add Question

NOTE: To save this job specific question and all others you may wish to add to the application, please be sure to click the 'Save Application' button after adding all your new questions. If you fail to click the 'Save Application' button your new questions will NOT be successfully added to your application.