



THE NEW
S.E.A.N.
Student Employment
Assistance Network

Resource Guide for Employers

Click on the number to skip to that section...

1 INTRODUCTION TO THE NEW SEAN!

2 REGISTERING AS AN ON CAMPUS CONTACT IN SEAN

3 OFF-CAMPUS EMPLOYER REGISTRATION IN SEAN

4 POSTING, VIEWING AND EDITING YOUR JOBS

5 VIEWING STUDENT REFERRALS IN THE SYSTEM

6 REPORTING A STUDENT HIRE VIA SEAN

Click this symbol to return to the Table of Contents from any page...



HOME

INTRODUCTION

S.E.A.N. Student Employment Assistance Network

Everything you need to know to get started...

SEAN IS MORE SECURE

The Student Employment Office cares about the security of your data and is working to ensure that our new system will protect the integrity of your passwords. Should you ever believe your password to be compromised, please reset it within the system immediately.

SEAN IS MORE CONVENIENT

Students can now apply online directly via SEAN. Employers can choose to have resumes emailed to them, or view applications directly online. Employers can also directly report which students they have decided to hire within the system using the new "Report a Hire" function.

SEAN IS MORE USER FRIENDLY

SEAN has a whole new feel and is much more user friendly than the previous system. Employers will have access to resumes and cover letters online from anywhere. SEAN will also allow registration for trainings offered by the Student Employment Office.

SEAN IS READY FOR YOU TO POST

SEAN will debut on **May 1st!** We are excited to have the campus community pilot the program for the Summer 2015 semester! If you have any questions throughout the transition, please don't hesitate to contact us at 719-255-3454.

JUST SO YOU KNOW...

SEAN works a little bit differently than the old system. Because of this, on campus employers will need to register as a contact in the system, rather than just logging in with their UCCS username and password. Our office has created "employer" records for each department on campus using the org numbers assigned by HR. When you register as a contact, please be sure to search for your department rather than creating a new one.

If you are an off-campus employer, please search for your employer first to be sure we did not move your employer into the new system. If not, then go ahead and register your employer, and then yourself as a contact for that employer.

ON-CAMPUS REGISTRATION

SEANS.UCCS.EDU/EMPLOYER

START HERE

1. Click under the login fields to register.

If you posted a job on the old SEAN's Place after April 1, 2015, you have been registered as an employer by our office. Please contact our office for your username and instructions to reset your password.

Employer Login

Welcome to the Employer Login for SEAN the UCCS student job engine.

- Registered Users: Enter your username and password below and click LOGIN.
- New Users: If you have NOT registered with this site before, click the [Click Here to Register](#) link below.

For further information, please contact the Office of Student Employment at stuemp@uccs.edu or 719-255-3454.

Username (Email):

Password:

2. Search for your department using either the org number or department name.

Find Your Organization

401

Records found: 86

Can't Find Your Organization?

- 40100- Fincl Svcs-Budget & Planning - 40100- UCCS
- 40101- Fincl Svcs-Accounting Office - 40101- UCCS
- 40102- Fincl Svcs-Bursar Office - 40102- UCCS
- 40103- Fincl Svcs-Loan Administration - 40103- UCCS
- 40104- Fincl Svcs-Payroll - 40104- UCCS
- 40105- Bookstore - 40105- UCCS
- 40117- Bookstore-Center - 40117- UCCS
- 40118- Ast Vice Chancellor & Finance - 40118- UCCS
- 40119- AVCA - 40119- UCCS

Find Your Organization:

financ

Records found: 5

- 40027- BUS-Finance - 40027- UCCS
- 40092- VC-Administration & Finance - 40092- UCCS
- 40118- Ast Vice Chancllr Admn&Finance - 40118- UCCS
- 40126- Financial Aid / Std Emplmnt - 40126- UCCS
- 40126- Financial Aid, Student Employment, & Scholarships - 40126- UCCS

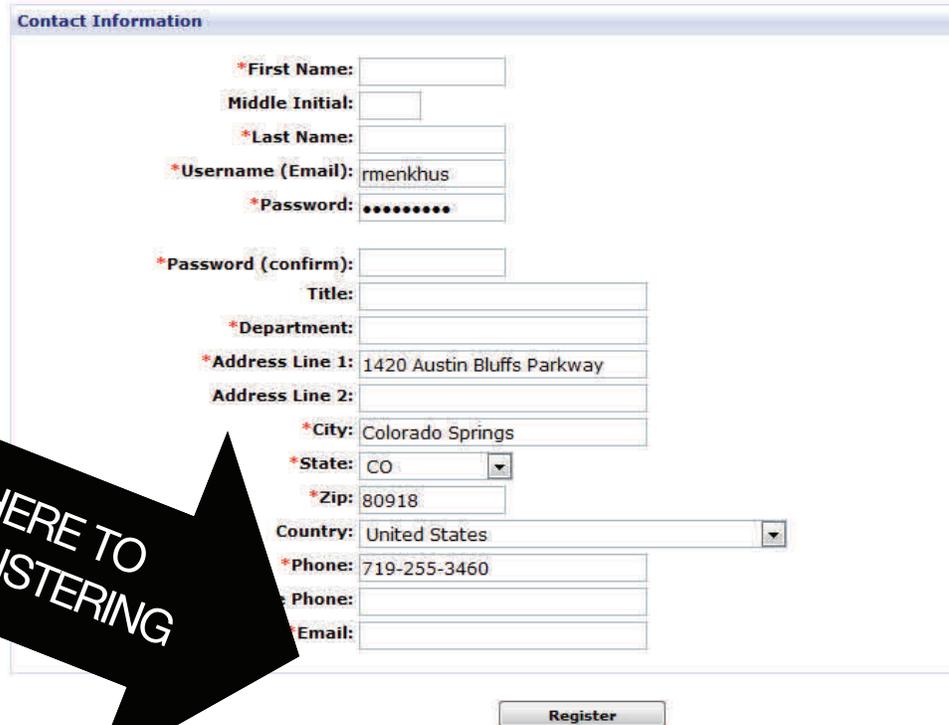
Once you select your org, press continue to move on. If your org is not listed, do not add it. Contact us.

HOME

3. Fill in your contact information and click register.

Your username must be your entire UCCS email address.

CLICK HERE TO FINISH REGISTERING



The image shows a registration form titled "Contact Information". The form contains the following fields: First Name, Middle Initial, Last Name, Username (Email) (pre-filled with "rmenkhus"), Password, Password (confirm), Title, Department, Address Line 1 (pre-filled with "1420 Austin Bluffs Parkway"), Address Line 2, City (pre-filled with "Colorado Springs"), State (pre-filled with "CO"), Zip (pre-filled with "80918"), Country (pre-filled with "United States"), Phone (pre-filled with "719-255-3460"), and an Email field. A "Register" button is located at the bottom right of the form.

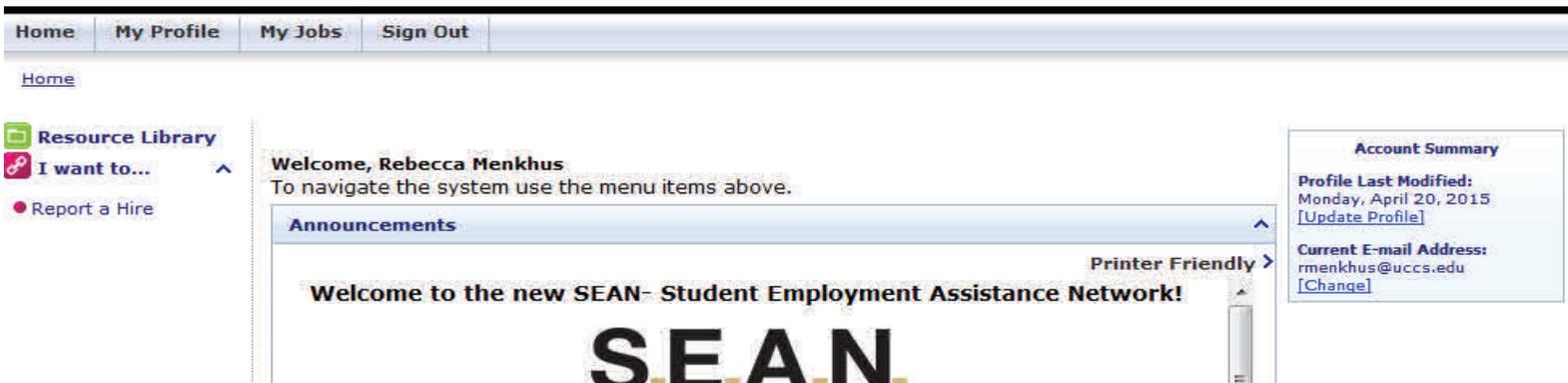
4. Submit your profile to our office for approval.

Congratulations! Your profile is now complete. Click the **Submit Profile** button below to send your information to our office for approval.

Submit Profile

SUBMIT

5. Start using SEAN to post your jobs!



The image shows a user dashboard for SEAN. At the top, there is a navigation menu with "Home", "My Profile", "My Jobs", and "Sign Out". Below the menu, there is a "Home" link. On the left side, there is a "Resource Library" section with "I want to..." and "Report a Hire" options. The main content area features a "Welcome, Rebecca Menkhus" message with instructions to use the menu items. Below this is an "Announcements" section with a "Printer Friendly" link and a large "SEAN" logo. On the right side, there is an "Account Summary" box showing "Profile Last Modified: Monday, April 20, 2015" with an "Update Profile" link, and "Current E-mail Address: rmenkhus@uccs.edu" with a "Change" link.

You will receive an email from our office once your registration has been approved.
****You may still submit jobs for posting while your registration is pending.****

HOME

OFF-CAMPUS REGISTRATION

SEANS.UCCS.EDU/EMPLOYER

START HERE

1. Click under the login fields to register.

If you posted a job on the old SEAN's Place after April 1, 2015, you have been registered as an employer by our office. Please contact our office for your username and instructions to reset your password.

Employer Login

Welcome to the Employer Login for SEAN the UCCS student job engine.

• Registered Users: Enter your username and password below and click LOGIN.

• New Users: If you have NOT registered with this site before, click the [Click Here to Register link](#)

Important:

• System Requirements: http://csoresearch.com/system_requirements

• You should disable any popup blocker when using this site.

• Forgot your password?: [Click here](#) to reset your password.

For further assistance, please contact the Office of Student Employment at stuemp@uccs.edu or 303.435.4454.

Username (Email):

Password:

[Click here to register!](#)

CLICK HERE

2. Search for your organization using your company name and select it if it comes up.

- click the **Continue** button
- If your organization/company name is NOT listed
 - click '**Can't Find Your Organization**' to complete a new registration

Find Your Organization:

Records found: 86

[Can't Find Your Organization?](#)

- 40100- Fincl Svcs-Budget & Planning - 40100- UCCS
- 40101- Fincl Svcs-Accounting Office - 40101- UCCS
- 40102- Fincl Svcs-Bursar Office - 40102- UCCS
- 40103- Fincl Svcs-Loan Administration - 40103- UCCS
- 40104- Fincl Svcs-Payroll - 40104- UCCS
- 40105- Bookstore - 40105- UCCS
- 40117- Bookstore-Copy Center - 40117- UCCS
- 40118- Ast Vice Chancellor Admn&Finance - 40118- UCCS
- 40119- AVCAF-Fac/Staff - 40119- UCCS

DO NOT RE-ADD YOUR EMPLOYER IF IT ALREADY EXISTS. YOU WILL HAVE THE CHANCE TO REGISTER AS A CONTACT FOR YOUR ORGANIZATION IN THE NEXT STEP. IF YOU ARE ALREADY REGISTERED AS A CONTACT, PLEASE CONTACT OUR OFFICE FOR YOUR LOGIN INSTRUCTIONS.

If you can't find your organization, click, "Can't Find Your Organization" to register as an employer.

HOME

3. Fill in your contact information and click register.

Your username must be your entire email address.

Contact Information

*First Name:
Middle Initial:
*Last Name:
*Username (Email): rmenkhus
*Password: ●●●●●●●●
*Password (confirm):
Title:
*Department:
*Address Line 1: 1420 Austin Bluffs Parkway
Address Line 2:
*City: Colorado Springs
*State: CO
*Zip: 80918
Country: United States
*Phone: 719-255-3460
Phone:
Email:

Register

CLICK HERE TO
FINISH REGISTERING

4. Submit your profile to our office for approval.

Congratulations! Your profile is now complete. Click the **Submit Profile** button below to send your information to our office for approval.

Submit Profile

SUBMIT

5. Start using SEAN to post your jobs!

Home My Profile My Jobs Sign Out

Home

Resource Library
I want to...
Report a Hire

Welcome, Rebecca Menkhus
To navigate the system use the menu items above.

Announcements

Printer Friendly

Welcome to the new SEAN- Student Employment Assistance Network!

SEAN

Account Summary
Profile Last Modified: Monday, April 20, 2015 [Update Profile]
Current E-mail Address: rmenkhus@uccs.edu [Change]

You will receive an email from our office once your registration has been approved.
****You may still submit jobs for posting while your registration is pending.****

HOME

POSTING A JOB

1. Hover over the “My Jobs” tab with your mouse
2. Select “New Job” from the dropdown list.



The screenshot shows a web interface with a navigation bar containing 'Home', 'My Jobs', and 'Sign Out'. The 'My Jobs' dropdown menu is open, showing 'Job List' and 'New Job'. A black arrow labeled 'HOVER HERE' points to the 'My Jobs' tab, and a red arrow points to the 'New Job' option. Below the menu, a 'Jobs' section contains a list of instructions for managing job postings. At the bottom, a table header is visible with columns for 'Job ID', 'Job Title', 'Job Location (City, State)', and 'Status'. The table currently displays 'No records to display.'

HOVER HERE

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to edit or close.
- **Repost your job listing** - click on the Job ID of the job you wish to repost and update the Post and Expiration dates.
- **Close your job listing** - click on the Job ID of the job you wish to close.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If the job is closed, the **R** will not be highlighted.
- **Report hiring a student/graduate** - click the **P** in the Activity column. This will only be available for the posting.

Page 1 of 1, items 0 to 0 of 0

Job ID	Job Title	Job Location (City, State)	Status
No records to display.			

3. Enter position information.

This information will be similar to a job posting on the old SEAN's Place.

**COMPLETE ALL
REQUIRED FIELDS**

Position Information

*Job Title:

*Organization Name: 40126- Financial Aid / Std Emplmnt

*Number of Openings:

*Work Schedule:

*Minimum Hours per Week:

*Maximum Hours per Week:

*Hourly Wage:

*Employment Start Date:

*Employment End Date:

*Job Description:

*Qualifications:

*How to Apply:

Comments:

Online Application Address:

4. Enter posting information and select how you want students to apply.

Selecting both applicant types will allow both work study and non-work study students to view and apply for your position.

SELECT THE APPLICANT TYPE (HOLD CTRL TO SELECT BOTH)

CHOOSE IF YOU WOULD LIKE STUDENTS TO APPLY VIA SEAN

Posting Information

*Job Location (City, State):

*Job Category: Account Management/Planning
Accounting/Auditing
Actuarial
Administration

*Position Type: Full-time
Part-time

*Applicant Type ? : Student
Student: Work-Study

Classification: Freshman
Sophomore
Junior
Senior

*Post Date: 4/20/2015

*Expiration Date: 6/19/2015

*Show My Contact Info: Yes

*Allow applicants to apply via SEAN ? : Yes

Students can now submit a resume and cover letter via SEAN for employers to view within the system.

5. Select which documents you will allow or require and then hit save to submit your job posting.

Document Categories

Document Categories Allow Selection

- Cover Letters
 Resumes

Document Categories Require Selection

- Cover Letters
 Resumes

Save

Cancel

A RESUME IS REQUIRED BY DEFAULT AND CANNOT BE CHANGED. CHECK COVER LETTER TO REQUIRE.

Once you save your job posting, it will go to our office for approval. You can edit it at any time by viewing your Job List.

6. At the bottom of each job listing, you will see Control Information and your job's status.

Control Information

Federal Employer Match %: 0

State Employer Match %: 0

*Status: Pending

JOBS IN PENDING STATUS ARE NOT VIEWABLE BY STUDENTS

You will receive an email from the system once your job has been approved and posted.

April 20, 2015

Dear 40126- Financial Aid / Std Emplmnt:

The following job you submitted via SEAN to our office has been approved. It is now available for student viewing:

Job ID: 5

Job Title: Test Test

You may click the link below and log into our system to review this job or to submit any changes:

<https://www.myinterfase.com/uccs-se/employer>

7. View your jobs by clicking "My Jobs" at the top of the page.

Job ID	Job Title	Expiration Date	Activity
5	Test Test	6/19/2015	P R Close Job
6	Test 2	6/21/2015	P R

CLICK THE JOB TITLE TO VIEW OR EDIT THE JOB POSTING

8. Edit your posting by clicking on the tabs at the top for each section.

Viewing Job: 8/Test Test

Profile View | Position Information | Posting Information | Document Categories

Position Information [Edit]

Please review the information contained in this job posting. Click on the [Edit] link for each section to make any changes.

Click the [Edit] link to view...

CLICK TABS TO EDIT

NOTE: You cannot edit a closed job. To repost a job that has been closed previously, copy the job using instructions on next page.

9. Close your job when you are ready by viewing the “Job List” and clicking Close Job.

Job ID	Job Title	Start Date	Expiration Date	Activity	
5	Test	5/1/2015	5/1/2015	P R	Close Job
6	Test	5/1/2015	6/21/2015	P R	

Hitting “Close Job” will immediately remove the job posting from the student side.

10. Re-post a previous position by clicking on the job you would like to re-post and clicking “Copy Job” on the left hand side under Page Functions.

- Page Functions
 - Copy Job
 - View Activity
- Resource Library
- I want to...
 - Report a Hire

CLICK “COPY JOB” TO CREATE A NEW JOB WITH THIS DATA

Copying a job will create a new job posting with all the same data as the previous job. Edit the job and save in order to submit.

Position Information
Please review the information contained in this job posting. Click on the [Edit] link above to make any changes.
Click the [View Activity] link above to view all activity for this job posting.
Click the [Close Job] link above to close this job.

*Job ID: 7
*Job Title: Test Test
Organization Name: 40126- Financial Aid / Std Emplmnt
*Number of Openings: 1

11. Once you have copied the job, click the tabs at the top of the listing to make any changes. Be sure to update the post and expiration dates.

Profile View | Position Information | Posting Information | Document Categories

Position Information [Edit]
Please review the information contained in this job posting. Click on the [Edit] link above to make any changes.
Click the [View Activity] link above to view all activity for this job posting.

Your new job will have a pending status until it is approved by the Student Employment Office.

CLICK THESE TABS TO MAKE ANY NEEDED CHANGES

HOME

VIEWING REFERRALS

1. When a student applies to your position, you receive a referral that will include any required documents for the position. View this in the job list.



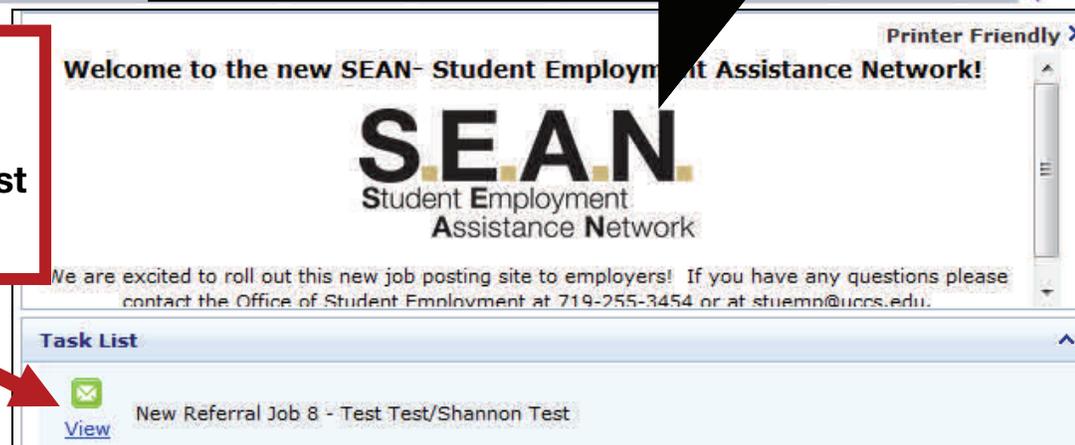
Page 1 of 1, items 1 to 2 of 2

Job ID	Job Title	Job Location	Date	Activity
5	Test Test	Colorado Sprin		R
6	Test 2	Colorado Sprin		P R

Page 1 of 1, items 1 to 2 of 2

CLICK THE "R" IN YOUR JOB LIST TO VIEW ALL STUDENT REFERRALS FOR THAT JOB

You will also see new referrals on your Home Screen under the Task List when you log in.



Welcome to the new SEAN- Student Employment Assistance Network!

SEAN

Student Employment Assistance Network

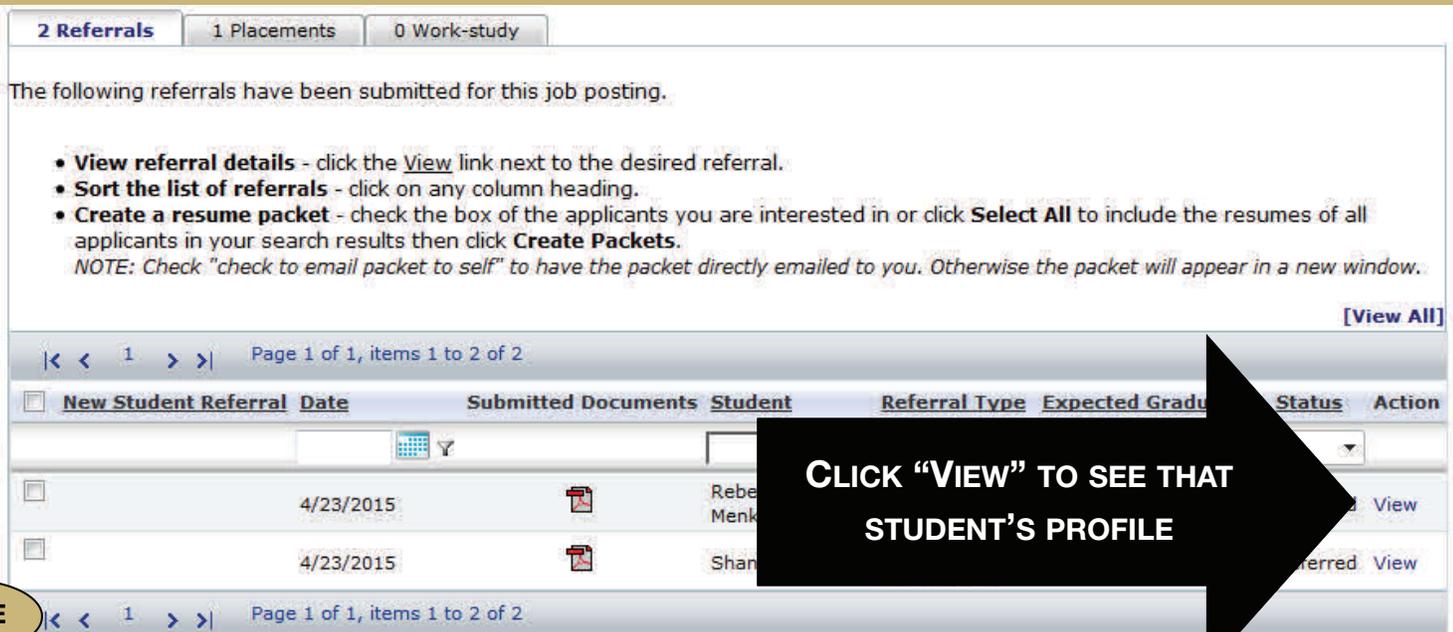
We are excited to roll out this new job posting site to employers! If you have any questions please contact the Office of Student Employment at 719-255-3454 or at stuemn@ucps.edu.

Printer Friendly >

Task List

- [View](#) New Referral Job 8 - Test Test/Shannon Test

2. Select the student referral you would like to view by clicking "View" on that student.



2 Referrals | 1 Placements | 0 Work-study

The following referrals have been submitted for this job posting.

- **View referral details** - click the [View](#) link next to the desired referral.
- **Sort the list of referrals** - click on any column heading.
- **Create a resume packet** - check the box of the applicants you are interested in or click **Select All** to include the resumes of all applicants in your search results then click **Create Packets**.
NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.

[View All]

Page 1 of 1, items 1 to 2 of 2

<input type="checkbox"/>	New Student Referral	Date	Submitted Documents	Student	Referral Type	Expected Gradu	Status	Action
<input type="checkbox"/>		4/23/2015		Rebe Menk				View
<input type="checkbox"/>		4/23/2015		Shan			ferred	View

Page 1 of 1, items 1 to 2 of 2

HOME

CLICK "VIEW" TO SEE THAT STUDENT'S PROFILE

3. View the student's basic profile or use the left hand navigation bar to "View Documents".

CLICK VIEW DOCUMENTS TO OPEN ALL DOCUMENTS SUBMITTED BY THE STUDENT

Clicking "View Documents" will open a Document Reader. However, some browsers will not support the reader and will download the documents automatically. Check your downloads folder and if you are unable to find the documents, please contact us.

4. View any student message on the basic profile under the section titled "Referral Message"

VIEW MESSAGE HERE

This is a brief message the student sent when they submitted their referral.

HOME

5. Send a basic response or message to the student via the system by clicking on “Referral Message” or Edit within that section of the profile.

Profile View Referral Message

Link Information

Please review the information [name] link to view the applicant's resume.

Organiz

These messages are sent to the student within the system and cannot be replied to.

Referral Message [Edit]

The Message section below indicates that this referral was submitted directly by an applicant. You may review the applicant's message and complete the Employer Response and Employer Message fields to respond directly to this applicant.

Once you have completed making changes click **Save** at the bottom.

Student Message: This is a test.

Employer Response:

Employer Message:

6. Reply to a student message by selecting a response from the dropdown and typing a message for the student to view.

Profile View **Referral Message** Control Information

Save Cancel

Student Message: This is a test of a response to an employer message.

Employer Response: Position Filled

Employer Message: This is a test of an employer response to a student message within the system. Students are notified on their home screen when an employer sends a response to their referral. Some employers may choose to use email instead of a message when offering an interview so that the student can easily

Save Cancel

The dropdown menu contains three options:

1. Not Qualified
2. Please Contact Me
3. Position Filled

Use these to quickly notify students of their status.

HOME

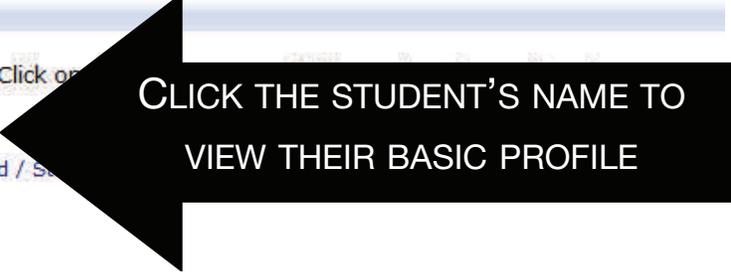
7. To send an email directly to the student's campus email address, click on the student's name within the referral and then click on their email address.

Profile View Referral Message Control Information

Link Information

Please review the information contained in this referral. Click on the student's name to view their basic profile.

Student: Rebecca Menkhus
Organization Name: 40126- Financial Aid / S...
Job: Test Test
***Date:** 4/23/2015



CLICK THE STUDENT'S NAME TO VIEW THEIR BASIC PROFILE

Profile View

Personal Information

Below you will find detailed information for this student. Click [View Resume]

NOTE: To quickly send an e-mail to this student, click the student's e-mail address.

***First Name:** Shannon
***Last Name:** Test
***Phone:** 719-255-3055
Cell Phone:
***Email:** stuemp@uccs.edu



Once in the profile, click the link to the student's email address to send an email directly within SEAN.

Confirm Selection

Please confirm that you have selected 1 records for Student Mass Email. If the selected item is incorrect, click Cancel for further review.



Press "Proceed" to create an email for the student.

8. Fill in the required boxes and type your message to send to the student. Hit "Send E-mail" at the bottom of the page when you're ready to send it.

Create Email for Student Mass Email

***From:** rmenkhus@uccs.edu

Additional Recipients:

***Subject:**

***Message:**

HOME



This email goes directly to the student's email address outside of SEAN.

REPORTING A HIRE

1. Once you have decided which student you will hire, click the “Report a Hire” link under the pink “I Want to...” in the left hand navigation bar.



You will see this link on the left hand side no matter which page you are viewing.

2. Use the search tool to find the student you have decided to hire.

Who did you hire?

Enter information for the applicable student and click Search to locate the student.

Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link that appears below to manually enter student information.

Search Student

First Name: Last Name:

If the results did not return the Student you hired, [click here](#) to enter Student information.

First Name	Last Name	Action
Shannon	Test	Select Student

**CLICK “SELECT STUDENT”
TO REPORT THAT THE
STUDENT WAS HIRED**

If you cannot find the student you hired, click to enter the student's information manually.

3. Select the position you hired the student into.

What Position Was Filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Job ID	Job Title	Job Location (City, State)	Action
5	Test Test	Colorado Springs, CO	Select Job
6	Test 2	Colorado Springs, CO	Select Job
7	Test Test	Colorado Springs, CO	Select Job
8	Test Test	Colorado Springs, CO	Select Job
9	Test Test	Colorado Springs, CO	Select Job

CLICK "SELECT JOB" TO REPORT THAT YOU HIRED THE STUDENT INTO THAT POSITION

4. Enter the required information and click "Finish" to create the placement record.

Placement Information

*Job Title: Test Test

*Department:

*Start Date:

End Date:

*Position Type:

*Hourly Rate: 10.00

Pay per Period:

*Estimated Hours per Week: 15

Source:

Created by: Employer

Status: Pending

Finish Cancel

5. View this placement in your Job List by clicking the "P" under the "Activity" Column for each job.

Clicking the "P" will show you any placements you have reported for that position.

Page 1 of 1, items 1 to 2 of 2

Job ID	Job Title	Job Location (City, State)	Status	Post Date	Expiration Date	Activity
		do Springs, CO	Active	4/20/2015	6/19/2015	P R
		do Springs, CO	Pending	4/22/2015	6/21/2015	P R