Resource Guide for Employers

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### INTRODUCTION

**SEAN**

*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 Detailed

A lot of the old functions did move over, but there are some new ones as well! The Dashboard is a new feature that lets you view your active and expired job postings as soon as you login. When creating a job posting we ask more detailed information to make sure you find the right match!

#### SEAN is More User Friendly

SEAN has a whole new feel and is much more user friendly than the previous system. This version is mobile friendly as well. Employers and Students alike will have access to the system from anywhere!

#### SEAN is Ready for You to Post

The update will debut on **November 10th**! If you have any questions throughout the transition, please don’t hesitate to contact us at 719-255-3454 or stuemp@uccs.edu

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**Just So You Know...**

The new SEAN works a bit differently than the past version. Due to this, on campus hiring managers who have been enrolled in the University will need to contact Student Employment for help setting up their employer account. All on-campus departments still live within the system, **you will not have to create a department.**
1. Click under the login fields to register.

If you are an on campus employer and already registered, you do not need to complete registration again. If you are registering for the first time you will be asked to enter your email and create a unique password before moving forward.

2. Search for your department using the department number.

All on campus departments are listed in the system under their department number. We ask that you do not duplicate or re-create companies or departments that already exist. Please contact Student Employment if you have issues.
3. Fill in your contact information and click save.

4. Your Profile will be submitted to our office for approval and you will be able to start posting jobs.

5. You will be redirected to your Dashboard which is a shortcut to view all positions and events.

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.**
1. Click under the login fields to register.

If you posted a job on SEAN before **11/10/2020**, you have been registered as an employer by our office. Please contact our office for your username and instructions to reset your password.

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

If you can’t find your organization, click, Add Company to register as an employer.
3. Fill in your contact information and click save.

4. Your Profile will be submitted to our office for approval and you will be able to start posting jobs.

5. You will be redirected to your Dashboard which is a shortcut to view all positions and events.

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.**
1. You can add a job directly from the Dashboard or go to the Job Postings tab.

2. Enter position information.

As of 5/30/2021 all job descriptions for UCCS departments **MUST** include the following information:

- This position is eligible for sick leave under the Colorado Healthy Families & Workplaces Act
- The University of Colorado Colorado Springs is committed to providing a safe and productive learning, living and working community. To assist in achieving this goal, we conduct background investigations for all prospective applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history check.
- UCCS is an equal opportunity and affirmative action employer. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, the University of Colorado does not discriminate on the basis of race, color, creed, religion, national origin, gender, disability, age, veteran status, sexual orientation, gender identity or expression, genetic information, political affiliation or political philosophy in its programs or activities, including employment, admissions, and educational programs.

Please select “Yes” when asked if UCCS Position Requirements Apply. This will auto populate the required language into the position.
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. Work-study applicants are only eligible on campus or with contracted off-campus work-study employers.

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

The application deadline will auto fill for 90 days past the posting date, you can edit this if you’d like. The delivery of Job Posting Applications will give you the option on how often you would like to receive applicant notifications.
6. At the top of each job listing, you will see Control Information and your job’s status.

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

7. View your jobs in the Dashboard or the Job Postings tab.

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.

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.

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.

11. Once you have copied the job, review all information. Be sure to update the post and expiration dates.

Your new job will have a pending status until it is approved by the Student Employment Office.
1. When a student applies to your position, you receive an application that will include any required documents for the position. You can view those here.

2. Select the student application you would like to view by clicking on the student’s name.
3. Selecting a student will allow you to view any documents the student submitted, email them, or forward the information to someone else in your department.

4. You can send a personalized email straight from the student application.

Your email and the student’s information will auto-fill, in this example it was redacted for privacy.
5. To Report a Hire, under the filled category in the activity center, mark yes and email stuemp@uccs.edu with the student name and job information. If you would like to close you job, include that in the email as well and we can complete that task.