

**INTRODUCING...**

**THE NEW**  
**SEAN.**  
Student Employment  
Assistance Network

## Resource Guide for Employers

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

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**INTRODUCTION TO THE NEW SEAN!**

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**REGISTERING AS AN ON CAMPUS CONTACT IN SEAN**

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**OFF-CAMPUS EMPLOYER REGISTRATION IN SEAN**

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**POSTING, VIEWING AND EDITING YOUR JOBS**

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# INTRODUCTION



## 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](mailto:stuemp@uccs.edu)

### 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.**

# ON-CAMPUS REGISTRATION

[SEANS.UCCS.EDU/EMPLOYER](https://seans.uccs.edu/EMPLOYER)

START HERE

## 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.

CLICK HERE

### Login

[? Help](#)

Username \*

Password \*

Login

Clear

[1st time user? Create Account](#)

## 2. Search for your department using the department number.

### Select Company

x

#### Company Information

##### SELECT YOUR COMPANY:

Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

40253

Find Company

☐ STARTS WITH ☒ CONTAINS

Select	Company	Industry	Status
<input type="radio"/>	40253- UCCS Dining and Hospitality Services	Education	Active

Select / Continue

Add Company

[Cancel](#)

TYPE DEPT #

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.

[HOME](#)

### 3. Fill in your contact information and click save.

<b>Company Name</b> 40126- Fin Aid, Stu Emp	<b>Contact Type</b> On Campus Coordinator
<b>Salutation</b> - Select -	<b>First Name *</b> Tea
<b>Middle Initial</b> 	<b>Last Name *</b> Test
<b>Preferred Name</b> 	<b>Job Title *</b> Student Employment Advisor
<b>Department</b> 40126 Student Employment	<b>Address Line 1 *</b> 1420 Austin Bluffs PKWY
<b>Address Line 2</b> 	<b>Address Line 3</b> 
<b>City *</b> Colorado Springs	<b>State</b> CO
<b>Postal Code</b> 80918	<b>Country *</b> United States
<b>Phone *</b> 255-3454	<b>Alternate Phone</b> 
<b>Fax</b> 	<b>Email *</b> teenaxine@gmail.com
<b>Share contact information with students? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Are you an Alumnus? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Save</b> <b>Cancel</b>	

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.

Dashboard

Job Postings

Document Library

We just sent an email verification message to teenaxine@gmail.com - please check your inbox.

#### Active Job Postings

Scholarship Assistant  
# Applicants: 9  
# Views: 28  
Posted: 11/2/2020  
Expires: 11/20/2020  
View

Add New Posting  
Go to Job Listings Page

#### Expired Job Postings

General Census 2020 Jobs  
# Applicants: 0  
# Views: 0  
Posted: 5/12/2019  
Expires On: 6/1/2020  
View

Reisher Scholar Peer Advisor  
# Applicants: 1  
# Views: 0  
Posted: 5/7/2020  
Expires On: 5/13/2020  
View

Swim Team Assistant Coach  
# Applicants: 0  
# Views: 0  
Posted: 2/6/2020  
Expires On: 4/24/2020  
View

Student Employment Customer Service Assistant  
# Applicants: 19  
# Views: 0  
Posted: 2/27/2020  
Expires On: 3/13/2020  
View

Technical Support Assistant  
# Applicants: 9  
# Views: 0  
Posted: 1/8/2020  
Expires On: 1/22/2020  
View

Go to Job Listings Page

#### Event Calendar

<b>Friday, Nov 20</b> No events on this day.	<b>Saturday, Nov 21</b> No events on this day.	<b>Sunday, Nov 22</b> No events on this day.	<b>Monday, Nov 23</b> No events on this day.	<b>Tuesday, Nov 24</b> No events on this day.
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**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**

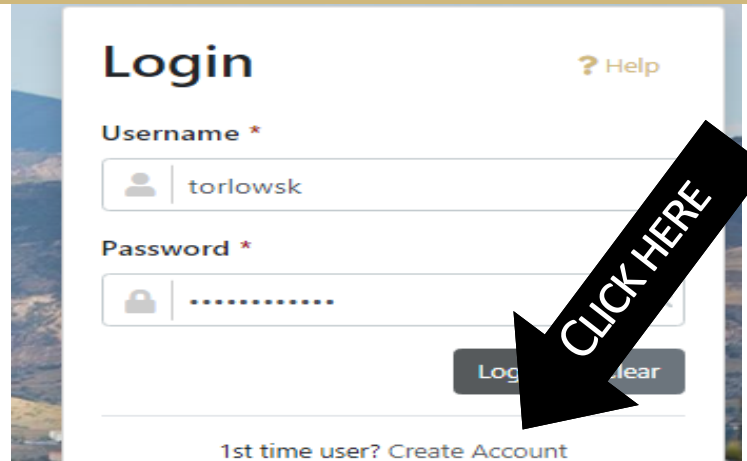
# OFF-CAMPUS REGISTRATION

[SEANS.UCCS.EDU/EMPLOYER](https://seans.uccs.edu/EMPLOYER)

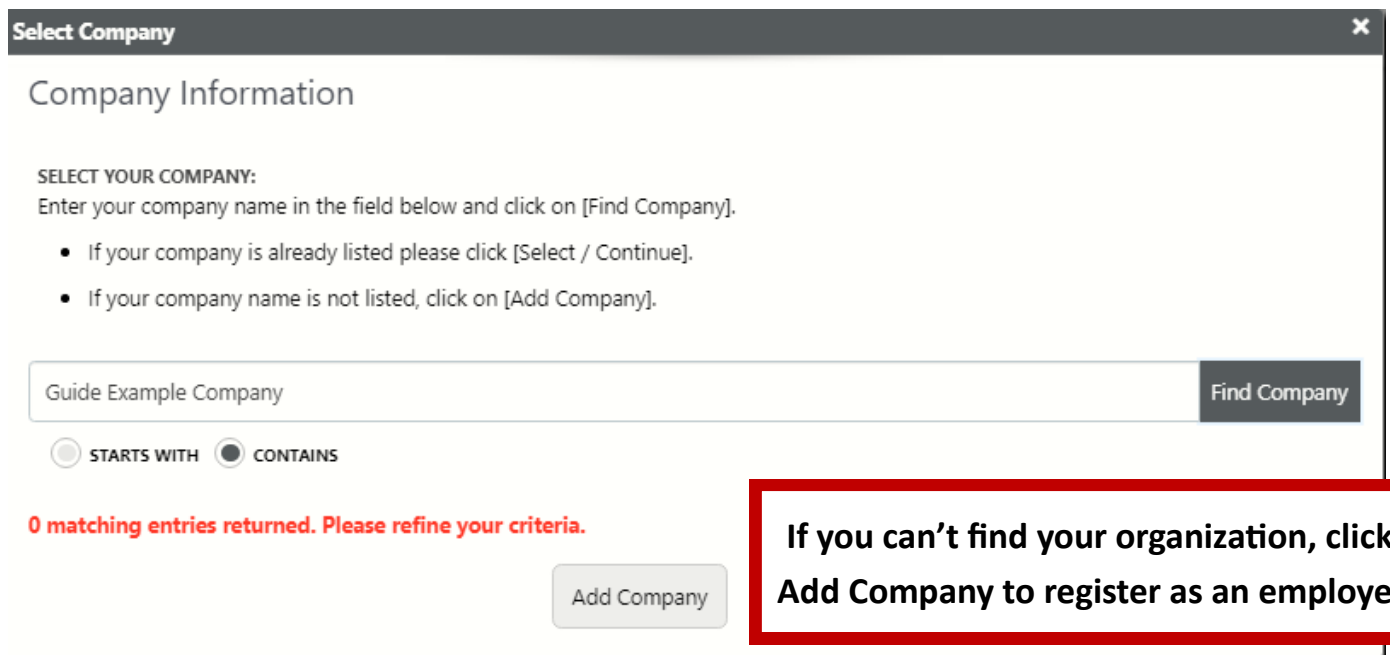
START HERE

## 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.



### 3. Fill in your contact information and click save.

<b>Company Name</b> 40126- Fin Aid, Stu Emp	<b>Contact Type</b> On Campus Coordinator
<b>Salutation</b> - Select -	<b>First Name *</b> Tea
<b>Middle Initial</b> 	<b>Last Name *</b> Test
<b>Preferred Name</b> 	<b>Job Title *</b> Student Employment Advisor
<b>Department</b> 40126 Student Employment	<b>Address Line 1 *</b> 1420 Austin Bluffs PKWY
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<b>City *</b> Colorado Springs	<b>State</b> CO
<b>Postal Code</b> 80918	<b>Country *</b> United States
<b>Phone *</b> 255-3454	<b>Alternate Phone</b> 
<b>Fax</b> 	<b>Email *</b> teenaxine@gmail.com
<b>Share contact information with students? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Are you an Alumnus? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No
<div>Save Cancel</div>	

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Dashboard

Job Postings

Document Library

Active Job Postings

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Add New Posting  
Go to Job Listings Page

Expired Job Postings

General Census 2020 Jobs  
# Applicants: 0  
# Views: 0  
Posted: 8/12/2019  
Expired On: 8/13/2020  
View

Reisher Scholar Peer Advisor  
# Applicants: 1  
# Views: 0  
Posted: 5/7/2020  
Expired On: 5/13/2020  
View

Swim Team Assistant Coach  
# Applicants: 0  
# Views: 0  
Posted: 2/6/2020  
Expired On: 4/24/2020  
View

Student Employment Customer Service Assistant  
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# Views: 0  
Posted: 1/8/2020  
Expired On: 1/22/2020  
View

Go to Job Listings Page

Event Calendar

Friday, Nov 20  
No events on this day.

Saturday, Nov 21  
No events on this day.

Sunday, Nov 22  
No events on this day.

Monday, Nov 23  
No events on this day.

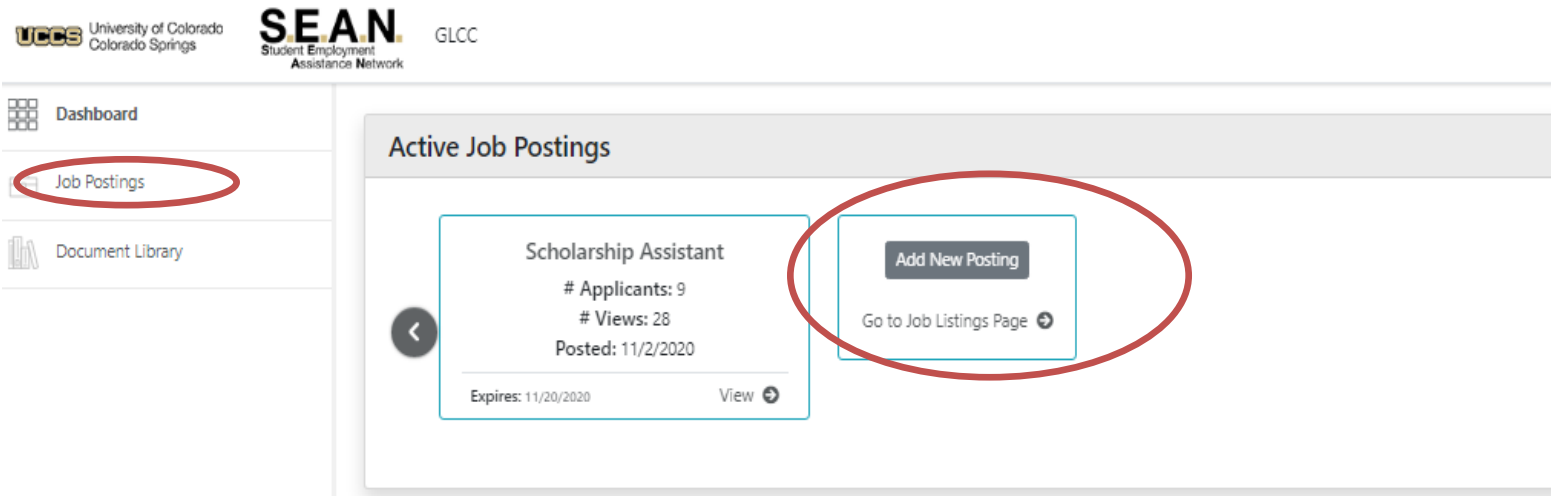
Tuesday, Nov 24  
No events on this day.

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



2. Enter position information.

## Job Posting

Enter information regarding this job in the fields below. Required fields are indicated by a red asterisk. Candidates will be searching on the information that you enter, please fill this form out as completely as possible.

**POSITION INFORMATION**

Job Title \*  
Example

Organization Name  
40126- Fin Aid, Stu Emp

Organization Description  
The Office of Financial Aid and Student Employment

No. of Openings  
2

Work Schedule  
flexible between 8-5 M-F

Minimum Hours per Week \*  
6

Maximum Hours per Week \*  
18

Hourly Rate  
14.00

Employment Start Date  
1/1/2020

**JOB DESCRIPTION**  
Start writing...

**DO UCCS POSITION REQUIREMENTS APPLY?**  
Yes

**POSITION REQUIREMENTS**  
• 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.  
• UCSCS 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.

As of 5/30/2021 all job descriptions for UCSCS 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.
- UCSCS 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 UCSCS Position Requirements Apply. This will auto populate the required language into the position.

HOME

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

**POSTING INFORMATION**

**Applicant Type \***

- Select -

Student ☒ Student Work-Study ☒

**Job Location (On/Off Campus) \***

On Campus

**Job City**

Colorado Springs

**Position Type \***

Part-Time

**Position Eligibility**

- Select -

**Job Function \***

- Select -

Customer Service ☒ Data Entry ☒

**Job Industry \***

- Select -

Education ☒

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.

**APPLICATION DETAILS**

**Application Deadline Date \***

12/20/2020 11 : 59 PM

**Job Application Method \***

- Select -

Resume Drop ☒

**Delivery Of Job Posting Applications \***

Send via email daily

**Cover Letter Required?**

☐ Cover Letter Required ☒ Cover Letter Optional

**Additional Application Document Required? \***

☐ Yes ☒ No

**Job Posting - Updated By**

Job Posting - Updated Date

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.

Click 'Save' to commit changes. **Save** Cancel



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

- Click **Edit Job** to make changes to the job details.
- To view candidates who have applied, click on the **View Applications**.
- Click **More** to expire, refresh, copy or cancel your job.
- Your job posting activity is listed below.

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

Activity

Status <b>Inactive</b>	Date Posted 2/27/2020	# of Searches Matched 0
Filled? No	Application Deadline Date 3/13/2020 11:59 PM	# of Views 0
# of Applicants 19		

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

Dashboard  
**Job Postings**  
Document Library

Active Job Postings

Scholarship Assistant  
# Applicants: 9  
# Views: 28  
Posted: 11/2/2020  
Expires: 11/20/2020 View

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.

« Back Edit Applicants Expire Refresh Copy Cancel

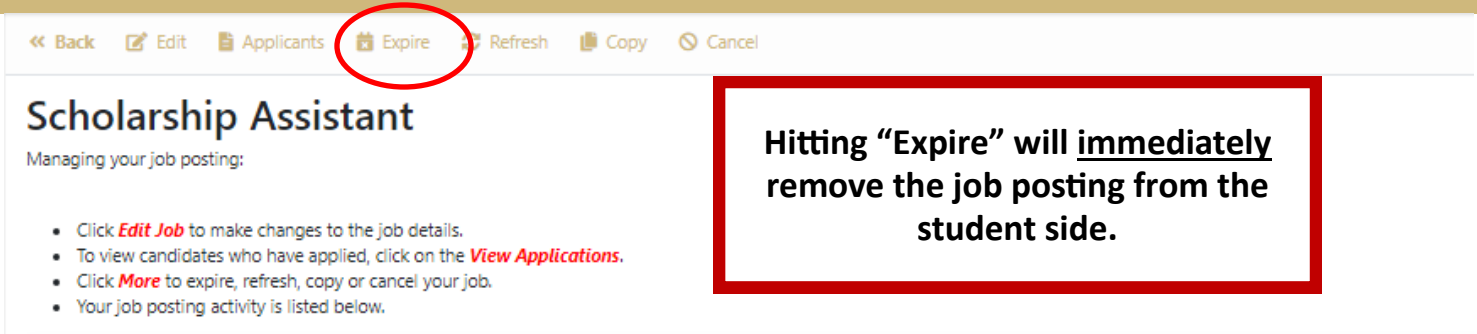
Scholarship Assistant

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.

HOME

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



« Back Edit Applicants **Expire** Refresh Copy Cancel

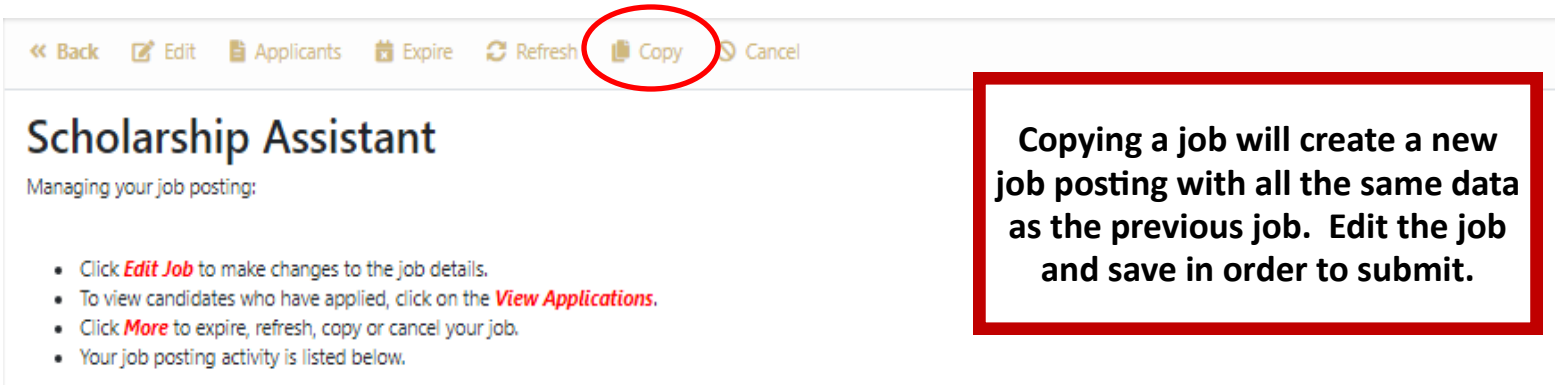
### Scholarship Assistant

Managing your job posting:

- Click **Edit Job** to make changes to the job details.
- To view candidates who have applied, click on the **View Applications**.
- Click **More** to expire, refresh, copy or cancel your job.
- Your job posting activity is listed below.

Hitting “Expire” 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.



« Back Edit Applicants Expire Refresh **Copy** Cancel

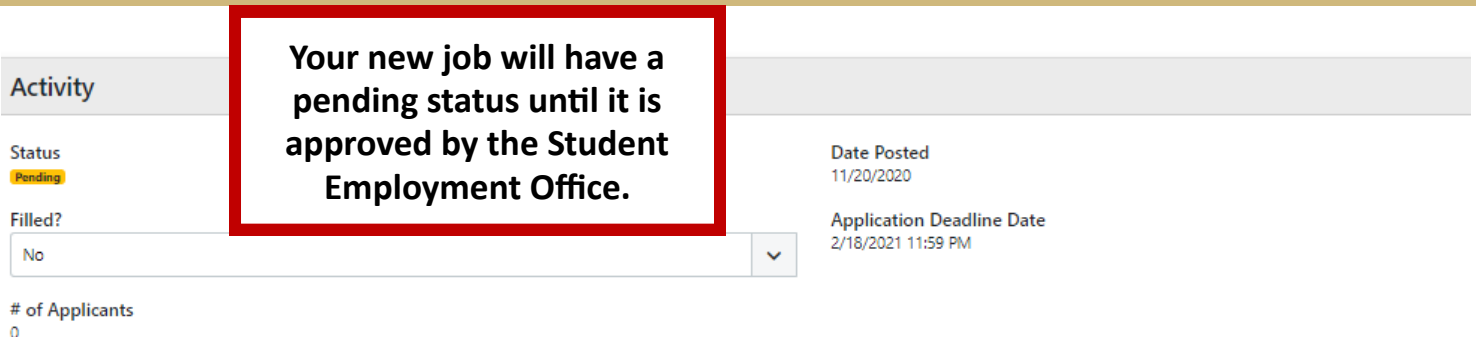
### Scholarship Assistant

Managing your job posting:

- Click **Edit Job** to make changes to the job details.
- To view candidates who have applied, click on the **View Applications**.
- Click **More** to expire, refresh, copy or cancel your job.
- Your job posting activity is listed below.

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.

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



**Activity**

Status  
Pending

Filled?  
No

# of Applicants  
0

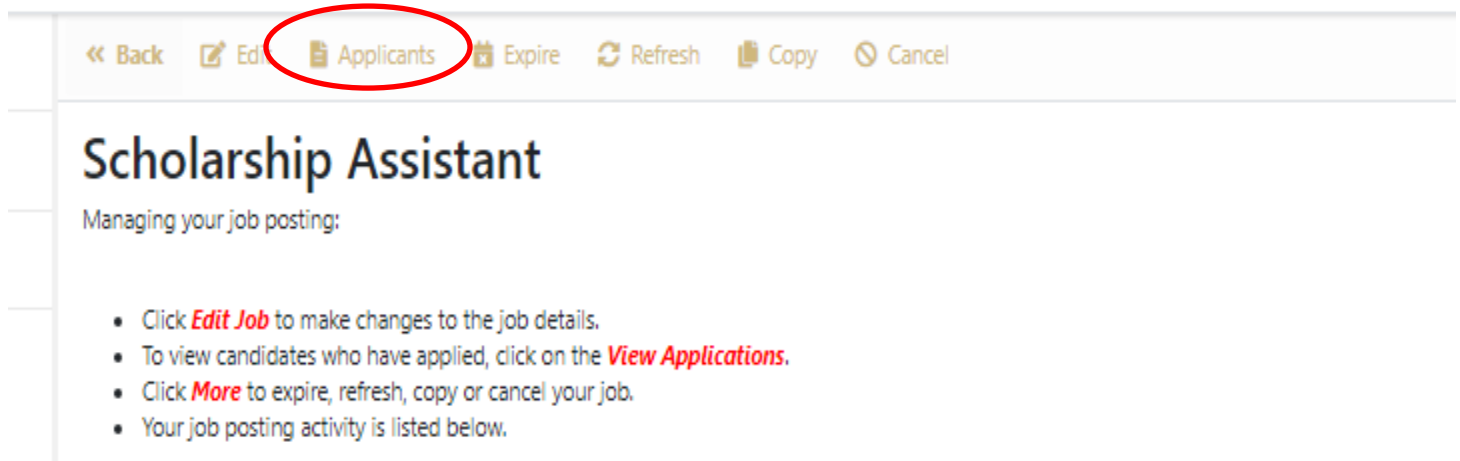
**Your new job will have a pending status until it is approved by the Student Employment Office.**

Date Posted  
11/20/2020

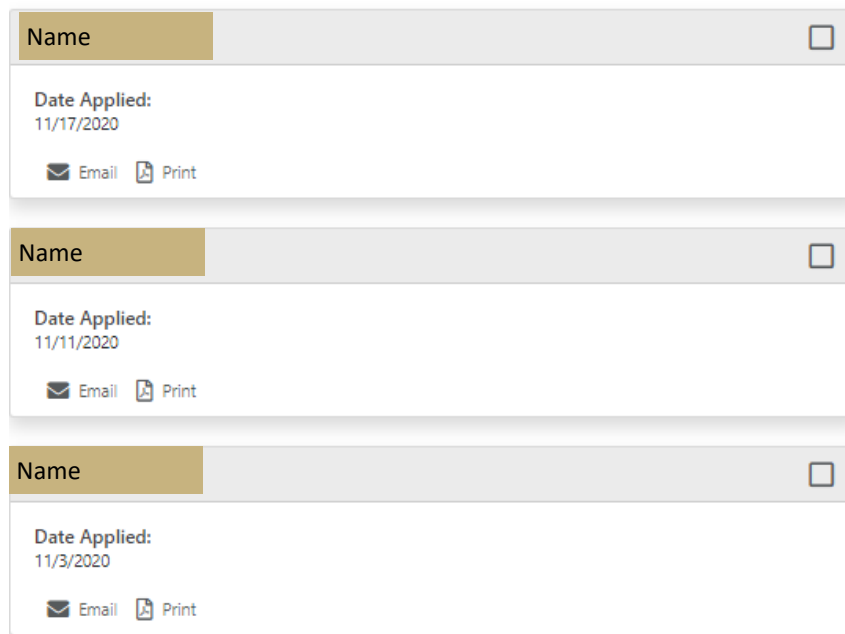
Application Deadline Date  
2/18/2021 11:59 PM

# VIEWING APPLICATIONS

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.**

[« Back](#)   [Select](#)   [Print](#)   [Email](#)   [Forward](#)

Name
------

**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.

Send Email

From \*

To

CC

CC

☐ CC Me

Subject \*

Subject

Body

A ▼ T1 ▼ B I U [icon] [icon] [icon] [icon]

[icon] [icon] [icon]

Type something

[icon] Chars: 0 Words: 0

Attach

- Select -

--

Send

Cancel

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.

[<< Back](#) [Edit](#) [Applicants](#) [Copy](#) [Cancel](#)

## Student Employment Customer Service Assistant

Managing your job posting:

- Click **Edit Job** to make changes to the job details.
- To view candidates who have applied, click on the **View Applications**.
- Click **More** to expire, refresh, copy or cancel your job.
- Your job posting activity is listed below.

### Activity

Status

Inactive

Filled?

Yes

▼

# of Applicants

19