

**INTRODUCING...**

**THE NEW**

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

## Resource Guide for Employers

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

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# 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 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. Because of this, on campus employers who have been enrolled in the University will need to login with their UCCS username and unique password, rather than logging in with their UCCS email and unique password. If you are new to SEAN and have been enrolled the same process will apply for you when creating your account. All on-campus departments still live within the system, you will not have to create a department.

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](http://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 \*

torlowsk

Password \*

.....

Login

Clear

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

## 2. Search for your department using

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

### Select Your Company:

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

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

40126

Find

Starts with  Contains

40126- Fin Aid, Stu Emp

Industry: Education

40126- Financial Aid / Std Emplmnt

Industry: Education

Select / Continue

Add Company

Cancel

[HOME](#)

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

**Company Name**  
40126- Fin Aid, Stu Emp

**Salutation**  
- Select -

**Middle Initial**

**Preferred Name**

**Department**  
40126 Student Employment

**Address Line 2**

**City \***  
Colorado Springs

**Postal Code**  
80918

**Phone \***  
255-3454

**Fax**

**Share contact information with students? \***  
 Yes  No

**Contact Type**  
On Campus Coordinator

**First Name \***  
Tea

**Last Name \***  
Test

**Job Title \***  
Student Employment Advisor

**Address Line 1 \***  
1420 Austin Bluffs PKWY

**Address Line 3**

**State**  
CO

**Country \***  
United States

**Alternate Phone**

**Email \***  
teenaxine@gmail.com

**Are you an Alumnus? \***  
 Yes  No

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.

Assistant Network

Dashboard

Job Postings

Document Library

We last 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  
Expired: 11/20/2020  
View

Go to Job Listings Page

**Expired Job Postings**

General Census 2020 Jobs  
# Applicants: 0  
# Views: 0  
Posted: 8/12/2019  
Expired On: 8/1/2020  
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  
# Applicants: 19  
# Views: 0  
Posted: 2/27/2020  
Expired On: 1/13/2020  
View

Technical Support Assistant  
# Applicants: 9  
# 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.

**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 the old SEAN's Place 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.

The screenshot shows a login form with the following fields: Username (containing 'torlowsk') and Password (masked with dots). Below the password field is a 'Log out' button. A black arrow labeled 'CLICK HERE' points to the 'Log out' button. At the bottom of the form, there is a link: '1st time user? Create Account'.

## 2. Search for your organization using your com-

### 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].

40126

Starts with  Contains

40126- Fin Aid, Stu Emp

Industry: Education

40126- Financial Aid / Std Emplmnt

Industry: Education

**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, Add Company to register as an employer.

Select / Continue Add Company Cancel

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

**Company Name**  
40126- Fin Aid, Stu Emp

**Salutation**  
- Select -

**Middle Initial**

**Preferred Name**

**Department**  
40126 Student Employment

**Address Line 2**

**City \***  
Colorado Springs

**Postal Code**  
80918

**Phone \***  
255-3454

**Fax**

**Share contact information with students? \***  
 Yes  No

**Contact Type**  
On Campus Coordinator

**First Name \***  
Tea

**Last Name \***  
Test

**Job Title \***  
Student Employment Advisor

**Address Line 1 \***  
1420 Austin Bluffs PKWY

**Address Line 3**

**State**  
CO

**Country \***  
United States

**Alternate Phone**

**Email \***  
teenaxine@gmail.com

**Are you an Alumnus? \***  
 Yes  No

**Save** **Cancel**

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.

Assistant Network

Dashboard  
Job Postings  
Document Library

**Active Job Postings**

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

**Expired Job Postings**

General Census 2020 Jobs  
# Applicants: 0  
# Views: 0  
Posted: 8/12/2019  
Expired On: 8/1/2020  
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  
# Applicants: 19  
# Views: 0  
Posted: 2/27/2020  
Expired On: 3/13/2020  
View

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

**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.\*\****

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# POSTING A JOB

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

The screenshot shows the SEAN (Student Employment Assistance Network) dashboard. The top navigation bar includes the logos for UCOS (University of Colorado Colorado Springs), SEAN, and GLCC. The left sidebar contains three main menu items: 'Dashboard', 'Job Postings' (which is circled in red), and 'Document Library'. The main content area is titled 'Active Job Postings' and features a card for a 'Scholarship Assistant' position. This card displays '# Applicants: 9', '# Views: 28', and 'Posted: 11/2/2020'. At the bottom of the card, it shows 'Expires: 11/20/2020' and a 'View' button. To the right of the card, a red circle highlights a 'Add New Posting' button and a 'Go to Job Listings Page' link with an external icon.

3. 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.

The screenshot displays the 'Job Posting' form, which is divided into several sections. The 'POSITION INFORMATION' section includes fields for 'Job Title \*' (with an example 'Example'), 'Organization Name' (with an example '40126- Fin Aid, Stu Emp'), and 'Organization Description' (with an example 'The Office of Financial Aid and Student Employment'). Below this, there are fields for 'No. of Openings' (example: 2), 'Work Schedule' (example: 'flexible between 8-5 M-F'), 'Minimum Hours per Week \*' (example: 6), and 'Maximum Hours per Week \*' (example: 18). The bottom section includes 'Hourly Rate' (example: 14.00) and 'Employment Start Date' (example: 1/1/2020). To the right of the main form, there are additional fields for 'Employment End Date' (example: 'no set end date'), 'Job Description \*' (with a rich text editor and example text), and 'Qualifications' (with another rich text editor and example text). A red box highlights a portion of the form, and a text box at the bottom right explains the next step.

You will have the option in the next section if you would like to share your Contact information directly.

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## 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

POSTING INFORMATION

Applicant Type \*

- Select -

Student Student: Work-Study

Job Location (On/Off Campus) \*

On Campus

Position Type \*

Part-Time

Job Function \*

- Select -

Customer Service Data Entry

Job City

Colorado Springs

Position Eligibility

- Select -

Job Industry \*

- Select -

Education

## 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

Cover Letter Required?

Cover Letter Required  Cover Letter Optional

Job Posting - Updated By

Delivery Of Job Posting Applications \*

Send via email daily

Additional Application Document Required? \*

Yes  No

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

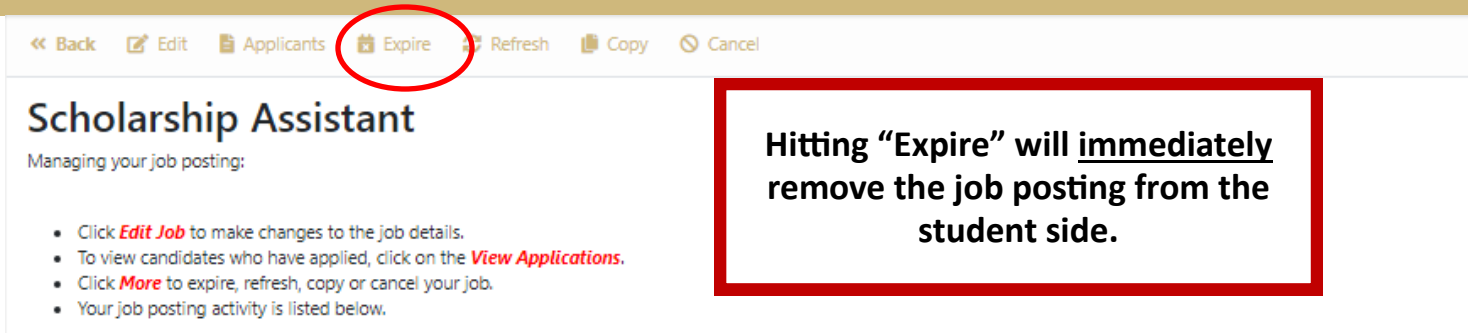
- Click **Edit Job** to make changes to the job details.
- To view candidates who have applied, click on the **View Applications**.
- Click **More** to expire, refresh, copy or cancel your job.
- Your job posting activity is listed below.

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

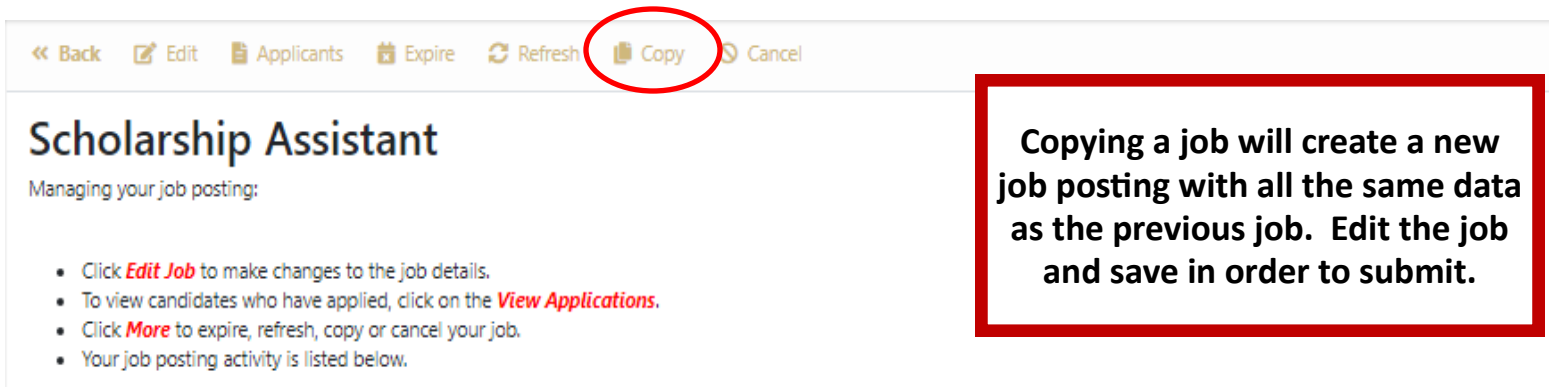
### Scholarship Assistant

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

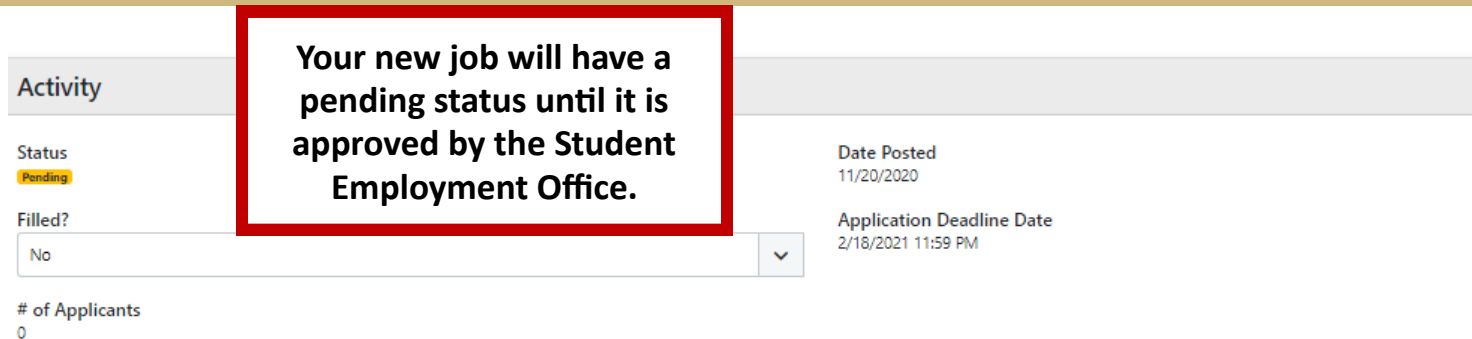
### Scholarship Assistant

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

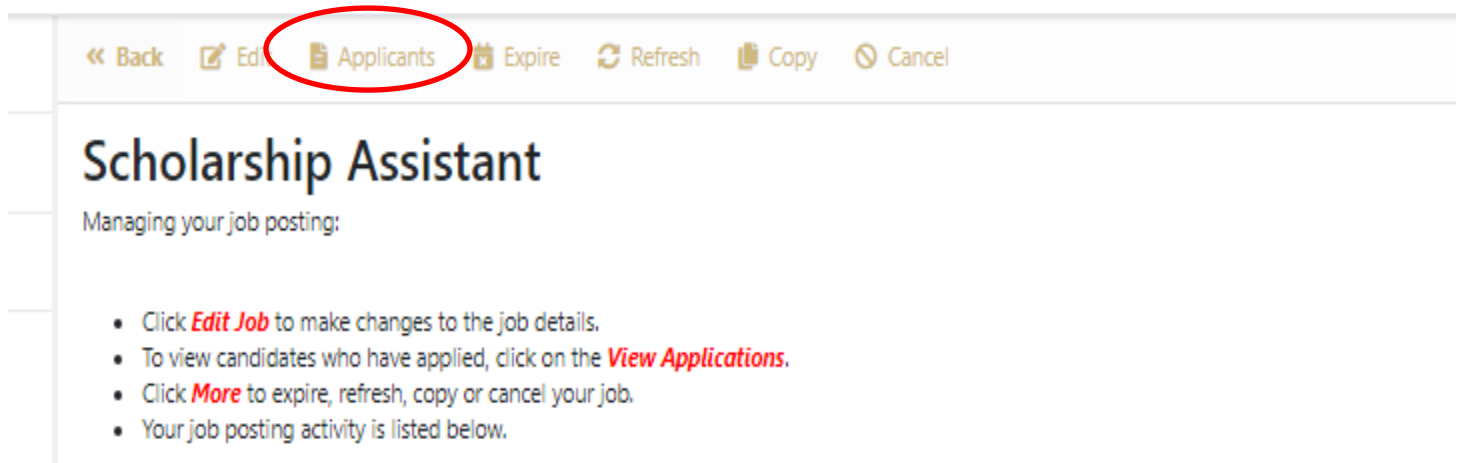
Date Posted  
11/20/2020

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

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

# VIEWING APPLICATIONS

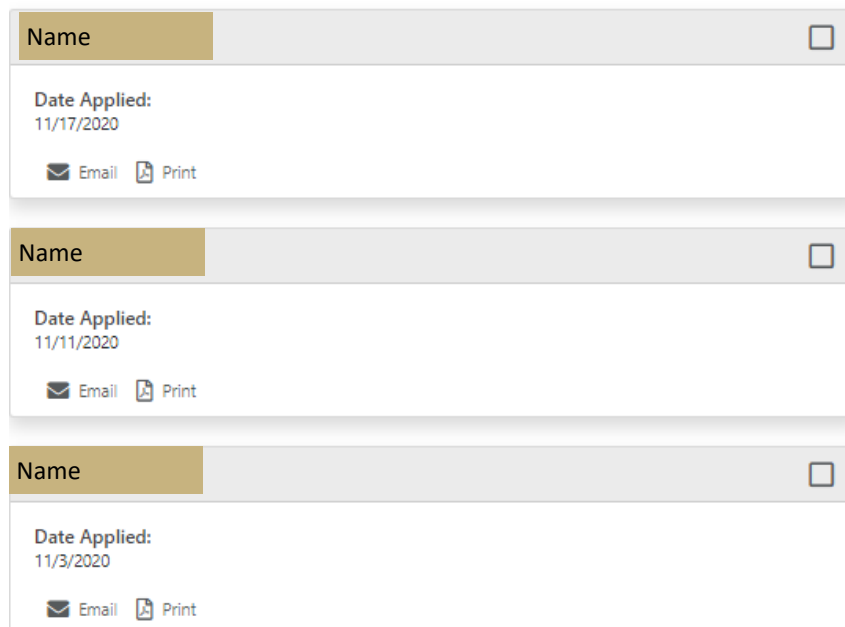
1. When a student applies to your position, you receive an application that will include any required documents for the position. You can view those here.



The screenshot shows a web interface for managing a job posting titled "Scholarship Assistant". At the top, there is a navigation bar with several icons and labels: "Back", "Edit", "Applicants" (circled in red), "Expire", "Refresh", "Copy", and "Cancel". Below the navigation bar, the title "Scholarship Assistant" is displayed, followed by the subtitle "Managing your job posting:". A list of instructions is provided:

- 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.

2. Select the student application you would like to view by clicking on the student's name.



The screenshot displays a list of three student applications. Each application entry consists of a header row with the label "Name" and a checkbox, and a body row containing the "Date Applied" and "Email" and "Print" icons.

Name	<input type="checkbox"/>
Date Applied: 11/17/2020	<input type="checkbox"/>
<a href="#">Email</a> <a href="#">Print</a>	
Name	<input type="checkbox"/>
Date Applied: 11/11/2020	<input type="checkbox"/>
<a href="#">Email</a> <a href="#">Print</a>	
Name	<input type="checkbox"/>
Date Applied: 11/3/2020	<input type="checkbox"/>
<a href="#">Email</a> <a href="#">Print</a>	

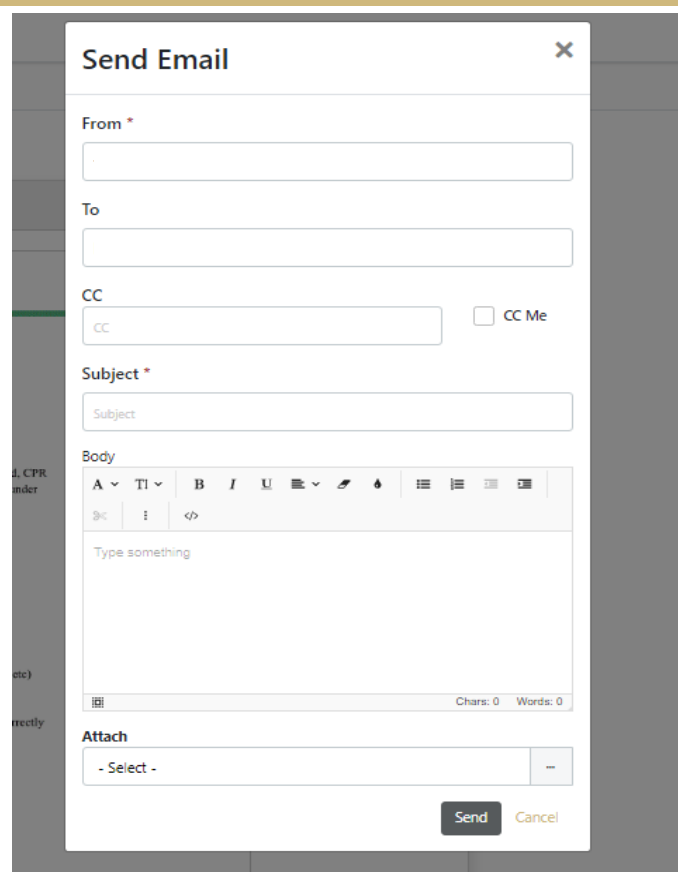
**3. Selecting a student will allow you to view any documents the student submitted, email them, or forward the information to someone else in your department.**

« 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 Me

Subject \*

Body

Type something

Chars: 0 Words: 0

Attach

- Select -

Send Cancel

[HOME](#)

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 your position is still open and you are done hiring, make sure to close it as well.

[← 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