INTRODUCING...

THE **NEW**

S.E.A.N.

Student **E**mployment
Assistance **N**etwork

Resource Guide for Employers

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

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INTRODUCTION

S.E.A.N.
Student Employment
Assistant 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

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

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, <u>do not add it.</u> Contact us.

Select Your Company:
Enter your company name in the field below and ... [Find Company].

- If your company is already listed ... ontinue].
- If your company name ... not ... mpany].

START TYPING

40126   Find

○ Starts with   ● Contains

SELECT YOUR DEPT.

○   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

Contact Type
On Campus Coordinator

Salutation
- Select -

First Name *
Tea

Middle Initial

Last Name *
Test

Preferred Name

Job Title *
Student Employment Advisor

Department
40126 Student Employment

Address Line 1 *
1420 Austin Bluffs PKWY

Address Line 2

Address Line 3

City *
Colorado Springs

State
CO

Postal Code
80918

Country *
United States

Phone *
255-3454

Alternate Phone

Fax

Email *
teenaxine@gmail.com

Are you an Alumnus? *
○ Yes ● No

Share contact information with students? *
○ 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.

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

⊞ Dashboard
☰ Job Postings
▤ Document Library

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 ◯

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.

Expired Job Postings

General Census 2020 Jobs
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
Expired On: 1/22/2020   View ◯

Go to Job Listings Page ◯

Event Calendar

Friday, Nov 20	Saturday, Nov 21	Sunday, Nov 22	Monday, Nov 23	Tuesday, Nov 24
No events on this day.	No events on this day.	No events on this day.	No events on this day.	No events on this day.

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 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.

Login   ? Help

Username *

👤 | torlowsk

Password *

🔒 | ••••••••••••

CLICK HERE

Log...   ...lear

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   Find

⚪ 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.

Select / Continue   Add Company   Cancel

If you can't find your organization, click, Add Company to register as an employer.

HOME

3. Fill in your contact information and click save.

Company Name
40126- Fin Aid, Stu Emp

Contact Type
On Campus Coordinator

Salutation
- Select -

First Name *
Tea

Middle Initial

Last Name *
Test

Preferred Name

Job Title *
Student Employment Advisor

Department
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Address Line 1 *
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255-3454

Alternate Phone

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Email *
teenaxine@gmail.com

Are you an Alumnus? *
○ Yes ● No

Share contact information with students? *
○ Yes ● No

Save   Cancel

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Assistance Network

- Dashboard
- Job Postings
- Document Library

Active Job Postings

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

Add New Posting
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Views: 0
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Expired On: 4/24/2020   View

Student Employment Customer Service Assistant
Applicants: 19
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Expired On: 3/13/2020   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

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No events on this day.	No events on this day.	No events on this day.	No events on this day.	No events on this day.

HOME

POSTING A JOB

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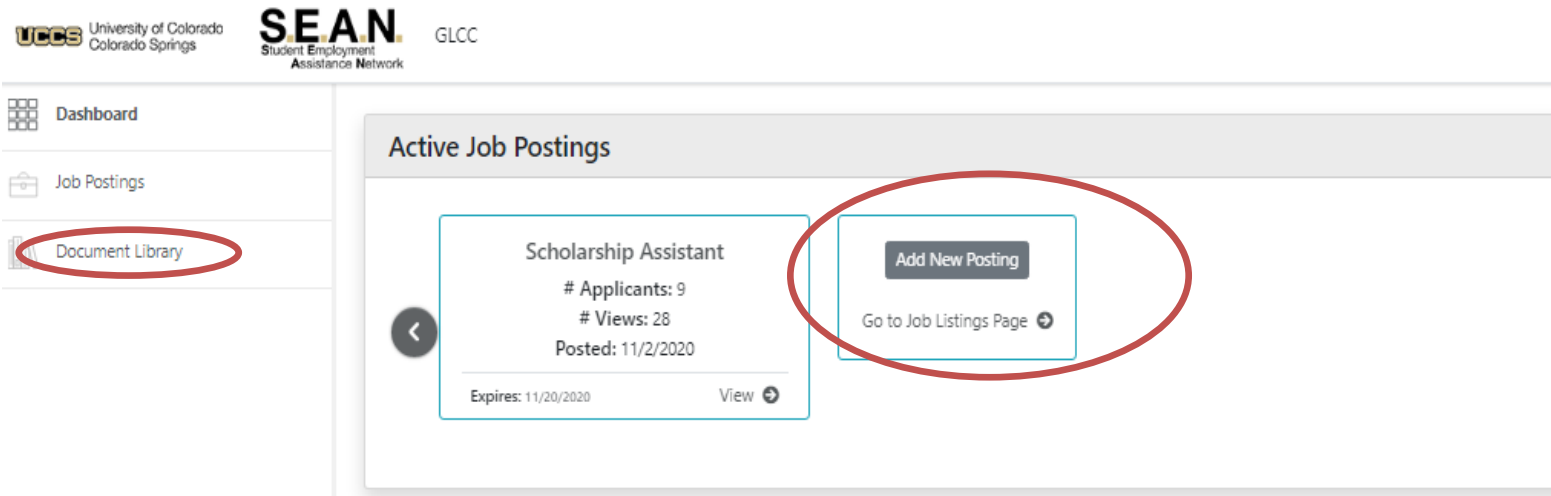
2. Enter position information.

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

HOME

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 ⌄

Job City

Colorado Springs

Position Type *

Part-Time ⌄

Position Eligibility

- Select - ⌄

Job Function *

- Select - ⌄

Customer Service ⊗ Data Entry ⊗

Job Industry *

- Select - ⌄

Education ⊗

5. Select which documents you will allow or require and then <u>hit save</u> 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

HOME

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.

- 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	Date Posted	# of Searches Matched
Inactive	2/27/2020	0

Filled?	Application Deadline Date	# of Views
No	3/13/2020 11:59 PM	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

- ... make changes to the job details.
- ...es who have applied, click on the *View Application*
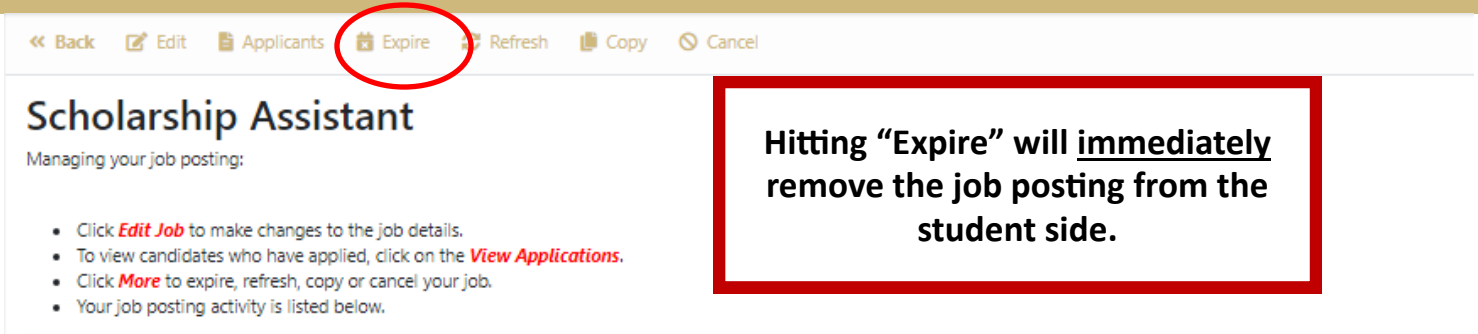- ...pire, refresh, copy or cancel your job.
- ... activity is listed below.

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 <u>immediately</u> 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.

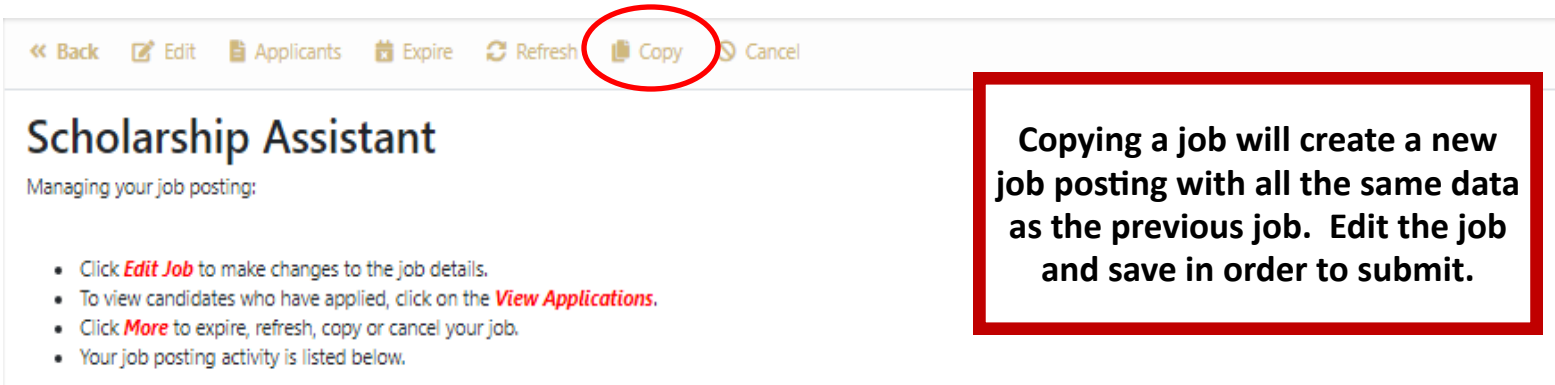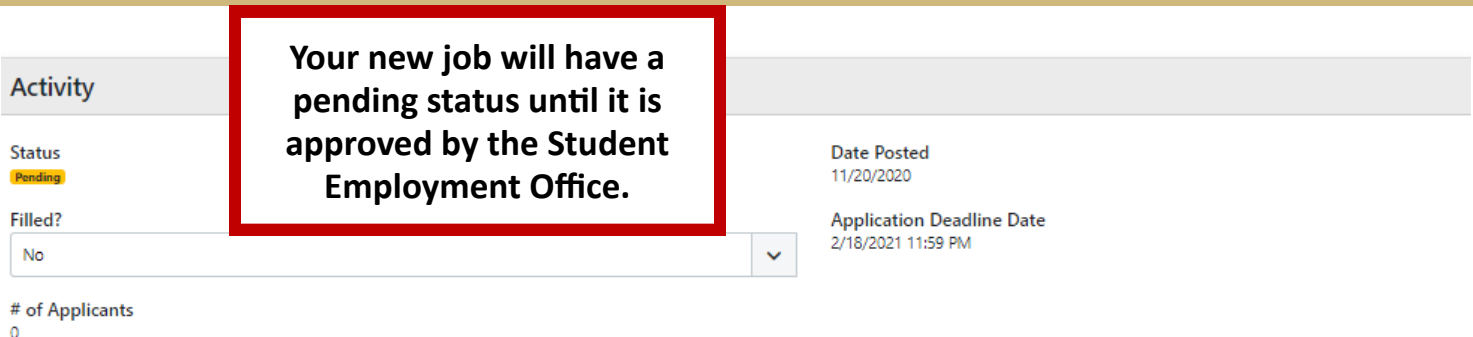« Back   ☑ Edit   📄 Applicants   📅 Expire   🔁 Refresh   📋 Copy   ⊘ Cancel

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.

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

Activity

Status
Pending

Filled?
No

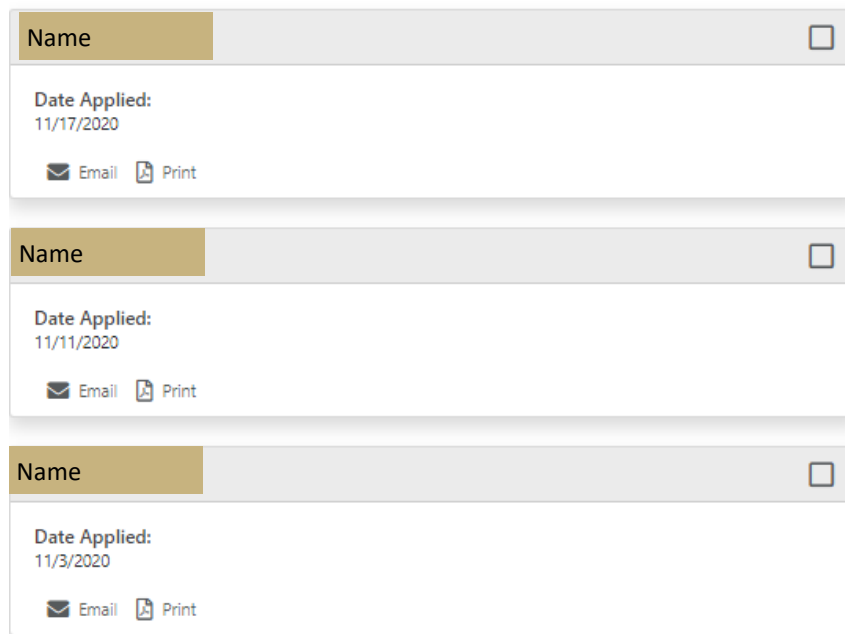**# of Applicants**
0

Date Posted
11/20/2020

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

HOME

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.

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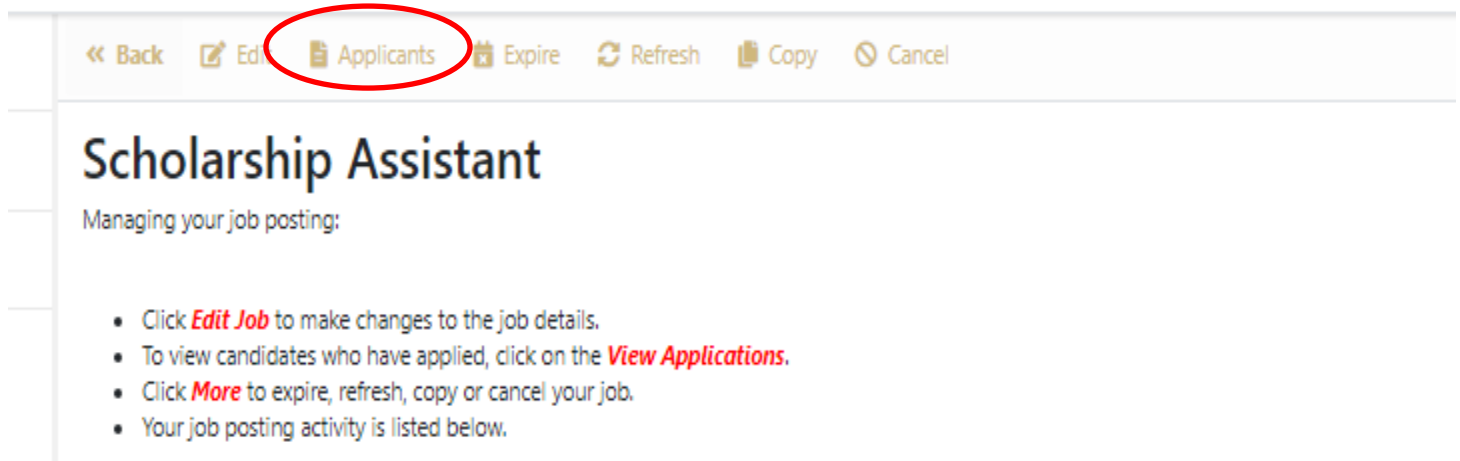
2. Select the student application you would like to view by clicking on the student's name.

Name	☐
Date Applied: 11/17/2020	
✉ Email 📄 Print	

Name	☐
Date Applied: 11/11/2020	
✉ Email 📄 Print	

Name	☐
Date Applied: 11/3/2020	
✉ Email 📄 Print	

HOME

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

CC

Subject *

Subject

Body

A ⌄   TI ⌄   B I U ▤ ⌄ ✎ ♦   ☰ ☰ ☰ ☰
✂   ⋮   </>

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 postion 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