

INTRODUCING...

THE NEW

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

Resource Guide for Students

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LOGGING INTO SEAN FOR THE FIRST TIME

2

YOUR DASHBOARD AND MORE

3

SEARCHING AND APPLYING FOR JOBS

4

TRAINING EVENTS REGISTRATION

5

STUDENT EMPLOYMENT INFORMATION

STEP ONE : LOG IN

START HERE

seans.uccs.edu

1. Select Student Login. If you have logged into a UCCS portal from your device, it should log you in automatically. If not use your UCCS email and username to login.

SEAN is where students can go to apply for on-campus and off-campus hourly or work study positions.

Select the option below that fits your needs.



2. You will be asked to review/complete some demographic information and upload a resume.

Student Registration

In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

1
1 - 3 minutes

Enter Contact Information

You must enter contact information about yourself into the system.



2
5 - 10 minutes

You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. **The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!**



3
15-30 minutes

Build Resume/CV

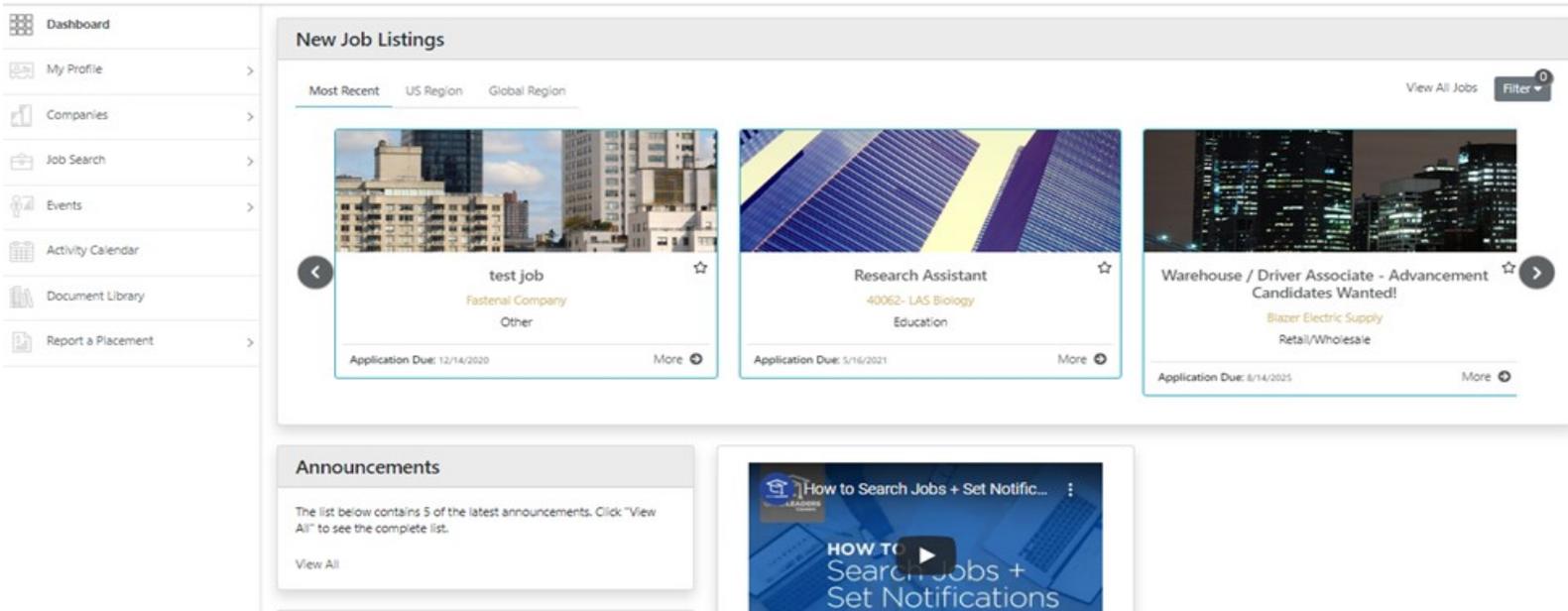
Use the template to create your resume/CV in the approved format



3. Make sure to hit Save after completing all Information.

STEP TWO: YOUR DASHBOARD

1. Your Dashboard will be your homepage and direct you to new job listings, announcements, your profile, job search, company search, events, and more.



The screenshot displays a user dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: Dashboard, My Profile, Companies, Job Search, Events, Activity Calendar, Document Library, and Report a Placement. The main content area is titled "New Job Listings" and features three job cards. The first card is for a "test job" at "Fastenal Company" with an application due date of 12/14/2020. The second card is for a "Research Assistant" position at "40062- LAS Biology" with an application due date of 5/16/2021. The third card is for a "Warehouse / Driver Associate - Advancement Candidates Wanted!" position at "Blazer Electric Supply" with an application due date of 6/14/2025. Below the job listings is an "Announcements" section with a "View All" link and a video thumbnail titled "HOW TO Search Jobs + Set Notifications".

2. Under the My Profile tab you will be able to upload additional documents including cover letters and resume. Resume resources can be found through the [UCCS Career Center](#).

STEP THREE: SEARCH/APPLY FOR JOBS

1. New jobs will appear on your Dashboard, to view them in more detail, click on the title.

Dashboard

- My Profile
- Companies
- Job Search**
- Events
- Activity Calendar
- Document Library
- Report a Placement

New Job Listings

Most Recent US Region Global Region View All Jobs Filter

test job
Fastenal Company
Other
Application Due: 12/14/2020

Research Assistant
40062- LAS Biology
Education
Application Due: 5/16/2021

Warehouse / Driver Associate - Advancement Candidates Wanted!
Blazer Electric Supply
Retail/Wholesale
Application Due: 8/14/2025

Announcements

The list below contains 5 of the latest announcements. Click "View All" to see the complete list.

View All

How to Search Jobs + Set Notifications

2. Under the Job Search function, you can set specific search criteria and save searches to come back to.

Dashboard

- My Profile
- Companies
- Job Search**
- Job Search
- Hotlist
- Applications
- Saved Searches & Agents
- Events
- Activity Calendar
- Document Library
- Report a Placement

Job Search

Export

Job Function: Start typing... Job Industry: Start typing... Keyword(s): Company Name, Job Title or Description

Preferences: Include Expired Jobs, Show Jobs For My Class Year (checked), Featured

More Filters > Clear Filters Search

Sort By: Deadline Date

All Jobs (20) Favorite (0) Applications (0)

Virtual Reality Student Developer
40073- LAS-History
Search Firm: No
Application Deadline: 12/1/2020 11:59 PM
Applied?: No

Event Server
Picnic Basket Catering
Search Firm: No
Application Deadline: 12/8/2020 11:59 PM
Applied?: No

test job
Fastenal Company
Search Firm: No
Application Deadline: 12/14/2020 11:59 PM
Applied?: No

3. To look into a job in further detail, you can click on the title and more detailed information will appear.

« Back Print 3 of 20 < >

test job

Posted By: Fastenal Company
<< Screen message text is empty >>

Application Due: Dec 14, 2020 11:59 PM [Apply Now](#) See All Company Jobs

Job Description

test

ELIGIBILITY

Classification(s)	Degree Level(s)	Required U.S. Work Authorization
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POSITION INFORMATION

Job Posting Date 9/15/2020	Job Title test job	Organization Name Fastenal Company
Organization Description		
Applicant Type Student: Work-Study	Job Location (On/Off Campus)	No. of Openings

4. All information about the job will be in the posting, including how to apply.

« Back Print 3 of 20 < >

test job

Posted By: Fastenal Company
<< Screen message text is empty >>

Application Due: Dec 14, 2020 11:59 PM [Apply Now](#)

Job Description

test

ELIGIBILITY

Classification(s)	Degree Level(s)	Required U.S. Work Authorization
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Organization Description		
Applicant Type Student: Work-Study	Job Location (On/Off Campus)	No. of Openings

You may submit your resume via SEAN if the employer has chosen to use that feature. If not, follow instructions within the posting to apply.

5. If you have a resume uploaded, it will automatically be uploaded to the application. If you have multiple resumes or cover letters you can select which one to use in the drop down.

Application ▼

Candidate Job Application Message goes here

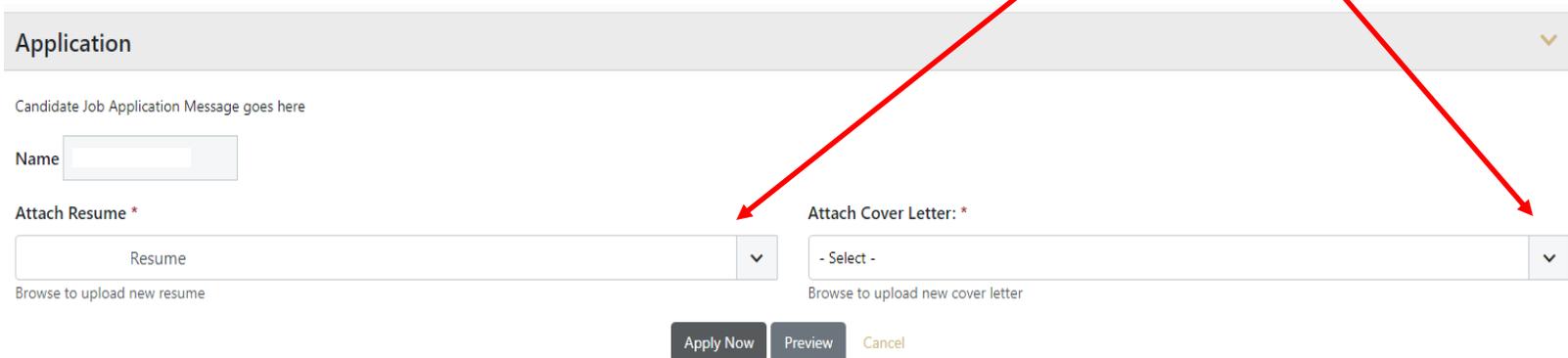
Name

Attach Resume * ▼ Attach Cover Letter: * ▼

Resume ▼ - Select - ▼

Browse to upload new resume Browse to upload new cover letter

[Apply Now](#) [Preview](#) [Cancel](#)



7. Any jobs you have applied for within SEAN will be in the Applications section under Job Search.

Dashboard

My Profile >

Companies >

Job Search ▼

Job Search

Hotlist

Applications

Saved Searches & Agents

Events >

Activity Calendar

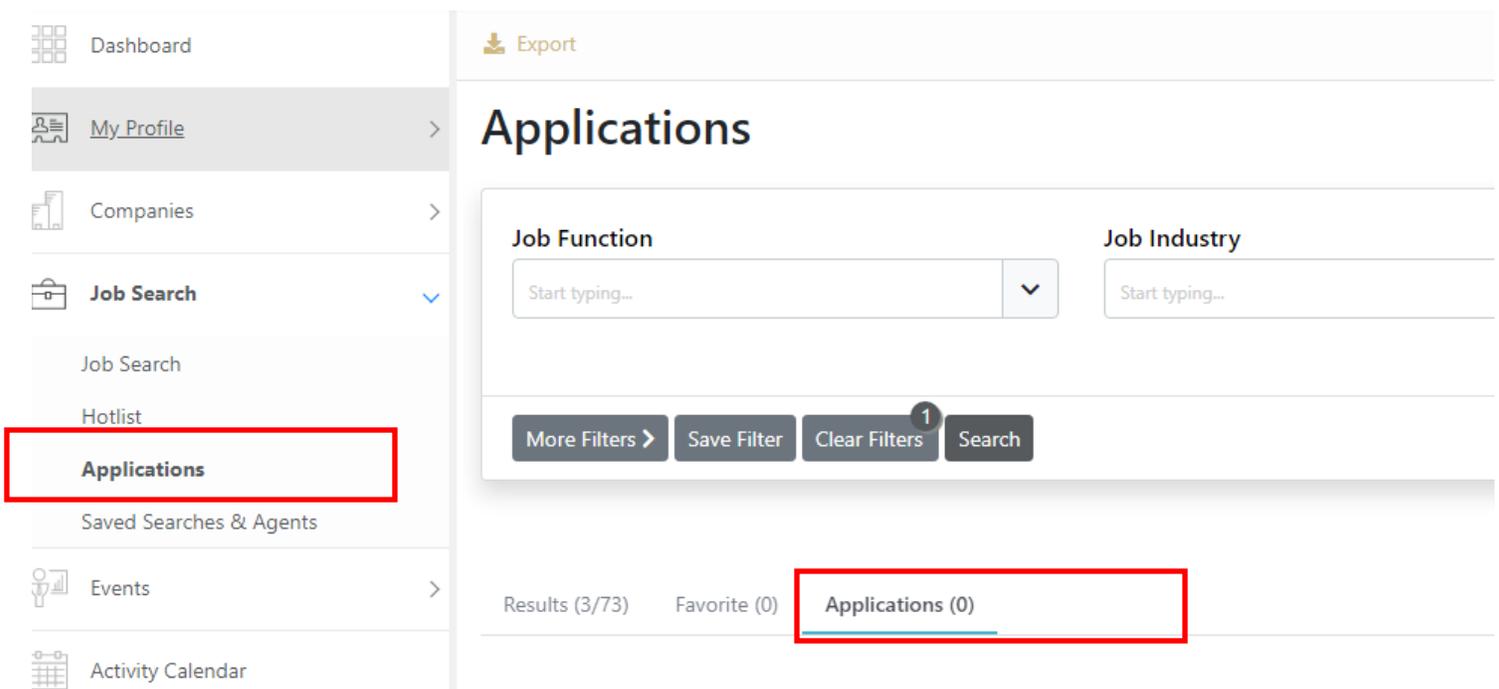
Export

Applications

Job Function ▼ Job Industry

[More Filters >](#) [Save Filter](#) [Clear Filters](#) ¹ [Search](#)

Results (3/73) Favorite (0) **Applications (0)**



STEP FOUR: TRAINING EVENTS

1. You can register to attend Events offered by the Student Employment Office! This includes Job Fairs and informational trainings.

Dashboard

My Profile

Companies

Job Search

Events

Company Events

Workshops

Company Events

Sign up for Career Fairs and Single Company Events

You can also see this information on your Dashboard.

Company Name

Event Name

Industry

Show

Company Name

Event Name

- Select -

All Company Events

Clear Filters

Search

2. Select the event you wish to attend by clicking on the event title.

Company Event Information

Event Name Spring 2020 Student Employment Job Fair	Event Category	Event Date 1/30/2020
Event Location Berger Hall, UCCS	Event Start Time 11:00 AM	Event End Time 2:00 PM
Student Registration Start Date 12/10/2019 12:00 AM	Student Registration End Date 1/29/2020 12:00 AM	Max # of Students 500

Student Description

Are you looking for a job?

Visit us for our Spring 2020 Student Employment Job Fair!

Thursday, January 30th
11:00 am to 2:00 pm
Berger Hall

On and off-campus departments with job openings will be on hand to tell you about their open positions and accept applications! If you have a work study award, many of our on campus employers will use your award. We will also have a number of off-campus work study employers from around the community on hand to accept your application!

Sign up today!

Let us know if you have any trouble using the new SEAN! We are here to help!



Office Information

Location: Cragmor Hall Room 104

Address

University of Colorado at Colorado Springs
Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone

(719) 255-3454 or
(800) 990-UCCS

Fax

(719) 255-3650

Office Hours

Monday - Friday: 8:00 a.m. to 5:00 p.m.

E-Mail:

stuemp@uccs.edu