SEAN Existing/Returning Employer How to Guide

If you have an existing account you can login with the same username and password here.

If you are new, please see our First Time User guide to get started-

After logging in you will be taken to your Dashboard, which is a short cut to your Active and Expired Job postings. You also have an option to post create a job posting directly from the Dashboard or you can get a more detailed look under the Job Postings tab.
When creating a job posting, you will fill in the questionnaire with all required 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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title *</td>
<td>Example</td>
</tr>
<tr>
<td>Organization Name</td>
<td>40128 - Fm Aid &amp; Stu Dev</td>
</tr>
<tr>
<td>Organization Description</td>
<td>The Office of Financial Aid and Student Employment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Openings</td>
<td>1</td>
</tr>
<tr>
<td>Minimum Hours per Week *</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>14.00</td>
</tr>
<tr>
<td>Work Schedule</td>
<td>Flexible between 8:00 AM-</td>
</tr>
<tr>
<td>Maximum Hours per Week *</td>
<td>16</td>
</tr>
<tr>
<td>Employment Start Date</td>
<td>1/1/2020</td>
</tr>
<tr>
<td>Employment End Date</td>
<td>no set end date</td>
</tr>
</tbody>
</table>

**Job Description * **

Example Job Description

**Qualifications**

Example qualifications
Here you will have an option if you would like your Contact information to be posted along with the job posting.

Here you can select the application deadline, this is similar to the posting expiration date on the old site. After this your job will close and no more applications will be accepted. For Application Method, Resume Drop will have the Applicants apply through SEAN. You can select how often the site emails you the applicant information under Delivery of Job Posting Applications.
After the job is posted, you will have the option to edit, view applicants, close the job (expire), and copy. You can also see the status (Active, Pending, or Closed), the number of Applicants and Views, and select if the position has been filled.

If you have any questions, please contact us at 719-255-3454 or stuemp@uccs.edu