

SEAN Existing/Returning Employer How to Guide

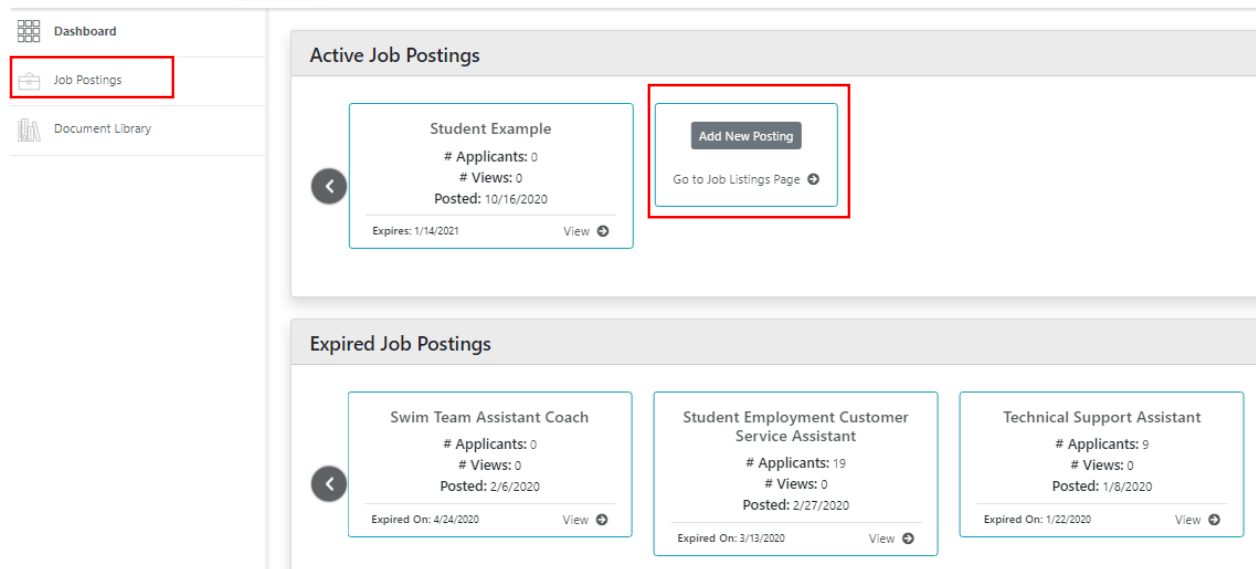
If you have an existing account you can login with the same username and password [here](#).

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

https://stuemp.uccs.edu/sites/g/files/kjihxj1596/files/inline-files/SEAN_GL_New%20employer.docx.pdf



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	
Job Title *	Organization Name
<input type="text" value="Example"/>	<input type="text" value="40126- Fin Aid, Stu Emp"/>
Organization Description	
<p>A T B I U </p> <p>The Office of Financial Aid and Student Employment</p> <p>Chars: 43 Words: 8</p>	
No. of Openings	Work Schedule
<input type="text" value="2"/>	<input type="text" value="flexible between 8-5 M-F"/>
Minimum Hours per Week *	Maximum Hours per Week *
<input type="text" value="6"/>	<input type="text" value="18"/>
Hourly Rate	Employment Start Date
<input type="text" value="14.00"/>	<input type="text" value="1/1/2020"/>
Employment End Date	
<input type="text" value="no set end date"/>	
Job Description *	
<p>A T B I U </p> <p>Example Job Description</p> <p>Chars: 21 Words: 3</p>	
Qualifications	
<p>A T B I U </p> <p>Example qualifications</p> <p>Chars: 21 Words: 2</p>	

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

CONTACT INFORMATION

Share Contact Information?

Do you want to share contact information below with candidates?

No

Name: Tea Oriowski

Address Line 1: 1420 Austin Bluffs Parkway

Address Line 2:

City: Colorado Springs

State: CO

Zip Code: 80918

Email Address: toriowski@testimg.uccs.edu

Phone Number: 7192553425

Title:

POSTING INFORMATION

Applicant Type *
- Select -
Student Student: Work-Study

Job Location (On/Off Campus) *
On Campus

Job City: Colorado Springs

Position Eligibility
- Select -

Job Industry *
- Select -
Education

Position Type *
Part-Time

Job Function *
- Select -
Customer Service Data Entry

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.

APPLICATION DETAILS

Application Deadline Date *
12/20/2020 11 : 59 PM

Delivery Of Job Posting Applications *
Send via email daily

Additional Application Document Required? *
 Yes No

Job Posting - Updated Date

Job Application Method *
- Select -
Resume Drop

Cover Letter Required?
 Cover Letter Required Cover Letter Optional

Job Posting - Updated By

Click 'Save' to commit changes.

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.

The screenshot shows a web interface for managing a job posting titled "Student Example". At the top, there is a navigation bar with icons for Back, Edit, Applicants, Expire, Refresh, Copy, and Cancel. Below the title, there is a section for "Managing your job posting:" with a list of instructions: "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.", and "Your job posting activity is listed below." Below this is an "Activity" section containing a table with job details.

Status	Date Posted	# of Searches Matched
Pending	10/16/2020	0
Filled?	Application Deadline Date	# of Views
No	1/14/2021 11:59 PM	0
# of Applicants		
0		

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