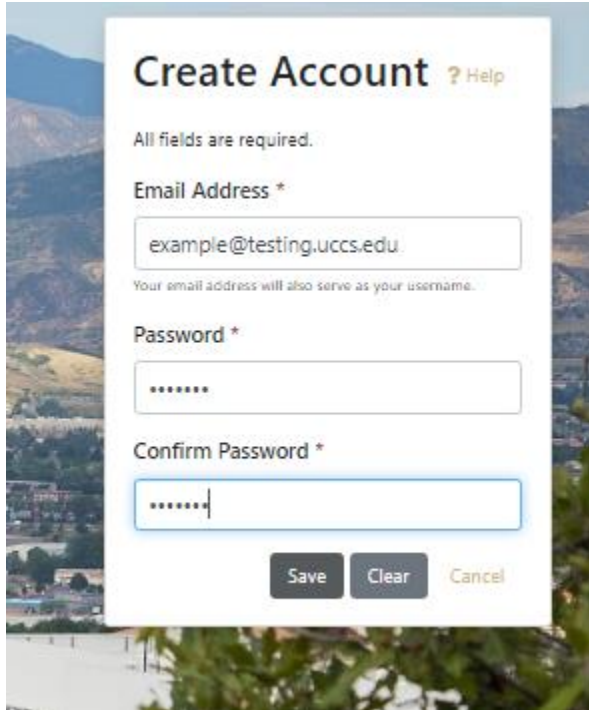


SEAN- New Employer How to Guide



Create Account ? Help

All fields are required.

Email Address *

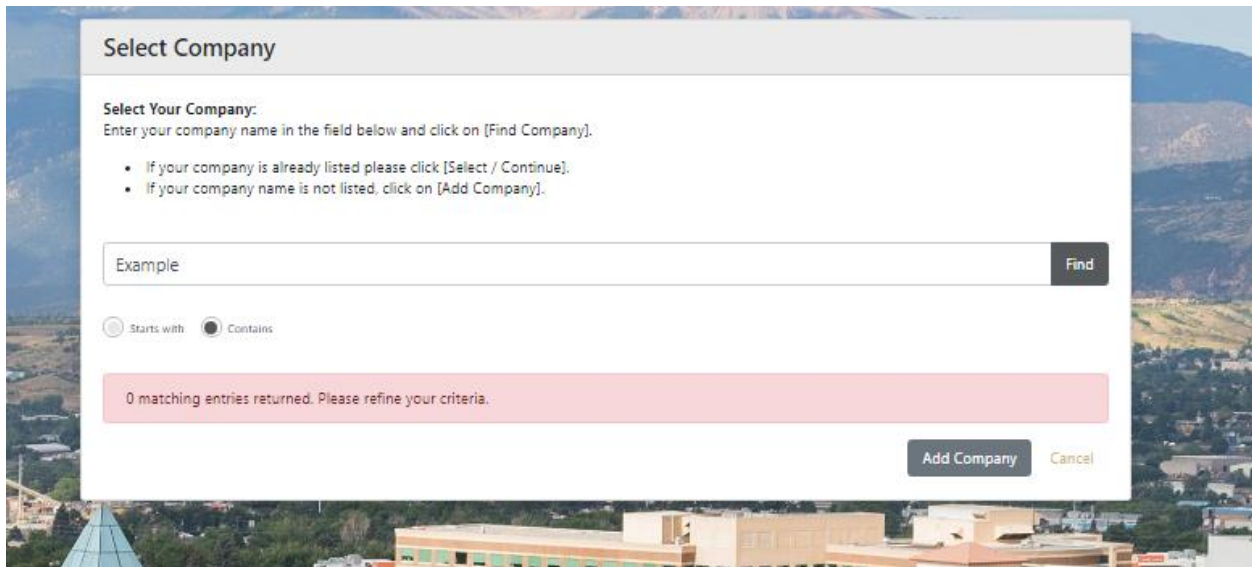
Your email address will also serve as your username.

Password *

Confirm Password *

To get started, enter an email address and password.

After this, you can search for your company, if your company is not in our database it will prompt you to enter the information as seen in the next step.



Select Company

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].

Starts with Contains

0 matching entries returned. Please refine your criteria.

If you need to enter your company details, you can do so here. Please complete all required fields.

Employer - Company Contact Form

Company Name *
Example Company

Company Description
Example description

Branch / Division
Industry *
Select 1
- Select -

Region *
- Select -
Address Line 1

After this, or if you are adding yourself to an existing company you will be asked to complete a contact profile.

Edit Contact Information

Add or edit information about yourself in the fields listed below.

Company - Contact Contact Detail Form

Company Name
Example Company

Salutation
- Select -

Middle Initial

Preferred Name

Department

Address Line 2

City *
Colorado Springs

Contact Type
- Select -

First Name *

Last Name *

Job Title *

Address Line 1 *
example

Address Line 3

State
co

You will then be brought to your Dashboard where you can create a new job posting, view active job postings, applicants, and more.

University of Colorado Colorado Springs | SEAN Student Employee Assistance Network | GLCC | Example

Dashboard
Job Postings
Document Library

Active Job Postings


Add New Posting
Go to Job Listings Page

Event Calendar

Tuesday, Nov 10 No events on this day.	Wednesday, Nov 11 No events on this day.	Thursday, Nov 12 No events on this day.	Friday, Nov 13 No events on this day.	Saturday, Nov 14 No events on this day.
---	---	--	--	--

Upload your Company Logo Today!

Important Messages
enter employer message here



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

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	Title
Name Tea Oriowski	Address Line 1 1420 Austin Bluffs Parkway
Address Line 2 	City Colorado Springs
State CO	Zip Code 80918
Email Address torlowski@testing.uccs.edu	Phone Number 7192553425

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

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

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

Click 'Save' to commit changes. **Save** Cancel

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.

« Back Edit Applicants Expire Refresh Copy Cancel

Student Example

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

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