


POSTING YOUR JOBS

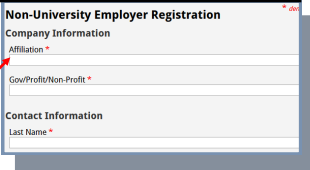
Thank you for your interest in hiring
University of Hawai'i students!

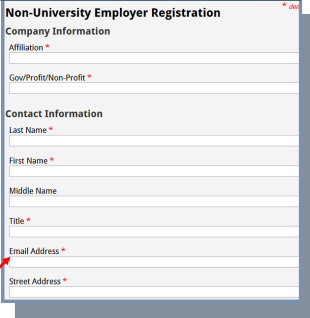
CREATING A PROFILE

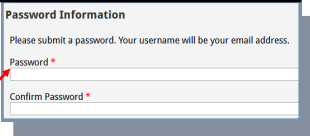
- 1 Log on to www.hawaii.edu/sece and press on "LOGIN HERE!"

You will then be directed to the login page. Click on "Register an account" to begin.


- 2 Choose a campus affiliation for your profile


- 3 Create an employer profile & fill in all sections marked with



- 4 Your e-mail address will also be used as your username for

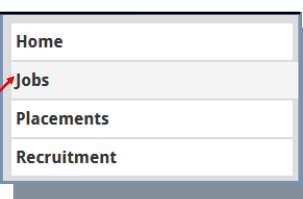

- 6 Submit your profile and you're ready to post positions!


POSTING PART-TIME

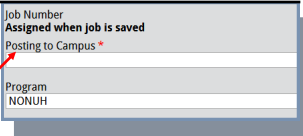
- 1 Log on to www.hawaii.edu/sece and press on "LOGIN HERE!"

Login using your full e-mail address as the username.

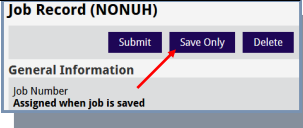

- 2 Press on the "Jobs" tab.


- 3 Choose "New Part-Time Job."


- 4 Choose a campus to post at.



- 5 Fill in all sections marked with an asterisk.

Note: Press on "Save Only" periodically to save your work! The system does employ a time-out feature for your security.

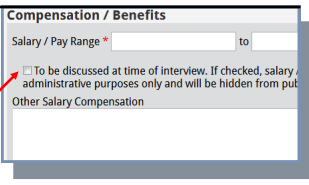

- 6 Submit your part-time posting!

POSTING FULL-TIME

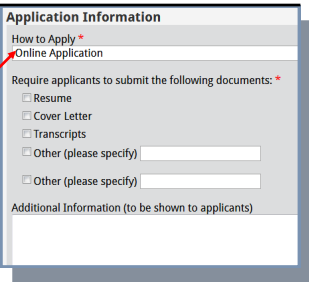
- Follow steps 1-5 from **POSTING PART-TIME** but choose “New Full-Time Job.”


- Base salary/pay range must meet current minimum wage requirements.

You must submit a salary/pay range, but if you want it to be hidden from public view, check the box next to “To be discussed at time of interview.”


- One of the options you can use is to have candidates apply online through sece.

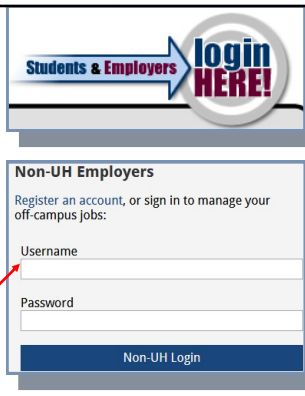
Current options for document uploads include: resume, cover letter,

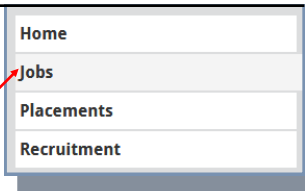

- Submit your full-time posting!

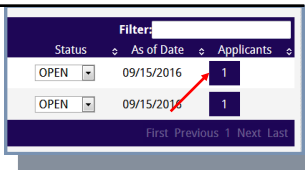
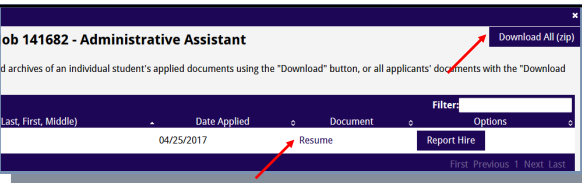
HOW TO ACCESS APPLICATIONS

- Log on to www.hawaii.edu/sece and click on “LOGIN HERE!”

Login using your full e-mail address as the username.


- Press on the “Jobs” tab.


- Press on the button under the column called “Applicants” that corresponds to the job for which you are hiring.


- 

You can download the documents of applicants in two ways:

- 1) You may download all applications as a zip file using the “Download All” button.
- 2) You may download an individual's documents by pressing on the document title or as a zip file using the “Download” button.

Note: Application packets will remain on the system for up to ONE MONTH after the job closes.