POSTING YOUR JOBS AT UH MĀNOA

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 an asterisk.

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

5. Create a password at the bottom of the registration page.

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.


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

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

2. 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.”

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

   Current options for document uploads include: resume, cover letter, transcripts, and other.

4. Submit your full-time posting!

HOW TO ACCESS APPLICATIONS

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

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

2. Press on the “Jobs” tab.

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

4. 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 individuals 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. You can access application packets anytime.