POSTING YOUR JOBS AT UH MĀNOA

CREATING A PROFILE

1 Log on to www.hawaii.edu/sece and press on "LOGIN HERE!"
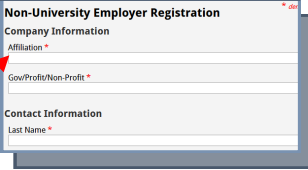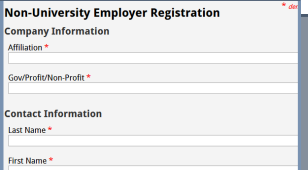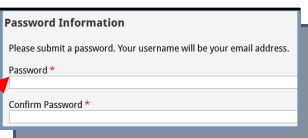
You will then be directed to the login page. Click on "Register an account" to begin.

2 Choose a campus affiliation for your profile

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

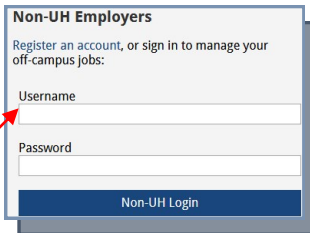**4** Your e-mail address will also be used as your username for future logins.

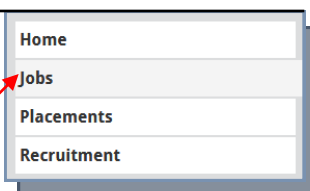**5** Create a password at the bottom of the registration page.

6 Submit your profile and you're ready to post positions!
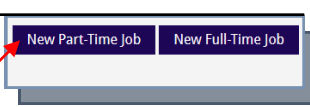
POSTING PART-TIME
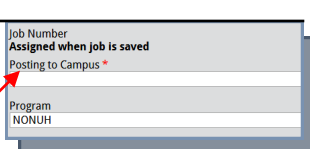
1 Log on to www.hawaii.edu/sece and press on "LOGIN HERE!"

Login using your full e-mail address as the username.
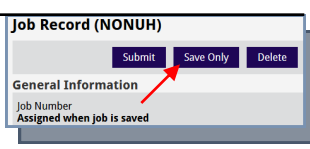
2 Press on the "Jobs" tab.

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!

MĀNOA CAREER CENTER
University of Hawai'i at Mānoa
Queen Liliuokalani Center for Student Services #212
2600 Campus Road Honolulu, HI 96822

T 808.956.7007 **F** 808.956.4082
TTY 808.956.9318 **E** careers@hawaii.edu
W manoa.hawaii.edu/careercenter

An Equal Employment Opportunity/Affirmative Action Institution

POSTING FULL-TIME

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

| New Part-Time Job | 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."

Compensation / Benefits

Salary / Pay Range * [   ] to [   ]

☐ To be discussed at time of interview. If checked, salary / administrative purposes only and will be hidden from pub

Other Salary Compensation

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.

Application Information

How to Apply *
Online Application

Require applicants to submit the following documents: *
☐ Resume
☐ Cover Letter
☐ Transcripts
☐ Other (please specify) [   ]
☐ Other (please specify) [   ]

Additional Information (to be shown to applicants)

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.

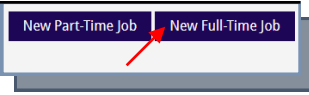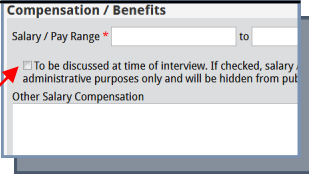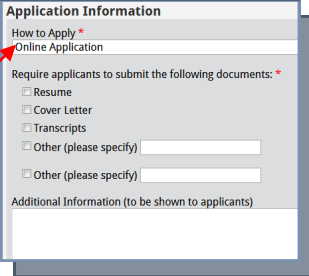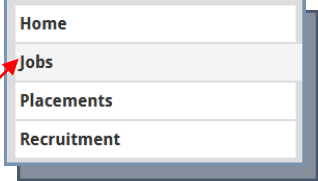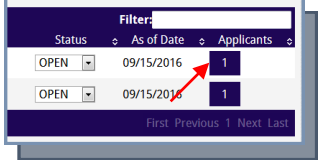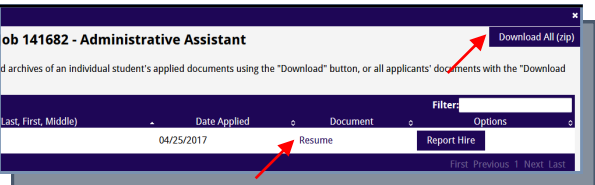**Students & Employers** **login HERE!**

Non-UH Employers

Register an account, or sign in to manage your off-campus jobs:

Username
[   ]
Password
[   ]

Non-UH Login

2 Press on the "Jobs" tab.

Home
Jobs
Placements
Recruitment

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

	Filter:	
Status	As of Date	Applicants
OPEN	09/15/2016	1
OPEN	09/15/2016	1

First Previous 1 Next Last

4

Job 141682 - Administrative Assistant   Download All (zip)

d archives of an individual student's applied documents using the "Download" button, or all applicants' documents with the "Download

		Filter:	
Last, First, Middle)	Date Applied	Document	Options
	04/25/2017	Resume	Report Hire

First Previous 1 Next Last

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.

MĀNOA
career center