Signing In

The home page contains the job search form and sign in form. Sign in with your UH username and password using the "UH Login" button to access the system. If you are signing in for the first time, you will be shown the registration form, where you can enter and confirm your contact information, skills, and academic information.

Student Home Screen
Upon signing in, you will be shown the home screen. The image above highlights the user menu and the navigation menu. Press the user menu to expand options to view and manage your profile information, and to sign out. The job search form is available under the navigation menu on every screen.

Messages and announcements for your information are displayed at the top of the screen, and informative links are listed below. Press the "View your current eligibility" button to see a matrix showing all available job programs and each UH campus that indicates which jobs you are eligible to apply for at each campus, along with general information about student employment eligibility requirements.

UH Mānoa students can additionally access Focus 2, a career and education planning tool. The link to Focus 2 is provided on the home screen if UH Mānoa is your primary institution.

Job Search
Use the job search form, located under the navigation menu, to find jobs of interest to you. You can use the checkboxes to include or exclude On-Campus and Off-Campus jobs. The following search options apply to both on-campus and off-campus jobs:

- **Keywords** You may enter one or more keywords to filter your search results. The toggle below the keyword input allows you to toggle between search results that include any one of the entered keywords, or only those that include all entered keywords.
- **Island Location** The island location of the job, or "Other" for positions located outside of Hawaii.
- **Category** The category under which the job is listed.
- **Postings Since** Allows you to filter search results to only include jobs opened within the selected timeframe.
- **Eligibility** Allows you to filter search results to only include jobs for which you are currently eligible to apply.
- **Special Classification** Provides options for special classifications, such as summer-only positions.
- **Job Program** Allows you to search for jobs listed in a specific job program, for example, FWS or COOP.
- **Job Number** Each job is identified by a job number. This field allows you to locate a specific job if you know its job number.

**On-Campus**

Job searches with "On-Campus" selected will list University jobs, typically located on-campus, and paid through the University's payroll, or through Federal Work Study (FWS). You can use the
Campus field to filter results by the campus on which the job is located.

**Off-Campus**

Off-campus jobs are listed by non-University employers. You can search for part-time or full-time positions. You can use the Company field to filter by the name of the company that listed the job.

**Search Results**

After submitting a search, you will be shown a table of search results. Press any row to view the full job listing. If you have selected skills in your profile, any matching skills that were indicated on the job by the employer will be highlighted green in the listing.

If you are eligible to apply for the job, there will be an "Add to Job Cart" button displayed on the listing. Your job cart is a shopping cart of jobs that you intend to apply for. Once you add a job to your cart, you can start the application process.

If you are not eligible, you will instead be shown a message that states your lack of eligibility and states the reason why you are not eligible when expanded.
You can set up saved searches to quickly run job searches with your desired criteria. Saved searches can also be configured to email you automatically when new jobs are listed that match your saved criteria. You can configure your saved search to email you daily, weekly, or biweekly.

Job Cart
Your job cart contains jobs that you intend to apply for. Jobs will remain in your cart for 90 days, and you can apply for jobs in your cart as long as they remain open. Jobs that close will have their "Apply Now" button disabled and relabeled "Closed" to signify the change in status.

You can press any row in the cart to review the detailed job listing, provided the job has not closed.

**Applying for Jobs**

The employer listing each job will choose the process through which you should apply, and you will be shown instructions accordingly when you press the "Apply Now" button in your Job Cart. Depending on the employer's choice, you will either apply directly through the sece system, or you will be provided with further instructions from the employer to apply outside of the system.

**Direct Online Application**

You will apply online by uploading employer-requested documents, such as resumes and cover letters, to the sece system. When your application is complete and submitted, you will be sent a confirmation email by the system that lists the job number and title to which you applied.
If you later choose to withdraw your submitted application for any reason, you may do so by pressing the "Applied" button in your Job Cart to view the details of the application, and pressing "Withdraw Application." Your application will appear as "Withdrawn" and your name and submitted documents will no longer be visible to the employer.

External Application

You will be shown the contact information of the employer(s), along with any additional instructions to apply, such as sending an email, calling, or applying in person. While the employer in this case declines to accept direct applications through the sece system, they will still need to process your hire in the system. This means that the sece system must add your name to an applicant list that is visible to the employer so that you can be hired. The system will ask for your consent to add your name to the job's applicant list before you are shown the application instructions, as seen in the screenshot below.

Placements
When you are hired into a job, a placement record is created in the system. You can view all of your placements from the "Placements" screen. Press any row in the list to expand to a more detailed view of a particular placement record.

From this detail view, you can also view historical placement transactions, such as your Student Employment Work Agreement (SEWA), pay raises, information changes, etc.

**Documents and Forms**

This screen allows you to manage your uploaded documents, such as resumes, transcripts, and cover letters, as well as fill out your Form I-9 once you have been offered and accepted a position on-campus.
Documents

All of your uploaded documents are listed here. You can download copies of any of your documents by pressing "View," and you can delete unwanted documents, provided they are not currently applied to any jobs. If you wish to delete a document that is currently applied to a job, you may choose to withdraw the application for that job in order to free up the document for deletion (see Direct Online Application above). You may keep up to 25 documents at a time in the system.

You can also upload additional documents by pressing "Add new Document." You will be asked to select the file to upload, the type of file (Resume, Cover Letter, Transcripts, or Other), and to enter a brief description to help identify the file. Uploaded documents must not exceed 250KB in size (500KB for transcript files), and must be one of the following formats: PDF, Word (DOC, DOCX), or HTML.

Forms

Once you have been offered and accepted a position on campus, you will be asked to fill out a Form I-9 for employment eligibility verification. Some campuses will provide you with a paper hard copy Form I-9 to complete, but others make use of the electronic Form I-9 that is provided by the sece system. Your employer or campus student employment office will provide you with detailed instructions when you accept a job offer. Once you have saved or submitted an electronic Form I-9, it will be listed under the "Forms" heading.