

# HOW TO CREATE A NEW JOB

## Create New Job:

Click on link, Maui CC as the campus affiliation, then fill in the blanks.  
When done, click on "Submit Final."

## View & Existing Job:

Allows employers to see existing list of jobs. Click on the job to access the listing information. Editing, re-opening, and closing jobs have never been so easy.

The screenshot shows the 'sece' (student employment & cooperative education) web application for the University of Hawaii. The navigation bar includes 'JOBS/OTHER', 'PLACEMENTS/FORMS', 'TIMESHEET', and 'LOGOUT'. The user is logged in as 'Laurie Kimura'. The main content area is titled 'Jobs/Other Menu' and contains three sections: 'Current Statistics', 'Job Options', and 'Other Options'. The 'Current Statistics' section is a table with two columns: 'Current Statistics' and '#'. The 'Job Options' section includes a search box for 'Search by Job Series #' and a 'Search' button. The 'Other Options' section includes links for 'Edit My Profile' and 'Contact Information'. A 'Help' icon is also present in the top right of the menu area.

Current Statistics	#
Pending Jobs (in Draft)	0
New Jobs (Awaiting Approval)	0
On Hold Jobs	0
Open Jobs (Being Advertised)	1
Closed Jobs	2

- Job Options
  - Create a New Job / Job Series
  - View and Manage Existing Jobs / Add Job Series
  - Search by Job Series #:  -AXX
- Other Options
  - Edit My Profile
  - Contact Information

## Current Statistics:

Just some helpful data

Edit My Profile: Employers can update their contact information any time.

## Equal Employment Opportunity (EEO) Policy:

Click on the link and read this important information, which ever Employer should know.