



S.E.A.S

Student Employment Application System

Student Training Session

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Who can use it?

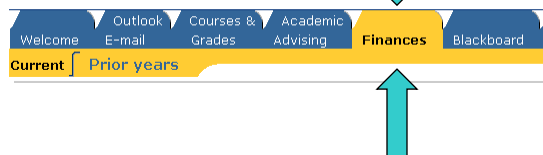
- Students who have Federal Work Study awarded as part of their financial aid package
- Students who have Bentley Work Program awarded to them through the rehire process or have met with the Student Employment Office

Important Features

- I. Apply for Jobs
- II. Review applications
- III. Electronic Authorization Forms

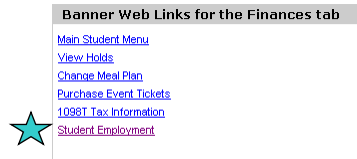
Apply For A Job

- Log into your MyBentley account
- From the Welcome page click on the Finances tab



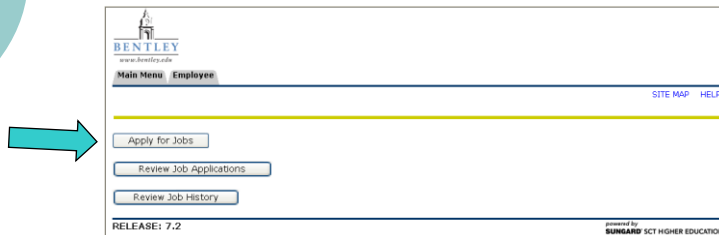
Applying For A Job (Cont...)

- From the Finances screen click on the bottom right corner on Student Employment



Applying For A Job (Cont...)

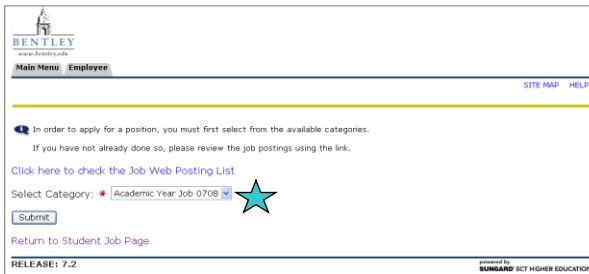
- You should see this screen



- Click on “Apply for Jobs”

Applying For A Job (Cont...)

- Select the Academic Year that you are applying for

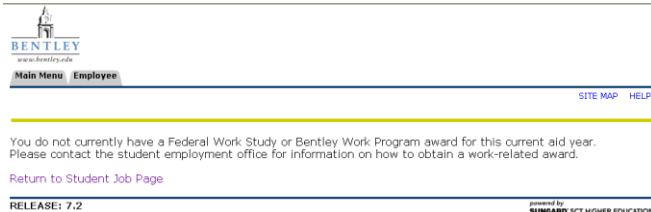


The screenshot shows the Bentley website's job application interface. At the top left is the Bentley logo and the URL www.bentley.edu. Below the logo are links for 'Main Menu' and 'Employee'. On the right side, there are links for 'SITE MAP' and 'HELP'. The main content area contains the following text: 'In order to apply for a position, you must first select from the available categories. If you have not already done so, please review the job postings using the link. Click here to check the Job Web Posting List'. Below this is a 'Select Category:' dropdown menu with 'Academic Year Job 0708' selected and a blue star icon to its right. A 'Submit' button is located below the dropdown. At the bottom of the form, there is a link 'Return to Student Job Page' and a footer that reads 'RELEASE: 7.2' and 'powered by SUNBOARD SCT HIGHER EDUCATION'.

- Click Submit

****WARNING****

- If you get this screen...

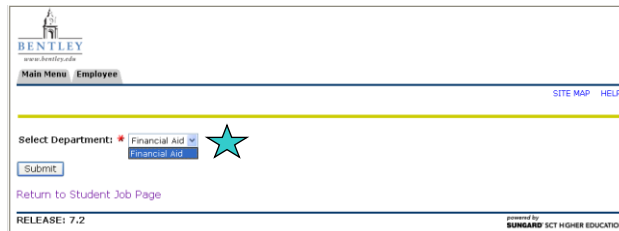


The screenshot shows the Bentley website displaying an error message. At the top left is the Bentley logo and the URL www.bentley.edu. Below the logo are links for 'Main Menu' and 'Employee'. On the right side, there are links for 'SITE MAP' and 'HELP'. The main content area contains the following text: 'You do not currently have a Federal Work Study or Bentley Work Program award for this current aid year. Please contact the student employment office for information on how to obtain a work-related award. Return to Student Job Page'. At the bottom of the form, there is a footer that reads 'RELEASE: 7.2' and 'powered by SUNBOARD SCT HIGHER EDUCATION'.

- You cannot apply for a job until you talk to the Student Employment Office!

Applying For A Job (Cont...)

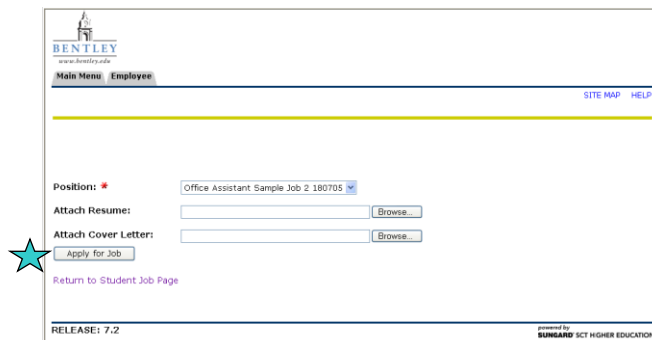
- Once you are eligible to work on campus you will be able to continue.
- Next, select the department that you want to apply to from the drop down menu.



The screenshot shows the Bentley website's job application interface. At the top left is the Bentley logo and the URL www.bentley.edu. Below the logo are links for 'Main Menu' and 'Employee'. On the right side, there are links for 'SITE MAP' and 'HELP'. The main content area features a 'Select Department:' label with a red asterisk, followed by a dropdown menu currently set to 'Financial Aid'. A blue star icon is positioned to the right of the dropdown. Below the dropdown is a 'Submit' button. At the bottom of the form, there is a link 'Return to Student Job Page' and the text 'RELEASE: 7.2' on the left, and 'powered by SUNGARD SCT HIGHER EDUCATION' on the right.

Applying For A Job (Cont...)

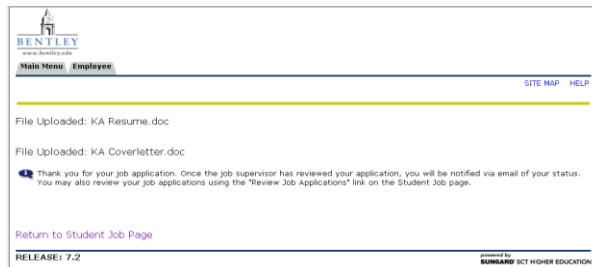
- Then, you can select the position, upload your resume and cover letter, and then click "Apply for Job".



The screenshot shows the Bentley website's job application interface at a later stage. The Bentley logo and URL are at the top left. Below the logo are links for 'Main Menu' and 'Employee'. On the right side, there are links for 'SITE MAP' and 'HELP'. The main content area features a 'Position:' label with a red asterisk, followed by a dropdown menu set to 'Office Assistant Sample Job 2 180705'. Below the dropdown are two input fields for 'Attach Resume:' and 'Attach Cover Letter:', each with a 'Browse...' button. A blue star icon is positioned to the left of the 'Apply for Job' button. At the bottom of the form, there is a link 'Return to Student Job Page' and the text 'RELEASE: 7.2' on the left, and 'powered by SUNGARD SCT HIGHER EDUCATION' on the right.

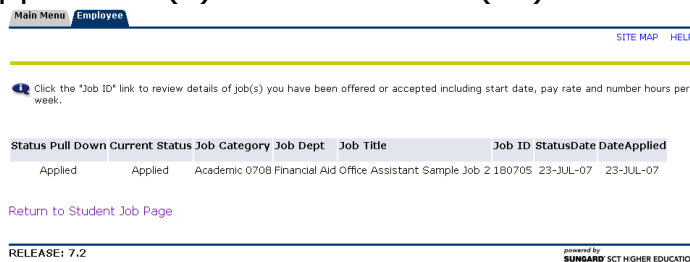
Confirmation 😊

- CONGRATULATIONS!
Your application and attachments have been sent. You will receive an e-mail from the supervisor upon review.



II. Review Applications

- To review your application(s), return to the Student Job Page
- Select "Review Job Applications" and then the academic year
- Now you can view your submitted application(s) and the status(es)





Email Example

Supervisor requests INTERVIEW for job: *Email to STUDENT via BWeb form*

Dear Student,

The following supervisor has reviewed your job application materials and would like to schedule an Interview. Please contact the supervisor at your earliest convenience.

Supervisor Name:	<i>Last, First Name</i>
Supervisor contact information::	<i>Phone number and email</i>
Position:	<i>Job Id – Job title</i>

Sincerely,

Student Employment Office
RAUCH 104
Student_Employment@bentley.edu
Phone:781-891-3441
Fax: 781-891-2448



III. Electronic Authorization Forms

- Paper authorization forms are a thing of the past!
- Once you accept an offer and conditions, an electronic authorization form is generated.
- Emails will be sent to both you and your supervisor regarding any missing paperwork or if you are authorized to work



Possible Statuses

- Applied: You have applied for the position
- No Match: The Supervisor feels you are not a match for the position
- Interview: Supervisor would like to interview you
- Offer: Supervisor has offered you a job
- Accept, authorized: You may begin working
- Accept, needs authorization: You may NOT begin working, you're missing paperwork
- Decline: You did not accept the job offer