



Employer Guide

Access the following website: www.myinterfase.com/uncg/employer

LOGGING IN

1. New Users - Registration:

If you are not a current user, click on "[Click here to Register!](#)" and follow the directions on that page.

- Search for your Organization and select; if it you can't find it click on "**Can't Find Your Organization.**"
- Complete all sections. Required * fields are marked with an asterisk.
- Click on the Register button.
- To post a job follow the Steps in To Create a New Job.

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **two business days**, please contact our office at **(336) 334-5454**.

2. Existing Users:

- Enter your Username and Password. (Your username is generally your email address.)
- Click on Login.

CREATE PROFILE

1. Update My Profile:

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes. (Note: Changes made to the main employer contact information section will be reflected in all contacts linked to your organization.)
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

POST A JOB OR INTERNSHIP

1. To Create a New Job or Internship:

- Click on New Job. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In the field, "How to Apply," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.

Note: If you would like UNCG students to apply using SpartanCareers please indicate that in the "How to Apply" section. This feature is NOT available for part-time job postings.

**Under the Posting Information section, there are two fields that you need to review.*

- In "**Show Contact Information**," if you select No, your contact information will not be available to students.
- In "**Allow Students to Apply through SpartanCareers**," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' job application and be able to view resumes on-line).

2. To Make Changes to Current Jobs or Internships:

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

3. To Re-post an Old Job or Internship:

- Select "**My jobs**," select job list, click on job title to open job, click on [**Copy Job**] and make your edits.
- Please be sure to update dates! Once completed click on SAVE for each section.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by a Career Services employee before it is posted.

HOW TO REGISTER FOR CAREER EVENTS

1. To Register for a Career Event:

- Click on the **Career Events** menu.
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- To view details or register, click on the Career Event's name.
- Fill out your profile and select the appropriate fees (if any).
- Please be sure to add all attending recruiters for each event.

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on the gray Invoice button).

Also, you will be emailed by our office to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at **(336) 334-5454**.

SEARCH FOR STUDENTS

1. Student Search:

- Click on the **Student Search** menu. Choose you criteria and click on SEARCH.
- To view all available students, just click on SEARCH.
(Note: Available students are those UNCG students who have registered with SpartanCareers, uploaded a resume and made their account viewable to employers.)
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.

ON CAMPUS INTERVIEWS

1. Request On Campus Interview Schedule

- To request an On-campus interview schedule, select New Interview Schedule Request (under the Schedules menu option).
- Our office will call or email you to confirm your preferred interview schedule date. If you need to change the date or other preferences at a later time, please call our office.

2. How to print Resume Packets

- **Preselect Packets:** You can print the list of students and resumes that have dropped their resume to your Interview Schedule. To do so, follow these steps:
- Go to your Schedules List (by clicking on the Interview Schedule menu option) and then click on the desired Interview Schedule (you can click on the Schedule ID or job title).
- Scroll down to the bottom and you will find the "Preselect Activity" section. Click "Manage List" in the upper right corner.
- Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

NOTE: This is also where you will make your selections as to whether a student is Accepted, Alternate, or Not Accepted for your Preselect Schedule. You will be emailed the two days before you can make your selections.)

3. Interview Packet:

- ***You can print all students that are signed up for your Interview Schedule. To do so, follow these steps:***
- Go to your Schedules List (by clicking on the Interview Schedule menu option) and then click on the desired Interview Schedule (you can click on the Schedule ID or job title).
- Scroll down to the bottom and you will find the “Sessions” section. Click on the desired Interview Date (there might be several dates listed, if you will be using multiple interview rooms).
- Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

REPORT A HIRE

1. How to report a hire

You should always report the hire of a student. Each reported hire helps in our office's endeavor to maintain accurate placement statistics. These statistics allow us to better serve both you and our students!

UNDER FEDERAL GUIDELINES THIS IS REQUIRED FOR EMPLOYERS WHO HIRE UNCG STUDENTS FOR PART-TIME POSITIONS.

- To report a hire, click on the “**Report a Hire**” link located on your Home page (next to the calendar).
- Type in the students name and click “**SEARCH.**”
- If you do find your student, click “**Select Student**” next to the student’s email address.
If you can’t find your student, click the “**click here**” link to enter his/her name.
- Select the job/position for which this student was hired.