PLU Off-Campus Employer Guide

How to navigate the
Career Connections Opportunities Board

WELCOME!

This guide will help you navigate our online job system—the Career Connections Opportunities Board. With this system, you'll be able to post jobs, internships, and volunteer opportunities.

LOGGING IN

Step 1: Go to the employer login page: https://www.myinterfase.com/plu/employer/

Step 2: If this is your first time logging in, you'll need to create an account. Click the "Click here to register" link. If your organization is already set up, search for them, select the checkmark next to their name, and click continue. If you are setting up your organization, click the "Can't Find Your Organization?" button. On the next page fill in your business information in the first section, and your personal contact information in the next section. Then, click the register button.

> You will receive an email after your registration has been approved. While you are "pending," you can still post jobs.

Step 3: Your account is now set up, and you're ready to use the job posting system.

NOTE: If you forgot your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Login Page.

HOME

After you have logged in, you will be on the Home page. The first time you login, update your contact information (if necessary) and click "Continue."

Useful tools on the Home Page:

Announcements — Important announcements about Career Connections, PLU students and alumni, and upcoming events.

Resource Library — You will find this user guide and other helpful tools

I Want To... Report a Hire — Use this tool to notify PLU when you have hired a student or alumni.

My Task List — This list will show all of your pending tasks, including new applicants for active jobs (you will also be notified via email when a candidate applies to one of your job postings).

**Calendar** — You will see your jobs that are expiring.

MY PROFILE

- Choose this menu option to update your personal and business contact information (password, phone #, email, title, etc).

How do I create a new job, internship, or volunteer opportunity?
STEP 1: Choose **My Jobs>New Job** (from the navigation bar at the top) to create a new job posting.

Home	My Profile	Student Search	My Jobs	My Inte

New Job

Job List

New Job
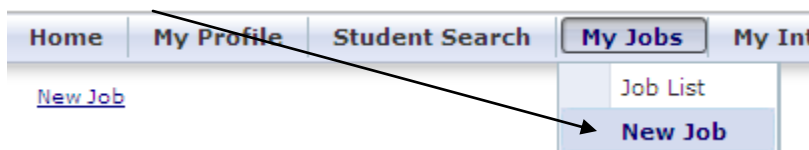
STEP 2: Complete the form with the information about the opportunity.

STEP 3: In the "**How to Apply**" box, write the information they need to apply for the position. You can have them send all documents to your e-mail, call you on the phone, or mail using the postal service. If you wish, you can accept and manage applications through Career Connections Opportunities Board. If you want to use this system, write "Click the Apply Now button above to start your application."

TIP: I do not wish to receive applications through CCOB (i.e. only through my company site, or e-mail address). How do I do this?
If you do not wish to manage job applications through the Career Connections Opportunities Board, write the full instructions on how to apply in the "How To Apply" box, and make this selection box under Posting Information set to "No."

Expiration Date: 7/19/2012
Show My Contact Info: Yes
Allow applicants to apply through the Career Connections online system ❓ : No

STEP 4: Under the "Posting Information" Section:
- You may have specific screening criteria (such as a minimum GPA). If you select any screening criteria, only students who meet these criteria will be allowed to apply for the position.
- You may choose whether or not to show your contact information with the posting
- Select the appropriate Applicant Type and Position type for the position you're posting.

STEP 5: Submitting the Job
- Click Save
- You'll be directed to a page that shows all of the job information. Scroll to the bottom, and make sure the status says "Pending" in Control Information.

Control Information
*Status: Pending

- **SUCCESS!** The job is now awaiting approval by the appropriate office (see office list on the next page).

NOTE: When the opportunity is approved, you will receive an automated email notification.

How do I edit an existing opportunity?
Choose **My Jobs** (in the navigation bar at the top of the page) to view a list of all job postings you have created. Click on the Job's ID or Job Title to view the job's details. If you edit a job, it will be reviewed by the appropriate office before it is reposted to the Career Connections Opportunities Board for student viewing

What do the Job statuses mean?
Pending—All new jobs and edited jobs will be marked with this status.
Active—After a job is approved by our office, we will assign your job this status.
        NOTE: You can close this job, by opening it and clicking [Close Job] on the menu on the left of the page.
Closed by Employer—This is the status assigned when you close the job.
Inactive—When a job expires, it will be assigned this status.

How do I create or view job Referrals (applications)?
Note: This is only applicable when using Career Connections Opportunities Board to collect applications, or report hires to PLU.

Choose **My Jobs>Job List** and next to each job you will see the Activity column (very far right of the job list).
R is for Referrals — Click the R to view students who have applied/submitted their resume.
P is for Placements — Click the P to view job Placements of previously hired students or alumni.

FOLLOW UP

After you've hired a student or alumni let us know!
Use the "Report A Hire" feature on the left hand side of the page to let us know that you've found a student or alumni using the Career Connections Opportunities Board.

FAQs

When will my opportunity be available to view?
When we approve your posting, we will change the status to Active and it will go-live on the post date listed. If the post date has passed, the job will go live immediately upon approval. When we approve and post your job, you will receive an email notification.

When will my opportunity expire?
When the expiration date is reached. You may edit this date if you want your job posted online for a longer period of time. You will receive an email alert on the day your job is set to expire.

Will I get an email the day before my opportunity expires?
Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close an opportunity before the expiration date?
Click on your job to view the details. In the menu on the left, you will see a link to close the job under page functions. Click on that link to close your job. The status will change to "Closed By Employer" and it will no longer be available to students.

Page Functions
Close Job
Copy Job
View Activity
Calendar
Resource Library
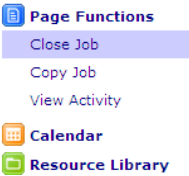
How do I re-post a job?
Click on **My Jobs > Job List**. This will bring up a list of all of the positions you've created. Click on the title of the job you want to extend, and edit the Post Date and Expiration dates to reflect the new dates you'd like the posting to be active.

QUESTIONS

or technical difficulties?

Tommy Skaggs
Coordinator of Student Employment & Technology
(253) 535-8786
skaggsts@plu.edu

CONNECT WITH US

Off-Campus Jobs for Students and Alumni
Tracy Pitt
Recruiting and Outreach Manager
(253) 535-8321
danieltk@plu.edu

Academic Internships
Maxine Herbert-Hill
Director of Academic Internships
(253) 535-7324
herberam@plu.edu

Questions Regarding Career Connections
Bobbi Hughes
Executive Director of Career Connections
(253) 535-8268
hughesbr@plu.edu

Volunteer Opportunities
Tiffany Lemmon
Assistant Director of Community Engagement and Service
(253) 535-7173
lemmontm@plu.edu

Joel Zylstra
Director of Community Engagement and Service
(253) 535-7652
zylstra@plu.edu