



## EMPLOYER GUIDE: How to use our Online Job Posting System

*This guide will help you navigate through our online job posting system. In our website, you will be able to keep your profile updated, view and add jobs, as well as sign-up for Job Fairs, and on-campus interviewing.*

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### Registering/ Logging in

Step 1: Go to our login page: <https://www.myinterfase.com/shsu/employer/>

Step 2: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.



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

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.

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### Home

After you have logged in, you will be on the Home page. Here you will find 4 useful tools:

1. **Announcements** — Here you will find important announcements about SHSU, our students, and upcoming events.
2. **Resource Library** — You will find this Employer Guide: How to use our Online Job System
3. **Quick Links** —
  - **Report a Hire**— Let us know if you hired one of our students by clicking this link.
  - **My Task List**— This folder will show all new resume referrals (you will also be notified via email when a student applies to one of your job postings).
  - **Saved Searches**—You will find any student searches that you have saved.
4. **Calendar** — You will see jobs that are expiring for your company and any upcoming Job Fairs.

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### My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

NOTE: Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company displayed or also your contact information. This will be available to students to view.

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### Resume Books

\*only available to  
Full Access employers

Choose this menu option to search our student database.

The Keyword field searches the student’s default resume (a resume that a student uploads in JOBS 4 KATS for employers to view).

Once you run a student search, you can view each student’s profile individually or create a packet of all the students that match your search.

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### My Jobs

#### How do I create a new job?

Choose My Jobs> New Job to create a new job posting.

#### How do I edit an existing job?

Choose My Jobs to view a list of all job postings you have created. Click on the Job’s ID or Job Title to view your job’s details. If you edit a job, it will be reviewed by our office before it is reposted to students.

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## My Jobs

### What do the Job statuses mean?

**Pending**—All new jobs and edited jobs will be marked with this status, until our office has approved them.

**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” at the top.

**Inactive**—When a job expires, it will be assigned this status.

### How do I create or view job Placements or resume Referrals?

Choose “My Jobs” and next to each job you will find the Activity column.

**R is for Referrals** — Click the R to view students that have applied.

**P is for Placements** — Click the P to view job Placements of previously hired students. See the following section below for directions on how to “Report a Hire.”

## JOB FAQs:

### When will my job post to students?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has passed, then it posts as soon as we accept it.

### When will my job expire to students?

When the expiration date is reached. You may edit this date if you want your job posted online for a longer period of time. Your job will be posted for 30 days. You will receive our automated email prior to the 30th day. You can repost your position by “COPYING JOB” at the top of the page. Click the “edit” button to make changes to the job. NOTE: If you are reposting this job please make sure you update the job’s “POST DATE” in the posting information section with today’s date. Career Services will change the “EXPIRATION DATE” for you.

### Will I get an email the day before my job expires?

Yes, it will be emailed to the email address listed in your profile, under “My Profile”.

### How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job you will see “CLOSE JOB”. 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. (Don’t forget to create a placement if you hired one of our students!)

### I’m filling out a job for the first time. What do the fields mean below?

#### Show Contact Info—

Choose “Yes” to make your contact information available for review by students.

Choose “No” to not show it.

#### Allow Applicants to Submit Resumes —

Choose “Yes” to allow students to submit their resumes online. You will receive an email as the students apply. Choose “No” if you prefer to receive resumes or student contact outside of the system.

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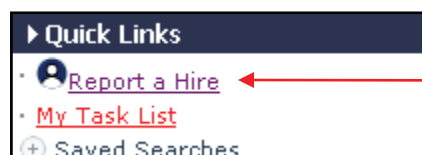
## Hire a student? Let us know!

### Should I report a hire?

Yes! You should always report the hire of a student. Each reported hire assists our office in maintaining accurate placement statistics. These statistics allow us to better serve both you and our students!

### How do I report a hire (Placement)?

**STEP ONE:** To report a hire, click on the “Report a Hire” link located next to the calendar on your Home page.



**STEP ONE: Click “Report a Hire” to begin.**

**STEP TWO:** Search for the candidate you hired. Then, click “Select” next to his/her name.

Who did you hire?

Enter information for the applicable student and click Search to locate the student.  
Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link that appears below to manually enter student information.

Search Students

First Name:  Last Name:

If the results did not return the student you hired, [click here](#) to enter student information.

First Name	Last Name	Email	Action
Nancy	Anderson	email@demo.com	<a href="#">Select Student</a>
Kada	Anderson	email@demo.com	<a href="#">Select Student</a>

Can't find your student? Click the “click here” link to enter his/her name.

**STEP TWO:** If you do find your student, click “Select Student” next to the student you hired.

**STEP THREE:** Select the job/position for which this student was hired.

What position was filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs | My Schedules

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Your Jobs

Job ID	Job Title	Applicant Type	Post Date	Action
2	Fulltime Job - test only -	College Student	1/1/2005	<a href="#">Select Job</a>
1				

Can't find your job? Click the “click here” link.

**STEP THREE:** Click “Select Job” next to the job for which you hired the student.

## On Campus Interviewing

\*only available to Full Access employers

Choose “**New Schedule List**” to request on-campus interview dates, rooms, times and types of interviews. You will post your requirements and descriptions for students to view. Once your request has been approved, the interview date will be posted for students to view.

**Pre-Select Interview**— If students meet your criteria they will submit their resume to you within a certain time frame, then you will review these resumes and select who you would like to interview (you have to do this at a particular time). Students will be notified by email whether or not they have been selected to be interviewed. If selected for an interview, the student will go back into “JOBS 4 KATS” and select their interview time.

**Open Interview**— If students meet your criteria then they will be able to select an interview time.

If you need to edit anything on your schedule you will need to contact the Employment Specialist, Vinessa M. Mundorff at 936-294-1712 or by email [vmundorff@shsu.edu](mailto:vmundorff@shsu.edu). She will then make these changes.

Choose “**Schedule List**” to view your current and past on-campus interviews. To view and pick your pre-selects scroll down to “Pre-Select Activity” and click on “MANAGE LIST” you will then be able to select who you would like to interview. Open schedules scroll down to “Sessions” and click on “SESSION ID” to view your schedules.

## Career Events

\*only available to Full Access employers

Choose this menu option to register for upcoming Job Fairs.

## Contact Us!

Our office is open Monday through Friday from 8am-5pm.

Phone: (936) 294-1713

Email: [careerservices@shsu.edu](mailto:careerservices@shsu.edu)

Main website: <http://www.shsu.edu/careerservices>

Student Online Job System: <http://www.myinterfase.com/shsu/student>