



EMPLOYER GUIDE: www.myinterfase.com/howardcc/employer

New Users

- **Click here to Register!**
- Search for & select your organization. If you can't find it, select **Can't Find Your Organization**.
- Complete all sections and click **Register**
- Post your job(s). See **Post a Job** below.
- Your account and posting will reviewed for approval within 2 business days.

Existing Users

- Enter your username and password.
- To update your employer or contact information, click on **My Profile**. Click **[Edit]** next to **Employer Information** and/or **Contact Information**. Click **Save** to complete the changes.
- To view your jobs, click **Job List** under **My Jobs**.

Post a Job

- Posting a job is a two-step process:
 - ◆ Register your organization
 - ◆ Post your job opening(s)
- Under **My Jobs** click **New Job**.
- Follow the instructions for completing the **Position Information** and **Posting Information** sections.
- Your posting will reviewed for approval within 2 business days.

Modify/Repost a Job

- Under **My Jobs** select **Job List**.
- Jobs are listed under the name of the contact person who posted it.
- To modify a posting, click on the job ID number. Click **[Edit]** and **Save** for each section you want to modify.
- To repost a job, click the job ID number and then **Copy Job** under **Page Functions** on the left side of the screen.

Applicant Search

- Select **Student Search** in the top bar
- Choose your criteria and click **Search**
- To view all available applicants, click **Search**
- You may view and/or sort the results or create a resume packet to receive via email