

# ALUMNAE GUIDE

## YOUR CAREER CONNECTION

Access the following website: [www.myinterfase.com/alverno/student](http://www.myinterfase.com/alverno/student)

**IMPORTANT NOTE:** In order to apply for jobs, you must upload a resume to your profile. If you do not have a resume or would like help refining your resume, please call the Career Education Center at (414) 382-6010 to schedule an appointment.

**REMEMBER, an employer's first impression of you is your resume!**

**1. New User Registration:** If you are not a current user, you must register.

- Click on the **Click here to Register!** link.
- Complete all sections and click on the **Register** button. Required fields are marked with an asterisk (\*).
- Click on the **Submit Profile** button

**NOTE:** Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification. If you do not receive your email notification within **48 hours**, please contact the office with which you are working:

Career Education Center	(414) 382-6406
Internship Office	(414) 382-6006

**2. Existing Users:** Log into system using your Username and Password.

Update your profile:

- Put your cursor over **My Account** and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an **[Edit]** link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the **Save** button. Required fields are marked with an asterisk (\*).

**NOTE:** The more detail you put into your profile, the better we will be able to assist you with your career and internship planning.

Upload your documents:

- Put your cursor over **My Account** and select **My Documents**.
- Click on the **[Upload File]** link.
- Click the **Browse** button to find your document.
- Select the correct document and name it.
- Click the **Upload** button.

**NOTE:** When uploading more than one document, make sure your default resume is your default. Your default resume is the document that employers can view when accessing our system.

### Searching for Jobs and Internships:

- Put your cursor over **Jobs** and select **Job Search**.
- Fill in the search criteria to narrow down your job search OR just click the **Search** button (without entering any search criteria) to view all current jobs.
- Click on the **Job ID** to see the specifics of the position and how to apply.
- You can save your search and choose to be emailed about new jobs by clicking on **Save Search**.

### Searching for Career Events:

➔ **NOTE: If your account is pending, then the option below is not available to you. You will be emailed once your account is activated.**

- Click on the **Career/Internship Events** menu.
- You will see a list of all current Career/Internship Events (Career Fairs, Internship Workshops, etc.).
- To view details, employers registered and/or RSVP, click on the Career Event's name.

**NOTE:** Not all events accept RSVPs or allow students to search the list of employers registered for the event.

### Viewing Your Activity

- Put your cursor over **My Account** and select **My Activity**.
- There are 3 types of activity that you can view:
  - ✓ *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
  - ✓ *Placements* – These are current job placements and details of those.
  - ✓ *RSVPs* – These are the Career Events that you are currently RSVPd for.

**FOR FURTHER ASSISTANCE, PLEASE CONTACT:**

Career Education Center at Alverno College (414) 382-6010