

EMPLOYER GUIDE

YOUR TALENT CONNECTION

Access the following website: <https://www.myinterfase.com/alverno/employer>

1. New Users – Registration: If you are not a current user, you must register.

- Click on the **Click here to Register!** link.
- Search for your Organization and select – if 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/or 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 **48 hours**, please contact the Career Education Center at (414) 382-6406 or the Internship Office at (414) 382-6006.

2. Existing Users:

- Enter your Username and Password.
- Click on **Login**.

Update My Profile:

- To update Employer Information, click on **[Edit]**. Click on **SAVE** to complete the changes.
- To update Contact Information, click on **[Edit]**. After making changes, click on **SAVE** to complete changes.

Student Search:

- Select **Search**. Choose your criteria and click on **SEARCH**.
- To view all available students, just click on **SEARCH**.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.

To Create a New Job:

- Click on **New Job** – enter job information. Required fields are marked with an asterisk (*). Fill out as much information as possible to make the job posting complete. In the field **Application Instructions**, enter the procedure for this position. Click on **SAVE** to update this information.

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 potential employees. In **Allow Online Referrals**, if you select Yes, students can submit their resume to you via this system – you will receive email notification of students' job application and be able to view resumes on-line.

To Make Changes to Current Jobs:

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

NOTE: Once you add a job/internship or make changes to a current job/internship, this information will be reviewed by the Career Education Center or Internship Office before it's posted. We reserve the right to approve all postings.

To See the Students Who Have Applied for Your Job:

- Put your cursor over **My Jobs** and select **Job List**.
- Under the Activity column, click on the **R**.
- You will be able to see all of your referrals. If you click on **View**, you will be able to see more about the student, including the document(s) he or she submitted to you.

FOR FURTHER ASSISTANCE, PLEASE CONTACT:

Internship Office at Alverno College (414) 382-6006
Career Education Center at Alverno College (414) 382-6010