

Employer Guide

Log into **CareerConnect** here: www.myinterfase.com/oxford_sbs/employer

New Users - Registration: If you are not a current user, click on "Click here to Register!" and follow the steps below:

- Type and search for your Organization then select it; if it 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.

TIP: Once you have registered and if you 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.

Existing Users:

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

1. Update Your Profile

- Click My Profile
- To update **Company Information**, click [Edit]. Make changes and click [SAVE]
- To update **Contact Information**, click on [Edit]. Make changes, and click [SAVE]

2. Browse CV Books

- Click on **CV Books**
- Select the class CV book you want to view, then click on it
- In the search page, select your criteria, then click on **Search**; or
- If you want to view all students, dont select any criteria and just click on **Search**
- You may select student by checking the boxes, and create a resume packet (bottom of the screen) which you can receive via email

3. Create New Vacancies

- Hover your mouse over **My Vacancies** and click on **New Vacancy**.
- Enter job information. Fields with an * are required. Fill out as much information as possible to make the job posting complete.
- Click [SAVE] to update this information.

TIP: In "**Show Contact Information**" if you select **No**, your contact information will not be available to students. If you "**Allow Applicants to Apply Online**" students can submit their resume to you via this system, you will receive email notification and be able to view resumes on-line.

4. Edit Current Vacancies

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

TIP: Once you add a job or make changes to a current job, this information will be reviewed by a Career Services employee before it is posted.