



EMPLOYER GUIDE

Access the following website: www.myinterfase.com/radford/employer or log on Experiential Learning and Career Services' website www.radford.edu/careers and select the link "Employer LogOn."

1. New Users - Registration: If you are not a current user, click on "**Click here to Register!**" and follow the directions on that page.

- Search for your Organization and select; 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.
- To post a job follow the Steps in To Create a New Job.

NOTE: 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. If you do not receive your email notification within 48 hours, please contact our office at (540) 831 – 5373 or email csc@radford.edu.

2. Existing Users:

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

Update My Profile

- To update Employer Information, click on [Edit]. Make changes and 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 you 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. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. In the field, "Application Instructions," enter the procedure in which a potential employee may apply 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 (i.e., you will receive email notification of students' job application and be able to view resumes on-line).**

To Make Changes to Current Jobs

- 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 on SAVE for each section.

NOTE: 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.

To Register for On-Campus Interviewing

- Log onto the system using your user name and password and you will see the tool bar indicating “My On-Campus Schedules.”
- Click on “My On-Campus Schedules” and select “New Schedule Request.”
- Complete the Schedule Request which include: Posting Information, Requirements, Interview Request Preferences.
- When completed, click on Save and your interview profile will be stored in “My Pending Bin.”
- Your Pending On-Campus Interview request will be approved by an administrator and you will receive an email notification of your approval.
- As the system opens the schedule on the indicated dates students will be notified to visit the system to post resumes for recruiter approval.
- As resumes are posted, recruiters may review resumes for approval and the system notifies students to sign up for desired interview time.

To Register for Information Session

- Request an Information Session under Interview Request Preferences.
- An Administrator will reserve a location for your Information Session, email your confirmation and notify candidates of the place and time of the session. All students who request an interview are expected to attend Information Sessions, usually held the evening before interview dates.

To Request Classroom Visits or Information Tables

- Request for Classroom Visits may be requested through Additional Request Information under Interview Request Preferences.
- Or, you may also email an Administrator and your request will be scheduled and you will be sent an approval.

To Register for a Career Event

- Career Event information and registration forms are posted on the Career Services website at www.radford.edu/careers.
- You may also check Hire A Highlander at Career Fairs and Events for additional information.
- Click on the Career Events menu.
- You will see a list of all current Career Events (Career Fairs, Teacher’s Expos, etc).
- To view details or register, click on the Career Event’s name.
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice (click on the gray Invoice button). Also, you will be emailed by our office to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at (540) 831-5373.

Thank you for your business!
The Staff of RU’s Experiential Learning and Career Services
“The Career Coaching Center”