

Employer Guide



MOUNT ST. JOSEPH
UNIVERSITY

How to Navigate Mount Connect

WELCOME!

This guide will help you navigate through our online job system. Through this system, you will be able to keep your profile updated, view and add jobs, as well as register for Career Fairs and special events.

Registering/Logging in

Step 1: Go to the employer login page: <https://www.myinterfase.com/msj/employer/>

Step 2: If you are a registered user, simply type your username and password, then click Login.

⇒ If you have never registered, click on “Click here to register” Fill out your profile and click the “Register” button.

You will receive an email after your registration has been approved. While you are “pending,” you can still post jobs and register for events.

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If you forget your password, click on “Forgot your password?” on the Login page to have it reset and emailed to you.

Home

After you have logged in, you will be on the Home page. Here you will find 5 useful tools:

Announcements — Important announcements about Career Center services, our students, and upcoming events.

Resource Library — You will find this Employer Guide and other valuable resources.

I Want to —

- **Report a Full-time Hire** — Click this link to let us know you hired one of our students for a full-time position.
- **Report a confirmed Co-op/Service Learning** — Click this link to let us know you hired one of our students for Co-op or Service Learning position.

My Task List — This list will show all of your pending tasks, including new resume referrals/submissions. You will also be notified via email when a student applies to one of your job postings.

Calendar — You will see jobs that are expiring for your company and any upcoming Career Fairs.

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

⇒ Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company displayed or also your contact information. This will be available to students.

My Jobs

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How do I create a new job?

Choose *My Jobs*> *New Job* to create a new job posting.

How do I edit an existing job?

Choose *My Jobs*> *Job List* to view a list of all job postings you have created. Click on the Job's ID or Job Title to view your job's details. If you edit a job, it will be reviewed by our office before it is reposted to students again.

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My Jobs

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PAGE 1

What do the Job statuses mean?

Pending — All new jobs and edited jobs will be marked with this status.

Active — After a job is approved by our office, we will assign your job this status.

Closed by Employer — This is the status assigned when you close the job.

Inactive — When a job expires, it will be assigned this status.

How do I create or view job Placements or resume Referrals?

Choose My Jobs and next to each job you will find the Activity column.

R is for Referrals — Click the “R” to view students that have applied/submitted their resume.

P is for Placements — Click the “P” to view job Placements of previously hired students.

JOB FAQs:**When will my job post to students?**

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my job expire to students?

When the expiration date is reached. You may edit this date if you want your job posted online for a longer period of time.

Will I get an email the day before my job expires?

Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close a job before the Expiration date?

Click on your job to view the details and then click on “Close Job” under **Page Options** on the left side of the screen. The status will change to “Closed By Employer” and it will no longer be available to students. (Don’t forget to create a placement if you hired one of our students!)

How do I re-post a job?

You can copy your job into a new job record by clicking on “Copy Job” under **Page Options** on the left side of the screen when viewing the job profile.

**Hired a student?
Let us know!****Should I report a hire?**

Yes! You should always report the hire of a student. Each reported hire helps in our office’s endeavor to maintain accurate placement statistics. These statistics allow us to better serve both you and our students!

How do I report a hire (Placement)?

Step 1: To report a hire, click on “Report a Full-time Hire” or “Report a confirmed Co-op/Service Learning” located on the left side of your Home page under “I Want to...”

Step 2: Search for the student you hired and then, click “Select Student” next to his/her name.

Step 3: Select the job/position for which this student was hired.

Step 4: Complete the applicable information and click the “Finish” button.

Events

Choose this menu option to register for upcoming events including:

- Career Fairs
 - Career Center Education Events
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Contact Us!

The Career Center is available Monday through Friday from 8:30am-5pm.

Phone: 513.244.4888

Email: career.center@msj.edu