



Career Connections Employer Guide

The St. Norbert College Career Connections system allows you to post internships, part-time and full-time positions, access student and alumni resumes, schedule on-campus interviews, register for career events and in general gain access to our talented students and alumni. To start, please visit the Career Connections Employer login at www.myinterfase.com/snc/employer/.

LOGIN TO Career Connections

New Users:

- Click on “Click here to Register” to do a search to see if your organization already exists in the system. If it does, continue to register as a contact with your company. If you can’t locate your company in the featured list, click the “Can't Find Your Organization?” button.
- Complete all sections. Required fields are marked by a red asterisk.
- Both your account and job will be in pending status until it is approved by an administrator. If your registration is approved, you will receive an e-mail notification within two days. If you do not receive your e-mail notification within 48 hours, please contact our office.

Registered Users:

- Please enter the Username and Password that you established when you first set up your Career Connections account.
- If you are unsure of your Username and/or Password or need assistance with this process, please call our office.

POST Internships and Jobs

- Select "My Jobs" from the menu bar and click "New Job" on the submenu bar below.
- Under “Position Information,” enter all fields that are applicable. Required fields are marked with a red asterisk. Please include as much detail as possible as this information is helpful to students and alumni searching for jobs and internships.
- The next section is "Contact Information." Verify that this is the correct contact for this job. (If not, click "Edit" at the top right corner of that section and make necessary changes. Click "Save" at the bottom of the page).
- The next section is "Posting Information." Select "Edit" and enter all fields that are applicable. Required fields are marked with a red asterisk.
- Click "Save.”
- If you would like to re-post a position that has already been created, go to “My Jobs” and click “Job List” from the submenu bar below
 - Click on the “Job ID” number for the position you would like to re-post.
 - Click “Edit” and make necessary changes.
 - This job posting will be “pending” until it is approved by an administrator; please allow 48 hours.
- Job postings will no longer be viewable by students/alumni after the application deadline. However, if you would like to close an active job posting before the original application deadline, simply edit the application deadline to be a past date.

SEARCH Student and Alumni Resumes

- Select “Student Search” from the menu bar and select “Search” on the submenu bar below.
- Select the criteria you desire such as major(s), minimum GPA, citizenship requirements, etc. The fewer criteria you select the greater the number of resumes you will find.
- Some Suggestions:
 - **Majors:** Be open to any major that might meet the basic criteria.
 - **GPA:** This is not always a predictor of success. Students’ co-curricular and work experiences also bring skills to an organization.
 - **Citizenship Requirements:** We encourage you to explore the possibility of hiring an international student who brings global perspective and diversity to a position. Often the costs are lower and requirements are fewer than expected.
- Click on the “Search” button.
- To see all resumes in one packet:
 - Click on the “Select All” button at the bottom of the screen.
 - Check the box to e-mail packet to self.
 - Select to have the packet sent to your e-mail (this will make it easier to refer to them later)
 - If you do not select this option a new browser window will open with your results
 - Click on “Create Packets.” This may take several moments depending on the number of resumes you are downloading. You will receive an e-mail when the packet is ready (within minutes). You can print the resumes all at once or read each one individually.

REGISTER for Career Fairs and Events

- To register for an upcoming Career Fair, select “Career Events” from the menu bar and select “Search” on the submenu bar below.
- Choose the type of event you would like to search for under the “Category” Box.
- A list of upcoming Career Events will appear. Click on the event you would like to attend. Look for “Register Now” on the left side bar. Please note that not all upcoming events will necessarily be listed and that only those requiring registration through Career Connections may be listed.
- Please fill out all registration information.

SCHEDULE On-Campus Interviews and Information Sessions

Employers may reserve an interview room(s) by calling our office.

- Before setting up an on-campus interview schedule, the open position(s) must first be posted on Career Connections.
- To create a new on-campus interview schedule, select “Schedules” from the menu bar and then “Submit New Schedule Request” on the submenu bar below to create a schedule for each position you would like to interview for.
- Enter all fields that are applicable. Required fields are marked with a red asterisk. Fill in “Interview Request Preferences” section with type of schedule (Preselect/PRS), preferred interview date, interviewing start and end times, number of interview rooms needed, and to indicate if you would like to hold an Information Session prior to your interview date.
- A PRESELECT schedule means that the schedule is posted on Career Connections and students are able to submit their resume through the system within the designated time frame chosen by you. You are then given a timeframe to review resumes and make your interview candidate selections. You will have the option to choose students as Accept, Not Accept or Alternate. Students receive an automatic e-mail from the system when the employer has made their selection. When the first-come-first-serve interview sign-up period opens, students may log into their account to select an interview timeslot.

Thank you for your interest in St. Norbert College students and alumni!