

## **Pacific Union College Student User Guide**

Access the following website: <http://www.myinterfase.com/puc/student> or <http://www.puc.edu/campus-services/counseling-center>

### **New Users:**

**Registration:** If you are not a current user, click on “**Click here to Register!**” and follow the directions on that page.

- Click on the “**Click here to Register!**” link.
- Complete all sections and click on the Register button. Required fields are marked with an asterisk(\*).
- Click on the **Register** button.

**NOTE:** Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. When your registration is approved you will receive an email notification. If you do not receive your email notification within **48 hours**, you may contact our office at [career@puc.edu](mailto:career@puc.edu) or (707) 965-7080.

**Existing Users:** Log into the system using your Username and Password.

#### **Update your profile**

- Put your cursor over **My Account** and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link or on the tabs at the top of your profile to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (\*).

**NOTE:** The more detailed you fill out your profile, the closer matches you’ll be able find.

#### **Upload your documents (resumes, cover letters, references, etc.)**

- Put your cursor over **My Account** and select **My Documents**.
- Click on the [**Upload File**] link.
- Click the Browse button to find your document.
- Select the correct document and name it.
- Click the Upload button.

**NOTE:** You can upload unlimited resumes. When uploading more than one resume, make sure your most generic or relevant resume is your default. Your default resume is the document that employers can view when accessing our system.

### **Searching for Jobs, Internships and Co-ops**

- Put your cursor over Jobs and select Job Listings.
- Fill in the search criteria to narrow down your job search **OR** just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the **Job ID** to see the specifics of the position and how to apply.

## Saving Jobs

- You can save jobs to your favorites by clicking on the **Add to Favorites** button in the job profile.
- You can also save jobs by clicking the grey star icon next to the job record in the search results.
- Click on **My Favorites** on the left navigation bar to see your favorite jobs. A yellow star will be displayed next to jobs you have saved, and a green star will appear next to jobs that you have saved and have submitted your resume to.

**NOTE:** You can email job records by clicking on the Email to a Friend icon in the job profile.

**NOTE:** If your account is pending, then the options below are not available to you. You will be emailed once your account is activated.

## Viewing Your Activity

- Put your cursor over **My Account** and select **My Activity**.
- There are 4 types of activity that you can view:
  - *Referrals* – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
  - *Placements* – These are current job placements and details of those.
  - *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Pre-selection Activity that is still pending for you, under the Pre-selection Activity section.
  - *RSVPs* – These are the Career Events that you are currently RSVP'd for.

**NOTE:** For questions about the site, jobs or preparing for internships or employment, contact the Career & Counseling Center at [career@puc.edu](mailto:career@puc.edu) or (707) 965-7080.