

# **Pacific Union College Employer Guide**

Access the following website: [www.myinterfase.com/puc/employer](http://www.myinterfase.com/puc/employer) or <http://www.puc.edu/campus-services/counseling-center>

## **Login & Registration**

- If you are a new user, click on “**Click here to register**” and follow the directions on that page.
- Enter the name of your organization to confirm whether it’s already in the system; if 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 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, feel free to contact our office at [career@puc.edu](mailto:career@puc.edu) or (707) 965 -7080.

## **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 your criteria and click on **SEARCH**.
- **To view all available students**, click on **SEARCH**, leaving all criteria open.
- 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.

**NOTE:** 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 online).

## **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.
- You can **re-post an expired job** by opening the job profile and clicking on **Copy Job** under the page functions on the left side of the screen.

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

## **To Register for a Career Event**

- Hover over the **Career Events menu**. Click on the Search submenu.
- You will see a list of all current Career Events (Career Fairs, 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 emailed by our office to confirm your registration to the event. If you need to make changes to your information after your registration has been confirmed, you will need to contact our office at **(707) 965-7080 or [career@puc.edu](mailto:career@puc.edu)**.