

This guide will help you navigate through our online job system. In this system, you will be able to update your profile, view and apply for jobs, apply for interviews and sign up for job fairs and workshops.

### Registering / Logging In

**STEP ONE:** Go to our login page: <https://www.myinterfase.com/tamiu/student>.

**STEP TWO:** If you are a registered user, simply type your username (*Banner #*) and password, then click Login.



**Note:** If you have never registered, click the “Click here to create an account” link. Fill out your profile and click the Register button.

\* **Alumni:** Go to [UConnect](#) to get your Banner ID for username.

**STEP THREE:** On the Registration page, click (**Off-Campus Employment**) as the applicant type.



### Home

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

1. **Side Task Bar** —

- **Home** - Allows you to navigate and easily find what your looking for with your account.
- **Calendar** - Find upcoming Job Fairs and Workshops and Interviews for which you are signed up for.
- **Resource Library** - Find the “Student & Alumni Guide”, Forms, SEP Application and more.
- **My Favorites** - You will find job postings that have been marked as your favorites.
- **I Want To...**
  - **Make Appointment** — Make an appointment to meet with a counselor of Career Services.
  - **Report a Hire** — Let us know you were hired.
  - **Complete Surveys** — View surveys that have been designated to you.
  - **View My Activity** — View all your activity in *Dusty Works!*, such as referrals, placements, event registrations, job agents and event agents.

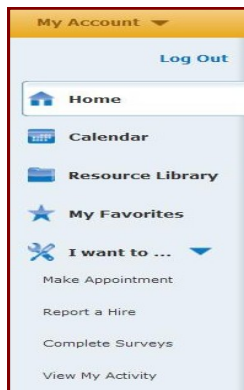
2. **Employer Directory** - Here you will be able to browse or search for the profiles of *Off - Campus Employers*.

3. **Job Search** - Here you will be able to browse or search for *Off - Campus Jobs* that are posted.

4. **Interview Schedules** - Here you can view your interview appointments. Includes *Qualified Schedules* and *All Upcoming Schedules*.

5. **Career Events** - Here you can view all upcoming *Career Events* you have signed up for or the Office of Career Services has posted at TAMIU.

6. **External Links** - Here you can view *Other Job Searches, Internship Searches, Other Resources* and the *Office of Career Services Homepage*.



### My Account

There are 4 submenus:

1. **My Profile** - Update your personal information (password, phone #, major (s), etc).

**NOTE:** Don't forget to answer the question “Allow Employer Viewing.” This field determines whether employers can pull up your profile and résumé. Choose “Yes”, if you want them to be able to do this.

Make sure that you enter your TAMIU email account. If you don't have one, log on to <https://dusty.tamiu.edu/>.

2. **My Documents** — Upload **PDF, Microsoft Word, or RTF** documents into the following categories: *SEP Applications, Resume/Cover Letters, and Other Documents*.

You can upload 10 documents into each category. When you apply to jobs and Interview Schedules, you will be able to select one document from each of these 3 categories.

**NOTE:** When uploading more than one résumé , be sure to mark the most general résumé as the default. Also, don't forget to click **VIEW** next to each document, so that you can see the version of the document that Employers can see.



## My Account (cont.)

3. **My Connections** - Here you can connect to your *LinkedIn* and *Facebook* Accounts and search through *Internships.com* and *CareerRookie.com / CareerBuilder*.
4. **My Activity** - There are 4 types of activity that you can view:
  - **Referrals** - These are résumé referrals that you or our office has submitted to an employer has downloaded your résumé.
  - **Placements** - Current job placement with details.
  - **Event Registrations** - Job Fairs or Workshops for which you are currently RSVP'd or attended.
  - **Job Agents** - Saved searches that will notify you of a new off-campus or on-campus vacancy to your e-mail and/or cell phone.
  - **Event Agents** - Saved searches that will notify you of a new event so you can RSVP if you choose.



## Employer Directory

Only available to  
Active students



*Be more proactive in your job search!*

*Choose Employer Directory to search through our list of employers.*

*You will only see the employers who have selected to be listed to students.  
You will see employers even if they do not have jobs posted for the current semester.*

## Job Search Off Campus Jobs

For On-Campus  
Positions, please view our  
*How to Apply for  
On-Campus Jobs Guide*

**STEP ONE:** From the drop-down menu Job Search, open **Off-Campus Employment** to view open job postings.

**STEP TWO:** Search with any criteria (**Keyword / Position Type**) **OR** no criteria to view all jobs.

The screenshot shows the 'Job Search' form. It includes a 'Keyword' input field and a 'Position Type' dropdown menu. There is a 'Search' button and a 'Clear' button. Below the form, there are tabs for 'Jobs (261)', 'Internships.com', 'CareerRookie', 'CareerBuilder', and 'Julia Jobs - Enter Search Criteria'. At the bottom, there are links for 'Save Search' and 'Email me New Jobs for this Search'.

**STEP THREE:** Click on the **Job ID** to read details about each job posting and how to apply.

*There are 2 types of job postings on our site; those for which you are **qualified** and those for which you are **not qualified**.*

**Not Qualified?** You will see a message and the reasons why you are *not qualified* to apply for that job posting. This may be because you have not updated your profile lately (i.e. your GPA, Major, etc.).

**Qualified?** Then if the employer is allowing you to submit your résumé through our system, there will be a "**Submit Resume or SEP Application**" button at the top of the job posting or under the Page Functions. If they are not, then read the *APPLICATION INSTRUCTIONS* field to see how to apply with this employer.

## Report a Hire

*Got a Job?  
Let us know!*

### Should I report a hire?

Yes! You should always report when you get hired. Each reported hire helps in our office's endeavor to maintain accurate placement statistics. These statistics allow us to better serve you! Report if you were hired for a Student Employment Position as well as off-campus employment.

### How do I report a hire (Placement)?

**STEP ONE:** To report a hire, click on the "**Report a Hire**" link located in the Quick Links on your Home Page. This will step you through the process.

**STEP TWO:** Search for your position. Then click the corresponding "**Select**" link next to the job's title.

## Report a Hire (cont.)

Got a Job?  
Let us know!

What Position Was Filled?  
The Report a Hire function can be used to easily report placement information to our office.

Complete each step below.

*NOTE: All TAMU work-study and student employee positions are security-sensitive. Applicants are subject to a criminal history investigation, and employment is contingent on the results of the criminal history investigation.*

If the results did not return the position that was filled, click here to enter position information.

My Jobs    My Schedules    Other

My Jobs list all jobs in the system for which your account has activity. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Job ID	Job Title	Organization Name	Applicant Type	Position Type	Job Category	City	Post Date	Expiration Date	Action
4437	Temp Undergraduate Research Assistant (8 positions)	TAMU - COAS Dept. of Biology and Chemistry	Student Employee	On-campus Employment	Other	LBV 312	5/30/2012	6/22/2012	Select
4439	Student Research Assistant	TAMU - COAS Dept. of Biology and Chemistry	Student Employee	On-campus Employment	Research	LBV 174	5/17/2012	6/15/2012	Select

Viewing Records 1-2 of 2

**If you cannot find your position, click the "click here" link.**

**Click "Select Job" next to the position you were hired for.**

**STEP THREE:** Fill out the Placement form (*fields with an (\*) next to them are required*).  
Click "Finish" when you are done.

## Interview Schedules

Only available to  
Active students

Under the Interview Schedules menu you have 2 options:

1. **Qualified Schedules (this is where you can sign-up on Interview Schedules):**

**STEP ONE:** Put your cursor over Schedules and select Qualified Schedules.

**STEP TWO:** Click on the Schedule ID to see the specifics of the position.

**STEP THREE:** Click on the Interview Date to choose an open interview timeslot.



2. **All Upcoming Schedules (this is where you VIEW all upcoming Interview Schedules):**

*In our system you will be able to look at all current schedules in the system under this menu, but you cannot sign-up from here. Go to Qualified Schedules to apply or sign-up on a schedule.*

**STEP ONE:** Put your cursor over Schedules and select All Upcoming Schedules

**STEP TWO:** Fill in the search criteria to narrow down your interview schedule search

*OR just click the Search button (without entering any search criteria) to view all current Interview schedules)*

**STEP THREE:** Click on the Schedule ID to see the specifics of the position.

Choose this menu option to view all upcoming Job Fairs and Workshops.



Please **RSVP** if you  
Plan to attend any  
Career Events.

## Career Events

Only available to  
Active students

Employee Directory    Job Search    Interview Schedules    Career Events    External Links

Event Search

Event Date: to    Category:    Search    Advanced Search    Clear

Search Results

Email me New Events for this Search

Event Results  
Viewing records 1 - 1 of 1 Prev | 1 | Next    Sort By: Start Date/Time    Ascending    Expand All

**2012 Fall Graduate & Professional School Fair**  
Laredo, TX, TAMU, Student Center, 1st Floor & 2nd Floor Rotunda    View Employers

Start Date/Time: 10/24/2012 10:00 AM    End Date/Time: 10/24/2012 2:00 PM    Category: Fair Event: Graduate & Professional School Fair    Expand

Viewing records 1 - 1 of 1 Prev | 1 | Next    Sort By: Start Date/Time    Ascending    Expand All

## Contact Us!

Office of Career Services  
Student Center, Room 114  
5201 University Blvd.  
Laredo, TX 78041

Phone: 956.326.HIRE (956.326.4473)

Fax: 956.326.2259

Email: [careerservices@tamiu.edu](mailto:careerservices@tamiu.edu)

Main Website: <http://www.tamiu.edu/career/>

Online Job System: <https://www.myinterfase.com/tamiu/student/>

Find us on Facebook: <http://www.facebook.com/txamiu.career.services>

## TAMIU– Office of Career Services

Career Services provides a spectrum of services to assist students and alumni explore career options and obtain information in order to make well-informed decisions regarding majors, job preparation and job location. Professional staff members work with students and alumni to plan their careers and locate work-related opportunities through several programs.

### **CAREER EXPLORATION AND PLANNING**

Career decision-making is a continuous process that involves active learning about self, education, and career possibilities. There are two ways to go about making a career decision: a.) select a major based on interest, and gradually develop a career goal along the way, or b.) establish a career goal first, and then select a major that will provide the best preparation for that goal. Either way, it is important to understand the relationship between your academic goals and your career goals. Career Services offers the following services to assist students and alumni in this quest:

- **Career Counseling:** Confidential career counseling is provided on an individual basis for more in-depth career exploration. Questionnaires are often used to assist in identifying interests, abilities, beliefs and values – essential in choosing a satisfying major or career. These assessments may include the Myers Briggs Type Indicator (MBTI) personality inventory, the Strong Interest Inventory, or the Career Beliefs Inventory.
- **Graduate and Professional School Fairs:** Held on a yearly basis, the fair is a prime occasion for students to gather essential information about current graduate and professional school opportunities. Fair participants are afforded a rare chance to speak directly with representatives of graduate schools in order to learn about various programs of study such as medicine, dentistry, chiropractic, law, nursing, business and many others.
- **Career Resources:** Career exploration materials housed in the Career Resource Center include books, magazines, brochures, and videos. Many feature information about occupational characteristics, duties, salaries, and work conditions. Free magazines and handouts focusing on the job preparation process are also available.

### **JOB SEARCH SERVICES**

Career Services coordinates job preparation and job search programs that are intended to connect students and alumni with employers.

- **Job Vacancy Notices:** Current job openings are advertised via Dusty Works!, the online job database, and are categorized by on-campus, part-time, full-time, and internship opportunities.
- **Job Fairs:** The *Career Expo*, held every spring, provides an opportunity to interact with prospective employers. The *Graduate and Professional School Fair* facilitates contact between graduate and professional schools. *Best Teaching Practices* (Teacher Fair) brings students and school district representatives together for networking and employment opportunities.
- **On-Campus Recruitment:** Allows qualified students an opportunity to interview with companies, agencies, and school districts that periodically, recruit on campus throughout the year. Students and alumni may access company information, interview dates, and sign up for on-campus interviews online through Dusty Works.
- **Résumé Referral Service:** Students and alumni can upload their résumé online through Dusty Works! With the free résumé referral service, students' résumés are sent directly to employers with immediate hiring needs.
- **Résumé Reviews and Practice Interviews:** Professional staff provides objective feedback and helpful suggestions to assist students and alumni in composing a high-quality résumé and improve their interviewing skills.
- **Workshops:** Throughout the semester, these group sessions aid students in learning the skills of writing cover letters and résumés, and preparation for an interview. Special topics and other career-related issues are presented regularly to student groups, classes, or upon special request.
- **Special Programs:** Activities include employers making presentations to classes with topics ranging from careers and internship opportunities, to interviewing techniques and business etiquette.

All Texas A&M International students and alumni, regardless of graduation date, are encouraged to access and utilize the services and programs offered by the **TAMIU Office of Career Services**.

All services are funded in part by *Student Service fees*.