

# DUSTY WORKS!

## Off-Campus Recruiter Guide: How to Navigate Our Online Job System

*This guide will help you navigate through our online job system. In our system, you will be able to update your profile, search for candidates, view and add jobs, report job placements and sign up for job fairs.*

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### Registering/Logging In

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

**STEP TWO:** If you are a registered user, simply type your username and password. Then click **Login**.

If you have never registered, click the “**Click here to register!**” link. Find your organization, and fill out your profile. Once done, click the **Register** button.



The screenshot shows a login form with the following elements: a 'Username:' label and input field, a 'Password:' label and input field, a 'Login' button, a 'Click here to register!' link, and a 'Forgot your password?' link. Red boxes highlight the 'Click here to register!' and 'Forgot your password?' links. Red arrows point from these links to a callout box on the right.

**You will receive an email after your registration has been approved. While you are in “pending,” status you can still post jobs.**

**NOTE: If you forgot your password? Click the “Forgot your password?” link on the Login Page to have it reset and e-mailed to you.**

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### Home

After you have logged in, you will find the Home Page. Here you will find **4** useful tools:

1. **Quick Links** —
  - **Calendar** — Upcoming Job Fairs, Workshops, and Interviews for you to register.
  - **I Want To... Report a Hire** — Let us know you hired a student by clicking this link.
2. **Announcements** — You will find important announcements about events and workshops.
3. **Task List** — This frame will show all new responses for your résumé referrals. (You will also be notified via e-mail when an applicant responds to your job posting.)
4. **Upcoming Events** — Upcoming events Office of Career Services has posted.

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### My Profile

Here the employer can update contact information (*password, phone #, email, etc.*).

**NOTE:** Under the Profile View, you can choose to display or hide contact information to the students. If you choose to display your contact information, it will be displayed to students. If the employer contact is hidden, the information will not be displayed in the directory and students cannot view your contact information.

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### Student Search

This menu option allows you to search our student database.

The keyword field searches for the résumés of students.

Once you run a search, you can view each student’s profile individually or create a packet of all students matching your search.

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## My Jobs

### How do I create a New Job Posting?

Choose **My Jobs > New Job** to create a new job posting. Fill out the job post with all the necessary information.

### How do I edit an Existing job?

Choose **My Jobs > Job List** to view a list of all jobs postings you have created. Click on the Job ID or Job Title to view your job post's details.

*If you edit a job, it will be reviewed by our office before it is reposted to students.*

### What do the Job Statuses mean?

- **Pending** – All new jobs and edited jobs will be marked with this status.
- **Active** – When a job has been approved by our office.
- **Closed by Employer** – Status assigned when you close the job.
- **Inactive** – When a job expires, it will be assigned this status.

### How do I create or view Referrals and Job Placements?

Choose **My Jobs > Activity** to view a listing of your job postings that you created in the Dusty Works system. If a student applied through the system to you specific job, you will see the referrals column. If you choose to have a student apply to your company website, you will not see Referrals.

- **R is for Referrals** - Click the **(R)** to view students that have applied.
- **P is for Placements** - Click the **(P)** to view Job Placements of all hired students.

See the following section for directions on how to "Report a Hire."

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## Report a Hire

**Hired someone?  
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 help us to better serve you and our students!

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

**STEP ONE:** Click on the "Report a Hire" link located in the Quick Links on the Home Page.

**STEP TWO:** Search for the candidate you want to hire. Click on the "Select Student."

**STEP THREE:** Click on the Job to link the student/candidate to the position.

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## Interview Schedules

Please contact our office to schedule on-campus interviews. Once it has been approved, you will be able to see your **On-Campus Interview** schedules. You will not be able to edit any of your schedules, so please call us if changes need to be made.

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## Job Post FAQs:

### When will my job posts be displayed to students?

Once your job post is approved by our office, we will change the status to **Active**. Students will be able to view your posting.

### When will my job post expire to students?

The job posted will expire on the expiration date. 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. An e-mail will be sent to the e-mail address listed in your profile.

### How do I close a job post before the expiration date?

The job posting will automatically close on the expiration date. If you have chosen your candidate before the expiration date:

Click on the **My Jobs** tab > **Job List** > **Job ID** > **Page Functions** (located on the far left) > **Close Job**

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!).

### I’m filling out a job post for the first time. What are these fields?

**Show Contact info** – Choose **Yes** to show your contact info section. Choose **No** and your contact information will be viewed by the students.

#### **Allow Applicants to Apply Online** –

- Choose **Yes** to allow students to apply online. You will receive an email as the students apply.
- Choose **No** if you prefer to receive resumes outside of the system. (Be sure to fill out the Application Instructions field, so that students know how to apply.)

### If I want to repost the same job, can I copy the old job or create a new job post?

You can copy the information from a previous job post into a new job post.

- Go to **My Jobs > Job List**. Click on the **Job ID** (or Job Title) of the position you would like to repost.
- Under the **Page Functions** menu (located on the left), click **Copy Job**.
- Click “**OK**” when asked if you would like to copy this post as a new job.
- Review and update all of the information, including the new open date and the expiration date.
- The job will be in **Pending** status. Once your job post is approved by our office, we will change the status to **Active**. Students will be able to view your posting.

**TEXAS A&M INTERNATIONAL UNIVERSITY  
OFFICE OF CAREER SERVICES**

**FALL 2017 SCHEDULE OF EVENTS**

**GOVERNMENT & SOCIAL SERVICES JOB FAIR**

Thursday, October 26, 2017

Student Center Ballroom from 1 p.m. - 4 p.m.

As an exhibitor, you will have access to a talented student/graduate population interested in a career with the government/social services industries. During the Job Fair there will be plenty of opportunities to network with members of our community, university alumni and our up and coming graduates.

**GRADUATE & PROFESSIONAL SCHOOL FAIR**

Tuesday, November 7, 2017

10 a.m. - 2 p.m. Student Center Ballroom

As an exhibitor, you will have access to a talented student/graduate population interested in continuing their studies in graduate and professional schools. During the school fair, there will be plenty of opportunities to network with TAMIU students, soon to be graduates and alumni. Allow us to partner with you in your promotion of your institution and programs.

**EXPERIENTIAL LEARNING INTERNSHIP ORIENTATION**

Wednesday, November 8, 2017

10 a.m. - 12 p.m. Student Center Ballroom

As an exhibitor, you will have access to a talented student/graduate population interested in an Internship, Research, Service-Learning, Shadowing and Volunteer. During the orientation, there will be plenty of opportunities to network with TAMIU students and alumni. Allow us to partner with you in your search for qualified and prepared candidates.

**GLOBAL OPPORTUNITIES IN EDUCATION**

Monday, November 27, 2017

1 - 4 p.m. Student Center Ballroom

Network with our students and alumni about job and internships opportunities in the areas of teaching, human resources, administration, and management. This event is open to school districts, daycare centers, tutoring centers, and other training and development-related business.

**All of our events are open to the TAMIU students, TAMIU alumni and the community.**

**Fair Registration Now Available!**

*To register go to this link or email us for more information:*

[https://secure.touchnet.com/C20208\\_ustores/web/store\\_main.jsp?STOREID=4](https://secure.touchnet.com/C20208_ustores/web/store_main.jsp?STOREID=4)

**Office of Career Services**

**Off-Campus Recruitment**

**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/employer/>**