

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.

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 two input fields: 'Username:' and 'Password:'. Below the fields is a yellow 'Login' button. Underneath the button are two links: 'Click here to register!' and 'Forgot your password?'. Red arrows point from the 'Click here to register!' link to a note box and from the 'Forgot your password?' link to a note below.

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.

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 and Workshops as well as Interviews for which you are signed up.
- **Resource Library** — “**Student & Alumni Guide**” and forms for the Student Employment Program.
- **I Want To...**
 - **Report a Hire** — Let us know you hired a student by clicking this link.

2. **Announcements** — Here you’ll find important announcements about Jobs, Career Expos, Graduate & Professional School Fair, 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 employer responds to your résumé.)

4. **Upcoming Events** — Upcoming events you have signed up for or the Office of Career Services has posted up.

My Profile

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

NOTE: Under the Profile View, you can choose to include employer and contact information in the system’s Employer Directory, which will be displayed to students. If the employer information is hidden, the contact information will not be displayed in the directory.

Student Search

Only available to Full Access Employers.

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 the students that match your search.

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.

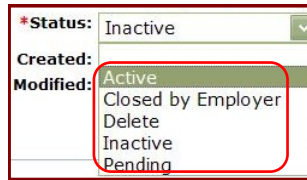
*NOTE: Under the "Posting Information" section, make sure to select Student Employee, Work-Study, or both for "Applicant Type." Under the "Control Information" section, make sure to select **Student Employment Application**.*

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** - After a job is approved by our office, we will assign your job *Active* status.
*NOTE: You can close this job by opening it and clicking **Closed by Employer** on the left under Page Functions.*
- **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 Job Placements or Résumé Referrals?

Choose **My Jobs** and next to each job you will find the **Activity** column.

- **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 previously hired students.

Job ID	Job Title	Organization Name	Applicant Type	Position Type	Job Category	Job Location	Status	Post Date	Expiration Date	Activity
4189	Problem Case Officer	United States Office of Personnel Management - National Credit Union Administration	Off-Campus Employment	Full-time	Operations	1 vacancy(s) - Location Negotiable After Selection, US	Inactive	2/22/2012	3/21/2012	P R O A

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

Job Post FAQs:

When will my job posts be displayed to students?

Once your job post is accepted by our office, we will change the status to **Active**, and the post will be displayed on the Post Date listed. If the Post Date has passed, then it will appear as soon as we accept it.

When will my job post expire to students?

The job posted will expire when the expiration date is reached. 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, under **My Profile**.

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

Click on your job post to view the details. Under the Page Functions menu (located on the left), you will see **Close Job**. Click on this link to close your 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!)



**My Jobs
(Cont'd...)**

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** to not show it.

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 résumés or student contact outside of the system.
(Be sure to fill out the Application Instructions field, so that students know how to apply.)

If my organization posted a job that I would like to repost, must I create a new job post from scratch?

No. You can copy the information from a previous job post into a new job post.

- 1.) Go to **My Jobs > Job List**. Click on the Job ID (or Job Title) of the position you would like to repost.
- 2.) Under the Page Functions menu (located on the left), click **Copy Job**.
- 3.) Click "**OK**" when asked if you would like to copy this post to a new job.



Once reposted, you may edit any information that needs to be updated. This new post will be displayed to our students once approved by the *Office of Career Services*.

Report a Hire

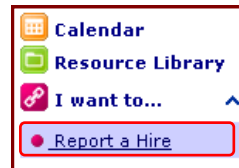
**Hired someone?
Let us know!**

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 allow us to better serve you and our students!

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 the candidate you hired. Then click "Select Student" next to their name.

Who did you hire?

Enter information for the applicable student and click Search to locate the student.

Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link the appears below to manually enter student information.

Search Students

First Name: Last Name:

If the results did not return the student you hired, [click here](#) to enter student information.

First Name	Last Name	TAMIU Email	Action
Sandy	Anderson	demo@email.com	Select Student
Drew	Anderson	demo@email.com	Select Student

STEP TWO:
If you do find your student, click "Select Student" next to the student you hired.

STEP THREE: Select the job/position for which this student was hired.

If you cannot find your job, click the "click here" link to enter position information.

What position was filled?

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs | My Schedules

My Jobs list all jobs in the system for your account. 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	Applicant Type	Expiration Date	Action
2022	Area Executive Director - High School Campus Operations	Off-Campus Employment	6/19/2009	Select Job
2023	NCLB School Improvement Clerk	Off-Campus Employment	6/19/2009	Select Job
2024	Principal - Bonham Dual Language PK-8 Academy	Off-Campus Employment	6/19/2009	Select Job
2026	Campus Instructional Support Supervisor Special Education Department	Off-Campus Employment	6/24/2009	Select Job
2027	Warehouseman (Automotive Parts) - Transportation Department	Off-Campus Employment	6/24/2009	Select Job

Interview Schedules

Only available to
Full Access
Employers.

Please contact the Office of Career Services to schedule any **On-Campus** interviews around our office schedules.

Choose **Interview Schedules** to view your on-campus interview schedules. You cannot edit any of your schedules, so please call us if changes need to be made.

You can print packets by selecting the Interview Date at the bottom of the schedule.

Career Events

Only available to
Full Access
Employers.

Choose this menu option to register for our upcoming **Career Expo** and **Graduate & Professional School Fair**.

The screenshot shows a web interface for 'The Vault's Career Insider'. At the top, there's a banner with the 'career insider' logo and the tagline 'The intelligence you need for the career you want.' Below the banner, the page is divided into two main sections. On the left, there's a 'Task List' section with the text 'No tasks available at this time.' On the right, there's an 'Upcoming Events' section with the text 'No Events for the Next Week' and a link to 'view all calendar events'. A red arrow points from the 'Career Events' text on the left to the 'Upcoming Events' section.

Contact Us!

Our office is available Monday through Friday from 8am-5pm and by appointment.

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
Main Website: <http://www.tamiu.edu/career/>
Online Job System: <https://www.myinterfase.com/tamiu/employer/>

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*.