



Employer Guide

WELCOME!

This guide will help you navigate through our online job system, **CougarJobLink**.

Registering/ Logging In

Step 1: Go to the employer login page: <https://www.myinterfase.com/cofc/employer>

Step 2: 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. Fill out your profile and click the Register button.

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

NOTE: If you forgot your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Login Page.

Home

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

Announcements — Important announcements about Career Center services, our students, and upcoming events.

Resource Library — You will find this Employer Guide and the Employer Recruiting Policy

Quick Links: Report a Hire— Let us know if you hired one of our students by clicking this link

My Task List— This list will show all of your pending tasks, including new resume referrals/submissions and (you will also be notified via email when a student applies to one of your job postings).

Calendar — You will see jobs that are expiring for your company.

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

NOTE: Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company displayed or also your contact information. This will be available to students.

My Jobs

How do I create a new job?

Choose **My Jobs> New Job** to create a new job posting.

Note: Please read the job form carefully. If we do not have all the information we need for each position, your job will not be posted. For example: Learning Objectives must be filled in for internships even though not required by the system.

How do I edit an existing job?

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

My Jobs

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 this status.

*NOTE: You can close this job, by opening it and clicking **Close Job** at the top.*

Closed by Employer—This is the 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 Resume 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/submitted their resume.

P is for Placements — Click the P to view previously hired students. See the following section below for directions on how to **Report a Hire**.

JOB FAQs:

When will my job post to students?

Once your job is accepted by our office, we will change the status to **Active** and it will post on the **Post Date** listed. If the **Post Date** has past, then it posts as soon as we accept it. *You will receive an email after your registration has been approved. While you are “pending,” you can still post jobs and register for events.*

When will my job expire to students?

When the expiration date is reached. You may edit this date if you want your job posted online for a longer period of time. *Jobs will only be posted for a maximum of 90 days.*

Will I get an email the day before my job expires?

Yes, it will be emailed to the email address listed in your profile, under **My Profile**.

How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job you will see **Close Job**. Click on that 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 **Report a Hire** if you hired one of our students!)

How do I re-post a job?

You can copy your job into a new job record by clicking on **Copy Job** under the page functions when viewing the job profile. This is recommended if you are re-posted a job that was linked to an interview schedule.

I'm filling out a job 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 Applicant to apply through *CougarJobLink*

- Choose **Yes** to allow students to submit their resume through the system. You will receive an email as the students apply.
- Choose **No** if you prefer to receive resumes or student contact outside of the system (be sure to fill out the **Alternate Application Method** section so that students know how to apply).

Email Employer with each Resume Submission —

- Choose **Yes** and the system will email you as soon as an applicant submits a resume.
- Choose **No** and the system will NOT email you. You will need to login to view any resume submissions. To do so, follow these steps:
 1. Go to **My Jobs > Job List**
 2. Click on the desired job (by clicking on either the job ID or job title)
 3. Click the **View Activity** link under **Page Functions** on the left side of the screen. Now you will see the **Resume Referrals** that have been submitted.
 4. Click the **SELECT ALL** button and then click the **CREATE PACKET** button to view all resumes.

Hire a student? Let us know!

How do I report a hire (Placement)?

STEP ONE: To report a hire, click on the “Report a Hire” link located on your Home page under the Resource Library.



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 hiring statistics. These statistics allow us to better serve both you and our students!

STEP TWO: Search for the student you hired. Then, click **Select Student** next to his/her 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 that 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	Email	Action
Nancy	Anderson	email@demo.com	Select Student
Karla	Anderson	email@demo.com	Select Student

Can't find your student? Click the "click here" link to enter his/her name.

STEP TWO: If you do find your student, click "Select Student" next to the student's email address.

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

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.

Your Jobs

Job ID	Job Title	Expiration Date	Action
10	Associate Software Engineer	4/13/2007	Select Job
1			

Can't find your job? Click the "click here" link.

STEP THREE: Select the Job you hired the student for.

Contact US!

Our office is available Monday—Friday 8:30 AM to 5:00 PM

Phone: 843-953-5692

Fax: 843-953-6341

Email: careercenter@cofc.edu