

Career *Advance*

Post **your full time, part time, internship and volunteer opportunities quickly and easily at**

www.myinterfase.com/aimscscc/employer

Aims Community College recently launched a website to provide employers with an easy to use and centralized system where you can post jobs just once and have them reach a large number of highly qualified candidates from across the campus.

Why **you should join**

Participation is *free* and as a member, employers gain the ability to:

- Visit one centralized and online location to post an unlimited number of jobs
- Access a large number of bright and talented candidates
- Register for on campus career fairs
- Choose to receive "online applications" directly from the system with current resumes attached
- Much more!

How **to get started**

Contact the Career Service Office today or go to www.myinterfase.com/aimscscc/employer to register and benefit immediately for Aims' new website!

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The logo for Aims Community College features the word "Aims" in a bold, sans-serif font, with a stylized graphic of three curved lines to its left. Below "Aims" is the text "Community College" in a smaller, sans-serif font.

Employer Guide

Access the following website: www.myinterfase.com/aimscs/employer

1. New Users - Registration: If you are not a current user, click on "Click here to Register!" and follow the directions on that page.

- Search for your Organization and select; 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 if you 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 one business day, please contact our office at (970) 339-6436.

2. 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, just click on SEARCH.
- 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.

**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 on-line).*

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.