

**Career Connection**

**Employer Guide**

 To Access Career Connection, go to: <https://www.myinterfase.com/stonehill/employer/>

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| **TO REGISTER AS A NEW USER** |
| 1. If you are not a current user, click on “Click here to Register” and follow the instructions
2. Search for your organization and select; if it you can’t find it click on “Can’t Find Your Organization” *(Tip: please search multiple ways to ensure that your organization is not already registered in our database)*
3. Complete all sections. Required **\*** fields are marked with an asterisk
4. Click “Register”
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| **TO UPDATE YOUR PROFILE** |
| 1. Click on the “My Profile” tab at the top of your screen
2. Depending on what you would like to edit, click on either the **Employer** or **Contact** tab
3. Make sure to save all changes before leaving the page
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| **TO POST A NEW JOB/INTERNSHIP** |
| 1. Click on “New Job”
2. Enter job information. Fields with an **\*** are required information. Fill out as much information as possible to make the job posting complete
3. In the field, “Application Instructions”, enter the procedure in which a potential employee may apply for this position (web address, email address, documents required, etc.)
4. Click on “SAVE” to update this information

*Tip: In [Show Contact Information], if you select* ***No****, your contact information will not be available to students. 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).*NOTE: Once you add a job or make changes to a current job, this information will need to be approved by a Career Services staff member before it is visible to students. |
| **TO EDIT YOUR POSTINGS** |
| 1. Select “My Jobs-List” under the “My Jobs” tab
2. Click on the job you would like to edit
3. Make any changes and save before you leave the page
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| **BECOME A STONEHILL PARTNER** |
| If you would like to become a Stonehill Partner by either conducting on or off campus interviews or by setting up a resume collection, click on the “Stonehill Partners” tab at the top of your screen and select “Request” |