WESTERN NEW ENGLAND UNIVERSITY | WNE

Student Employment

Employer Guide

Utilize the Student Employment web site to post and fill your open work study and institutional positions.

The process is simple:

- Access the website address: www.myinterfase.com/wne_hr/employer. *You may also access the site from the Human Resources page located on the WNE web site.*

- Register as a new user or login as an existing user.

- Post new positions, view applicants for previously posted positions, close positions as they are filled.

INSTRUCTIONS

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

- Search for your Organization and select from Western New England University, Western New England Pharmacy, Western New England Law School; if it 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 below in To Create a New Job.

NOTE: All new user registrations will receive a pending status until the Student Employment Administrator reviews the request. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (413) 782 -1529.

Existing Users: Login Procedure

- Enter your Username and Password.
- Click on Login.

Directions for popular functions in the Student Employment web site.

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 (i.e. majors) 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," please select Yes so students can submit their resume to you via this system (i.e., you will be able to view student profiles and 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.
- You can re-post an old job by opening the job profile and clicking on Copy Job under the page functions on the left side of the screen.

NOTE: New jobs or changes to current jobs will be reviewed by the Student Employment Administrator before the posting will be made active.

View Job Posting Activity (Including Student Applications)

- To view Job posting activity, click on *Job List* from the *My Jobs* menu.
- Click on a specific job posting that is of interest by clicking on *Job ID* or *Job Title*.
- To view the activity, click on *[View Activity]*. All of the associated information will be displayed next.
- To view students applying for the Job, click on the highlighted *R* (for referrals) in the activity column.

To Close a Job

- You can close a Job so that it will not be displayed and so that no new applications are submitted.
- To edit a Job, move the cursor to *My Jobs* and select *Job List* from the menu.
- Click on the *Job ID* or the *Job Title* of the posting you want to edit.
- Click on *[Close Job]*.