



Employer Guide

Access the following website: www.myinterfase.com/radford/employer or log on to Career Services and Community Engagement's website www.radford.edu/careers and select the link "Employer" under the HireAHighlander logo.

- 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 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.

Important: Once you have registered your account will be in pending status. The Recruiting Coordinator will review your account and if 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 (540) 831 – 6528 or email csutphin@radford.edu.

- 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 you 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.
- Once you add a job or make changes to a current job, this information will be reviewed by the Recruiting Coordinator before it is posted.

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To Register for On-Campus Interviewing

- Log onto the system using your user name and password
- Click on the tab at the top for “My On-Campus Schedules.”
- Select “New Schedule Request.” The Schedule Wizard window will pop up and it’s a (3) step process.
- Follow the wizard through the (3) steps. Please note there are (4) types of schedule type: Open, Preselect, Preselect Continuous, and Resume Collection.
- When completed, click on Save and your interview profile will be stored in “My Pending Bin.”
- Your Pending On-Campus Interview request will be approved by the Recruiting Coordinator and you will receive an email notification of your approval.
- As the system opens the schedule on the indicated dates students will be notified to visit the system to post resumes for recruiter approval.
- As resumes are posted, recruiters may review resumes for approval and the system notifies students to sign up for desired interview time.

To Register for Information Session

- Request an Information Session under Interview Request Preferences.
- The Recruiting Coordinator will reserve a location for your Information Session, email your confirmation and notify the pertinent departments and candidates of the place and time of the session. All students who request an interview are expected to attend Information Sessions, usually held the evening before interview dates.

To Request Classroom Visits or Information Tables

- Request for Classroom Visits may be requested through Additional Request Information under Interview Request Preferences.
- Or, you may also email the Recruiting Coordinator and your request will be scheduled and your will be sent an approval.
- If you have a specific faculty member(s) that you have worked closely within in the past, please let us know so that we can be sure to make that connection. We will notify the pertinent departments and students of your visit.

To Register for a Career Event

- Career Event information and registration forms are posted on the Career Services website at www.radford.edu/careers.
- You may also check Hire A Highlander at Career Fairs and Events for additional information.
- Click on the Career Events menu.
- You will see a list of all current Career Events (Career Fairs, Teacher’s Expos, etc).
- To view details or register, click on the Career Event’s name.
- Fill out your profile and select the appropriate fees (if any).
- An invoice will be sent to your email for the event and a confirmation of your registration.
- If you need to make changes to your registration, please contact our Recruiting Coordinator at 540 831-6528 or csutphin@radford.edu.

**Thank you for recruiting our students!
The staff of RU Career Services and Community Engagement
Look forward to working with you!**

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