



Student Guide

Access the following website: www.myinterfase.com/radford/student or go to our website for Experiential Learning and Career Services www.radford.edu/careers . Scroll to the bottom of the homepage and select the link for “Student/Alumni” LogOn.

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

- Click on the “Click here to Register!” link.
- Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk.
- Click on the Submit Profile button

Submit Profile

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. 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) 831-5373 or email us at csc@radford.edu.

2. **Existing Users:** Log into system using your Username and Password and then select “Login”

Login

Existing Users - Update your profile

- Existing Users - Update your profile
- Put your cursor over **My Account** and select **My Profile**
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and complete all of the fields making sure to click on the Save button. Required fields are marked with an asterisk (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs, Internships and Service Learning Options

- Put your cursor over Jobs and select Job Listings
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

Searching for On-Campus Interview Schedules: Qualified and Future Schedules

Now, you should have already set up your account/profile on "Hire A Highlander." If not, please access Career Services website at www.radford.edu/careers, scroll down to "Hire A Highlander" site and click on the Student/Alumni Log-On link. Use your RU username and password to set up your account.

- Once you are in to the system, complete an accurate and thorough profile of your career search criteria, degree and personal information. Remember, the system will read your personal profile and pull up jobs that match that profile. The more accurate and extensive your profile, the more interview opportunities you be allowed to access, view, and apply for. "Hire A Highlander" allows you to "cut and paste" your WORD documents into the system.
- Once your personal profile is complete and your resume, cover letters and job search documents are loaded onto the WORD compatible system, you will be ready to sign up for interviews.
 1. Go to the toolbar and click on "Interview Schedules"
 2. Click on: "Interviews I am Qualified For"
 3. Click on "Search"
- Now you will see the upcoming On-Campus Interview Schedule. Each interviewing company will be indicated with: ID #, Job Title, Organization Name, Job Location, Interview Date, Current Sign-Up Method, Schedule Type, Status, and Activity.
- Click on the ID#, Job Title and Organization Name to read job profiles, hiring expectations, and details about each position being advertised.
- Follow directions highlighted in yellow to guide you through the registration process.
- Click on the interview date and enter your name in the selected time for your interview.
- Now load your resume and that link beside your name should be available for employer/recruiter review. The system will convert documents to "pdf" format for employer viewing.
- Remember, once you have linked your resume to an upcoming interview schedule, your interview is not guaranteed. Before you are confirmed for the interview, the recruiter will browse through the candidates, select the ones qualified, and you will be notified by the recruiter of your approved and upcoming interview.
- Recruiters and employers will also browse resumes loaded onto the system for recruiting purposes. Keep your resume and job search documents current throughout your search.

Qualified Schedules:

In our system you will only be able to apply to schedules you are qualified under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Qualified Schedules
- Click on the Schedule ID to see the specifics of the position and how to apply. If this is a Preselect schedule, then you will be requesting to be interviewed. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

Future Schedules:

In our system you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select Future Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

Searching for Career Events:

- 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, employers registered and/or RSVP, click on the Career Event's name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered for the event.

To View Information Tables

Click on Career Fairs and Events

View the list of companies sponsoring information tables and where those tables and employers will be located on the designated date.

Viewing Your Activity

- Put your cursor over My Account and select My Activity
- There are 4 types of activity that you can view:
 - **Referrals** – These are resume referrals that you've submitted to an employer's job, our office has submitted on your behalf, or an employer has downloaded your resume.
 - **Placements** – These are current job placements and details of those.
 - **Schedules** – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
 - **RSVPs** - These are the Career Events that you are currently RSVPed for.