

Employer Guide To *TeamND* Consortium Site

How can *TeamND* help my organization?

TeamND is an easy to use system that provides a single point of entry with one username and one password to allow unlimited posting of jobs that will be seen by students and graduates of 8 ND colleges and universities. More information, additional employer resources, and a link to this Consortium site, can be found at www.teamnd.org

First Time Users: Registration at the *TeamND* Consortium Site

1. At www.myinterfase.com/nd/employer, new users must choose "Click Here to Register".
2. Enter employer and contact information to create a user account in the *TeamND* site. Remember, you will create your own username and password. TIP: your e-mail address is a good username. Duplicate usernames are not allowed, so multiple contacts from any individual organization should not utilize the same username.
3. Begin entering your job postings. It's that simple!

Homepage Menus Overview

HOME

- ▶ View announcements from *TeamND*

MY PROFILE

▶ Edit your personal contact and company information. Ensure that applicants can contact you and that your organization is listed accurately.

MY JOBS

- ▶ Create job listings and post to all *TeamND* member schools.

CONSORTIUM MEMBERS

- ▶ Access *TeamND* member websites and consider additional recruitment efforts at individual campuses.

Posting a Job with *TeamND*

TeamND enables you to post jobs for students and alumni to view at their campus site.

To post a new job:

1. Go to **MY JOBS** on the main navigation bar and select the **NEW JOB** link.
2. Enter basic information as noted and required. Fields marked with an *asterisk are required fields and must be completed.
3. Information for Job Description and Application Instructions can usually be copied and pasted from other software applications you may be using.
4. Please note that the contact information is pre-populated with your contact information from the **MY PROFILE** section. If you would prefer that applicants contact another individual within your organization, please make note of that here.
5. **POST DATE** is the date you want your job posting to first appear for students/alumni to view at their site.
6. **EXPIRATION DATE** is the date the posting will no longer be viewable to students/alumni at each campus.
7. **SHOW CONTACT INFORMATION** allows students to view information in your profile as a method of contact.
8. **ALLOW ON-LINE REFERRALS** Applicants who may have their resume in their campus system are able to submit their resume directly to you for the posted position. Individual emails from each student applying will be sent directly to you. To allow this, choose **YES**.
9. Click the **SAVE** button at the bottom of the page. Please be aware that positions are not immediately available for review by students. Each job you submit is reviewed by each *TeamND* school for posting at their campus. When a campus approves your posting, it is then seen by their students/alumni.

To edit an existing job OR re-post and expired job:

1. Go to **MY JOBS** on the main navigation bar and select **JOB LIST**.
2. *Existing jobs* - Edit the sections of the job as needed. **SAVE** each section when completed.
3. *Expired jobs* - To 're-post' an expired job, choose "Copy Job" from the panel on the left side of your screen. This function will create a new copy of the job which you can then edit as needed.

Remember ... **ACTIVE** jobs are only viewable to students if the **EXPIRATION DATE** has not passed.

Note: As an added bonus to employers, your job postings receive even more exposure through our TeamND.org site! Job seekers anywhere can also view your active jobs at the Job Seekers section of TeamND.org, as we upload active consortium site postings to that section each week.

Managing Your Account and Contact Information

You can manage information that students at *TeamND* member schools will see. This includes current contact information as well as an informative and interesting profile of your organization.

To Edit Your Organization or Contact Information:

1. Click on **MY PROFILE** on the main navigation bar.
2. Click on **EDIT** for each section to change or provide information about your organization and your contact information.
3. Click on **SAVE** when edits and changes are complete.

On-Campus Interview requests

All On-Campus Interviews require direct contact with the *TeamND* member school(s) of your choice.

To Request an On-Campus Interview Schedule:

- Select **CONSORTIUM MEMBERS** on the main navigation bar. Select the *TeamND* member school to go to their Career Services website for contact information. Contact them directly to set up an on-campus interview or recruiting schedule.