

Supervisor Guide to On-Campus Student Employment

Access the following website: <http://www.elon.edu/e-web/careers>. Choose the Student Employment tab and click *post* under the Elon Supervisor section **or** bookmark http://www.myinterfase.com/elon_student-employment/employer and click *post* under the Elon Supervisor section.

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 you can’t find it click on Can’t Find Your Organization.
 - Complete all sections. Required * fields are marked with an asterisk.
 - For Headquarter Location type Elon University. For Address Line 1 please type campus building name
 - Click on the Register button.
 - To post a job follow the steps in To Create a New Job.

NOTE: Once approved, you will receive an e-mail notification.

2. Existing Users:

- Enter your Username (your email address) and your password.
- Click on Login

Update my profile

- To update Employer Information, click on [Edit]. Make changes and click 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 and click on SEARCH.
- To view all available students, click on SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via e-mail.

To Create a New Job

- Select **My Jobs** tab at top. To view current and past jobs, select Job List. To create a new job, select 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 headquarters field, please type Elon University for on-campus employment. In address line 1, please type your on-campus building location or off-site location (if applicable). Please preface each job title with Elon. For example: Elon – Receptionist. In the field, “Application Instructions,” choose the procedure by which a potential employee may apply for this position. Click SAVE to update this information.

To Make Changes to Current Jobs

- There are several sections (Posting Information, Contact Information and Position 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.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by a Career Services employee before it is posted and you will receive an email notification that the position has been posted.

On Campus Schedules

- Click on **My Own Campus Schedules** tab and you may view current/past schedules or request a schedule. *You will be contacted by Student Employment regarding your proposed interview schedule.*