

THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

www.uncp.edu/career ♦ career@uncp.edu ♦ (910) 521-6270

Chavis University Center, Suite 210

UNC PEMBROKE BRAVE OPPORTUNITIES EMPLOYER GUIDE

Access the UNCP Brave Opportunities Web site at: www.myinterfase.com/uncp/employer

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

- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the “Register” button.
- To post a job, follow the Steps in [To Create a New Job](#).

NOTE: Once you have registered and if you posted a job, both your account and your job posting will be in pending status. A Career Center staff member will review both your account and the job. When your registration is approved, you will receive an e-mail notification. If you do not receive your e-mail notification within two business days, please contact our office by phone at (910) 521-6270 or via e-mail at cs@uncp.edu.

2. **Existing Users:**

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

Update My Profile

- Go to “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” under “Student Search.” Choose your 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 e-mail

To Create a New Job

- Click on “New Job.” Enter job information. Fields with an asterisk (*) 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.

NOTE: 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 viewable to students and alumni. In “Allow Online Referrals,” if you select “Yes,” students and alumni will be able to submit their resumes to you via this system (i.e., you will receive e-mail notification when applications are posted to your job listings and you will 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 are able to 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, a Career Center staff member will review the information before it is posted. This will take place within two business days. You will receive an e-mail notification when the review is complete and the status has been changed to “Active.” If you do not receive this e-mail notification within two business days, please contact our office by phone at (910) 521-6270 or via e-mail at cs@uncp.edu.