Employer Guide

CSO

How to navigate the Eureka College CSO University System

WELCOME!

This guide will help you navigate EC Career Link, the online network for students and alumni of Eureka College (powered by CSO). This new site will allow you to post and manage an unlimited number of job postings at no cost to you, and to solicit applications directly through the site, your organization's website or a personal email….the choice is yours! Register today to connect with the outstanding students and graduates of Eureka College!

Registration/Login

Step 1: Go to the employer login page, www.myinterfase.com/eureka/employer/ and click on "Click Here to Register!"

Step 2: Enter the name of your organization to determine if it is already listed with us. If it is not, click on "Can't Find Your Organization?"

Step 3: Enter the requested information, with particular attention to required fields (*). Be sure to fill out both the general employer information and your unique contact information. You are given the option to include or exclude each set of information in our employer directory, searchable by job-seekers.

Step 4. Click "Register" at the bottom of the page.

Step 5. On the following page click "Submit Profile."

Step 6: You will be notified by email when your profile has been approved. You are free to begin posting your jobs before this occurs, though they will not be immediately viewable by job-seekers.

Posting a Job

Step 1: Select "My Jobs" and "New Job" from the top navigation bar.

Step 2: Provide an informative job title and as much detail as possible about the position responsibilities, who should apply, and how they should apply. Pay particular attention to required fields (*).

Step 3: Please select all relevant job categories by using your Control key.

Step 4: If you are looking only for experienced help, please select "Full-time Experienced" and "Alumni" among your options.

Step 5: If your position is not restricted to specific majors, please click on "Add/Remove," select "All Majors," and click "Continue." If you wish to solicit specific majors, click the + sign to expand the list and check the relevant boxes. Here at Eureka College we offer degrees in liberal arts disciplines (www.eureka.edu/academics/eureka-academics/).

Step 6: Our standard posting period is 90 days. If you wish to post the job for a different period of time, please adjust the date accordingly. (Note that you will receive an email the day before each job is about to expire; upcoming expirations will also appear on the calendar on your EC Career Link home page.)

Step 7: Decide whether you wish to allow students/alumni to apply online by submitting their résumé and cover letter to you *through* EC Career Link. (Note that cover letters are optional in the online application process; if you require one please indicate in the "How to Apply" section.) If you select "Yes," for "Allow Students to Apply Online" you will receive email notification of each applicant, with a direct link to their documents. **If you prefer to receive applications some other way, select "No" and include instructions under "How to Apply."**

Step 8:   You will be notified by email when your job has been approved by Career Center staff and posted for viewing.

Close a Job: When your position has been filled please remember to close the posting! You can do so by clicking on "My Jobs," then "Job List," and selecting the filled position from your list. Then select "Close Job" from the left sidebar.

Edit a Job: Click on "My Jobs," then "Job List," and select the position from your list. Click on the "Position/Posting Information" tabs and edit the existing information. Then click "Save."

Re-post a Job: To re-post an inactive position, simply select the job from your list and then click "Copy Job" on the left after the details have appeared on the screen.

Reviewing Applicant Materials

New Applications
Step 1:   New applications (self-referrals) that you have not yet reviewed will appear in your Task List box on your unique EC Career Link home page. (You will also be notified of each new applicant with an email that includes a direct link to their documents.) To view a newly received application, simply click on "View" to the left of the student's name.
Step 2:   Click "View Documents" on the left to see the applicant's submitted documents in PDF format (usually in a new tab in your browser window). Click on the tabs near the top to alternate between documents (if multiple documents were submitted).
Step 3:   To return to the applicant's main page click the browser window tab that says "Employer-Referral Form."
Step 4:   To read the message the applicant submitted with their application, click on the "Referral Message" tab on the applicant's main page.
Step 5:   To reply, simply enter your text and click "Save" to send the message.

All Applications
Step 1:   All applications for a given job can be accessed by rolling over "My Jobs" and "Job List."
Step 2:   Jobs with applications will have a bolded "**R**" for Referrals on the far right. Click on the "**R**" to see the list of applicants.
Step 3:   Click "View" to the right of the applicant's name.
Step 4:   Click "View Documents" on the left to see the applicant's submitted documents in PDF format (usually in a new tab in your browser window). Click on the tabs near the top to alternate between documents (if multiple documents were submitted).
Step 5:   To return to the applicant's main page click the browser window tab that says "Employer-Referral Form."
Step 6:   To read the message the applicant submitted with their application, click on the "Referral Message" tab on the applicant's main page.
Step 7:   To reply, simply enter your text and click "Save" to send the message.
Step 8:   To create a résumé book of selected applicants, click on "Activity" in the upper left, and check the boxes of the applicants you wish to include. Their resumes (and optional letters) will be assembled in a PDF that you can view, print, or download immediately. Alternatively, you can request to have the packet sent to you via email.

Questions?

Contact the Eureka College Office of Career Services at careerservices@eureka.edu, or 309-467-6413.