Welcome!

This guide will help you navigate through Mville Career Network. Through this system, you will be able to keep your profile updated, view and add jobs, participate in our On-Campus Recruiting Program, as well as register for Job/Internship Fairs and special events.

Registering/Logging in

Step 1: Go to the employer login page: https://www.myinterface.com/mville/employer/

Step 2: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the “Click here to register” link. Fill out your profile and click the Register button.

You will receive an email after your registration has been approved. While you are “pending,” you can still post jobs and register for events.

NOTE: If you forgot your password, you can click the “Forgot your password?” link to have it reset and emailed to you. This link is on the Login Page.

Home

After you have logged in, you will be on the Home page. Here you will find 5 useful tools:

Announcements — Important announcements about Career Center services, our students, and upcoming events.

Resource Library — You will find this Employer Guide and the Employer Recruiting Policy.

Quick Links: Report a Hire — Let us know if you hired one of our students by clicking this link.

My Task List — This list will show all of your pending tasks, including new applications and (you will also be notified via email when a student applies to one of your job postings).

Calendar — You will see jobs that are expiring for your company, upcoming Interviews and Info Sessions for your company, and any upcoming Job Fairs.

My Profile

Choose this menu option to update your contact information (password, phone #, email, etc).

NOTE: Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company displayed or also your contact information. This will be available to students.

My Jobs

How do I create a new job?
Choose My Jobs > New Job to create a new job posting.

How do I edit an existing job?
Choose My Jobs to view a list of all job postings you have created. Click on the Job’s ID or Job Title to view your job’s details. If you edit a job, it will be reviewed by our office before it is reposted to students again.

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What do the Job statuses mean?
- **Pending** — All new jobs and edited jobs will be marked with this status.
- **Active** — After a job is approved by our office, we will assign your job this status.  
  NOTE: You can close this job, by opening it and clicking [Close Job] at the top.
- **Closed by Employer** — This is the status assigned when you close the job.
- **Inactive** — When a job expires, it will be assigned this status.

How do I create or view job Placements or resume Referrals?
Choose My Jobs and next to each job you will find the Activity column.
- **R is for Referrals** — Click the R to view students that have applied/submitted their resume.
- **P is for Placements** — Click the P to view job Placements of previously hired students.  See the following section below for directions on how to “Report a Hire.”

**JOB FAQs:**

**When will my job post to students?**
Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed.  If the Post Date has past, then it posts as soon as we accept it.

**When will my job expire to students?**
When the expiration date is reached.  You may edit this date if you want your job posted online for a longer period of time.

**Will I get an email the day before my job expires?**
Yes, it will be emailed to the email address listed in your profile, under My Profile.

**How do I close a job before the Expiration date?**
Click on your job to view the details.  At the top of the job you will see [Close Job].  Click on that link to close your job.  The status will change to “Closed By Employer” and it will no longer be available to students.  (Don’t forget to create a placement if you hired one of our students!)

**How do I re-post a job?**
You can copy your job into a new job record by clicking on Copy Job under the page functions when viewing the job profile.  This is recommended if you are re-posted a job that was linked to an interview schedule.

I’m filling out a job for the first time.  What are these fields?

**Show Contact Info** —
- Choose Yes to show your contact info section.
- Choose No to not show it.

**Online Application Address** —
- All applications must go through Mville Career Network, however you can direct applicant to apply outside of the system (be sure to fill out the How to Apply field, so that students know how to apply).

**Email Employer with each Resume Submission** —
- Choose Yes and the system will email you as soon as an applicant submits their resume.
- Choose No and the system will NOT email you.  You will need to login to view any resume submissions.  To do so, follow these steps:
  1. Go to My Jobs > Job List
  2. Click on the desired job (by clicking on either the job ID or job title)
  3. Click the [View Activity] link under Page Functions on the left side of the screen.  Now you will see the applications that have been submitted.

**Should I report a hire?**
Yes!  You should always report the hire of a student.  Each reported hire helps in our office’s endeavor to maintain accurate placement statistics.  These statistics allow us to better serve both you and our students!

**How do I report a hire (Placement)?**
**STEP ONE:** To report a hire, click on the “Report a Hire” link located on your Home page (next to the calendar ).
STEP TWO: Search for the student you hired. Then, click “Select Student” next to his/her name.

If the results did not return the student you hired, click here to enter student information.

STEP THREE: Select the job/position for which this student was hired.

If the results did not return the position that was filled, click here to enter position information.

Career Events/Job Fairs

Choose this menu option to register for upcoming events including:

- Job/Internship Fairs
- Career Panel

Contact Us!

Our office is available Monday - Friday 9:00 AM to 5:00 PM

Phone: (914) 323-5484
Fax: (914) 694-2946
Email: careers@mville.edu