**WELCOME!**

This guide will help you navigate through our online job system. Through this site you will be able to keep your profile updated, view and apply to jobs, participate in the On-Campus Recruiting Program, as well as RSVP for Job/Internship Fairs and Workshops.

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**Registering/ Logging in**

Step 1: Go to the student login page: [https://www.myinterfase.com/mville/student/](https://www.myinterfase.com/mville/student/)

Step 2: To log in for the first time, click Forgot password at the bottom of the screen and enter your user name (your Mville email address). For each time after that, simply type your username and password, then click Login.

You will be able to view jobs and internships but you will not be able to submit your resume for positions (except for campus employment) until you have had your resume approved by the CCD. You can submit your resume for approval through Mville Career Network or schedule an appointment to work with a counselor.

NOTE: If you cannot access the system, please contact the Center for Career Development at 914-323-5484, careers@mville.edu or Founder’s Hall G-4.

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**Home**

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

Announcements — Here you’ll find important announcements, including those about Jobs, Job/Internship Fairs, and Workshops.

Resource Library — You will find this Student Guide and other valuable resources.

Report a Hire — Click this link to let us know you were hired.

Saved Searches — You will find any job searches that you have saved, including Job Agents (which will email you new job postings every night!).

My Task List — This list will show all of your pending tasks, including incomplete event registrations and surveys and schedule sign up reminders.

Calendar — You will see all upcoming CCD Events and Workshops and any scheduled appointments.

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**My Account**

Under the My Account menu, there are 3 choices:

1. **My Profile** — Here you can update your personal information (password, phone #, email, majors, GPA, etc.) and opt into a Career Interest Area (CIA) which will connect you to a career counselor who specializes in helping students interested in that specific industry.

2. **My Documents** — Here you can upload Microsoft Word, PDF, or RTF documents into the following categories: Resumes, Cover Letters, Unofficial Transcripts, Letters of Recommendation, Writing Samples and other. You can upload several documents to each category. When you apply to jobs, you will be able to select one document from each of these categories.

NOTES: When uploading more than one resume, be sure to name the file appropriately for easy reference in the future.
Employer Directory

Choose the Employer Directory menu to search through our list of employers. You will only see the employers who have selected to be listed to students.

You will see employers even if they do not have jobs or interview schedules posted currently.

Job Search

Choose the Job Search menu to begin your search.

STEP ONE: Choose the Job Search menu to view our open job postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs).

On the Search Results page, if you click the [Job Agent] link, you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

There are 2 types of jobs in our system — ones that you are qualified for and ones that you aren’t:

Not Qualified? You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your Major) or do not meet a GPA requirement.

Qualified? Then if the employer is allowing you to submit your resume through the system, there will be a SUBMIT RESUME button at the top of the job posting. Read the APPLICATION INSTRUCTIONS field to see how if there are additional instructions to apply directly to this employer.

My Favorites

The My Favorite Jobs function allows you to save jobs that you are interested in. You can refer back to this list of jobs when you are ready to submit your resume. You can save jobs in two ways.

1. Click on the Add to Favorites button in the job profile.
2. Click the grey star icon next to the job record in the search results.

Click on My Favorites on the left navigation bar to see your favorite jobs. A yellow star will be displayed next to jobs you have saved, and a green star will appear next to jobs that you have saved and have submitted your resume to.

Career Events/Job Fairs

Choose the CCD Events and Workshops menu to view all upcoming Job/Internship Fairs and Workshops. You should RSVP if you plan to attend an event.

On the Search Results page, if you click the [Event Agent] link, you can create an Event Agent which will email you new events every night!
**Should I report a hire?**

Yes! You should **always** report when you get hired. Each reported hire helps the CCD’s endeavor to maintain accurate placement statistics. These statistics allow us to better serve you!

**How do I report a hire (Placement)?**

**STEP ONE:** To report a hire, click on the “**Report a Hire**” link located below the “I Want To…” on the left menu column. This will step you through the process.

**STEP TWO:** Search for your position. Then, click “**Select Job**” next to it.

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<th>Job Title</th>
<th>Organization Name</th>
<th>Applicant Type</th>
<th>Position Type</th>
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<td>Alumni</td>
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**Contact Us!**

The Center for Career Development is available Monday through Friday from 9am-5pm.

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