

Career Services

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Using Chemeketa CareerLink: Employers

Employers are encouraged to take advantage of Chemeketa CareerLink to enhance their involvement with Chemeketa Community College, its students and its graduates through our Career Center. Once your contact information is approved, you'll be able to post open positions, close those positions when you have filled them, and see information on upcoming Career Center events like job fairs.

TO SEE WHETHER YOUR ORGANIZATION IS ALREADY REGISTERED:

- 1) Go to <https://www.myinterfase.com/chemeketa/employer> .
- 2) Below the Username and Password boxes, click on the **Click Here to Register** link.
- 3) In the **Find Your Organization** box, type your organization name (please see the accompanying e-mail for how the name has been entered).
- 4) In the gray box below that line, the name of your organization may or may not appear, depending on whether or not your organization has previously been registered.

>> If your organization's name does not appear, see next page >>

>> If your organization's name appears:

- 1) If your organization's name appears, click in the **box to the left of the name**, then click the **Continue** button.
- 2) What will appear is the general information that has been entered for your organization, and either a place to enter your contact information.
- 3) **Review your organization's general information.** (How to make changes will be covered later in these directions.)
- 4) **Complete your contact information.** This will not be seen by job seekers unless you opt to make it visible to them, which can be done in the last line of the contact information section.
- 5) Click the **Register** button.
- 6) The screen will display a message saying your profile/contact information is complete. Click the **Submit Profile** button.
- 7) You will be taken to your own Chemeketa CareerLink homepage.
- 8) As soon as your contact information is approved (you will receive an e-mail notifying you when that happens), you will be able to edit your organization's information, add an organization profile. You can also have Career Center staff make changes; just contact careercenter@chemeketa.edu and they will be made as soon as possible.

>> If your organization's name does not appear:

- 1) If your organization/company name is not listed, click on the **Can't Find Your Organization** button.
- 2) You will be taken to a screen that allows you to enter your:
 - a. **Employer Information.** This is general information for your organization, including a company profile, that can be seen by job seekers.
 - b. **Contact Information.** This is information for the person you would like to serve as the primary contact with the Chemeketa Career Center. This will not be seen by job seekers unless you opt to make it visible to them, which can be done in the last line of the contact information section.
- 3) Click the **Register** button.
- 4) On the next screen, click the **Submit Profile** button.
- 5) You will be taken to your own Chemeketa CareerLink homepage.
- 6) As soon as your Employer Information and Contact Information is approved (you will receive an e-mail notifying you when that happens), you will be able to edit your organization's information and add an organization profile. You can also have Career Center staff make changes; just contact careercenter@chemeketa.edu and they will be made as soon as possible.

THE NEXT TIME YOU WANT TO LOG INTO CHEMEKETA CAREERLINK:

- 1) Go to <https://www.myinterfase.com/chemeketa/employer> .
- 2) Enter your own contact **Username** and **Password** in the appropriate boxes.
- 3) Click the **Log In** button.
- 4) You will be taken to your own Chemeketa CareerLink homepage.

EDITING YOUR ORGANIZATION OR CONTACT INFORMATION IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your own Chemeketa CareerLink homepage.
- 2) In the upper-righthand corner of your homepage, there is a light blue box labeled **Account Summary**. In it, there are links to **Update Profile** and **Change** options; **click either** of those and you will be taken to a screen with both your organization and contact information.
- 3) In the upper-righthand corner of both the organizational and contact information boxes are links to **Edit**. Click the Edit link of the section containing the information you wish to edit.
- 4) The box labeled **Company Profile** is where you can provide an overview of your organization and its strengths. A sample of what an employer could provide:

Chemeketa Community College's vision, mission and promises include transforming lives and communities through exceptional learning experiences. We serve nearly 50,000 students each year who enroll to acquire the skills to contribute to the economic vitality of the Mid-Willamette Valley. Programs like our Center for Business & Industry help local enterprises find immediate and long-term solutions.

- 5) Make whatever changes you wish, then click **Save**.
- 6) To return to your Chemeketa CareerLink homepage, click in the upper-lefthand corner on the tab labeled **Home**.

TO REVIEW OR EDIT A JOB ALREADY POSTED IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage.
- 2) Among the tabs near the top of the page, hover over **My Jobs**; when two options appear, click on **Job List**; you will be taken to a screen listing the jobs posted by your organization.
- 3) On the list, find the job you want to review or edit; click on that job's Job Title.
- 4) You will be taken to a screen that shows the Position Information, the Contact Information and the Posting Information. In the upper-righthand corner of the boxes for position, contact and posting information boxes are links to **Edit**. Click the Edit link of the section containing the information you wish to change.
- 5) Make whatever changes you wish, then click **Save**.
- 6) To return to your Chemeketa CareerLink homepage, click in the upper-lefthand corner on the tab labeled **Home**.

POSTING YOUR JOBS IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage.
- 2) Among the tabs near the top of the page, hover over **My Jobs**; when two options appear, click on **New Job**.
- 3) In the **Position Information** section, fill in the information for your position, being sure to complete the required fields (these fields are denoted with a red asterisk).
 - a. **Work Schedule** can be as vague as “varies” or “on-call,” or can include specific days of the week and hours for those days.
 - b. **Wage/Salary** can include a specific hourly, monthly or annual wage, or can be listed as “Depends on experience” or “To be determined.”
 - c. **How To Apply** should provide potential applicants with specific information you desire: what documents (resume, cover letter, company application, etc.), how you want them submitted (e-mail, online application, fax, in person, etc.), and where you want them submitted (e-mail address, website address for online application, fax number, etc.).
- 4) In the **Posting Information** section, fill in the information for your position.
 - a. The categories “Job Industry,” “Applicant Type,” “Minimum GPA,” “Work Authorization,” “Graduation Range,” “Degrees” and “Program of Study” are all optional fields. Filling these in will indicate to potential applicants the type of person your organization is seeking but you may also leave these fields blank.
 - b. The **Posting Date** is the date the job posting becomes visible to job-seekers. If you want the posting to become visible immediately, select today’s date.
 - c. The **Expiration Date** is the date the job posting will no longer be visible to job-seekers. The default for this is set at a maximum of 60 days from the posting date; you can opt to end the posting on an earlier closing date.
 - d. Do you want your **contact information visible** to potential applicants? If you select “No,” potential applicants will still be able to see how you want them to apply for the position but your contact information will not be visible to them.
- 5) Click on **Save** to post the job. After the posting has been reviewed by the Career Center, it will be activated for job-seekers to see.

CLOSING YOUR JOBS POSTED IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage.
- 2) Among the tabs near the top of the page, hover over **My Jobs**; when two options appear, click on **Job List**; you will be taken to a screen listing the jobs posted by your organization.
- 3) On the list of jobs, the column furthest to the left is the Job ID number. For the job you want to close, click on its Job ID number.
- 4) This will take you to a screen showing information about that job. In the upper-lefthand corner of the page is a box labeled **Page Functions**. Inside that box is a link labeled **Close Job**; clicking on that will close the job.
- 5) The job you just closed is no longer visible to job seekers.

REPOSTING YOUR JOBS THAT HAD ALREADY BEEN POSTED IN CHEMEKETA CAREERLINK:

- 1) Follow the **login** instructions to reach your Chemeketa CareerLink homepage.
- 2) Among the tabs near the top of the page, hover over **My Jobs**; when two options appear, click on **Job List**; you will be taken to a screen listing the jobs posted by your organization.
- 3) On the list of jobs, the column furthest to the left is the Job ID number. For the job you want to repost, click on its Job ID number.
- 4) This will take you to a screen showing information about that job. In the upper-lefthand corner of the page is a box labeled **Page Functions**. Inside that box is a link labeled **Copy Job**; clicking on that will repost the job.
- 5) The job you just copied has now been reposted with a new Job ID number.