Welcome to Career Connect
Connecting Employers with UND Students

Employer Guide

NOTE: If you think you may have registered as a contact for your organization in the system in the past, please contact our office and we will be happy to check for you.

To Register as a New Employer in Career Connect

log onto https://www.myinterface.com/und/employer/
- Under “New User?”, click on "Click here to register"
- Scroll down and check for a link to your company (a portion of the company name may be used).
- If your company name appears in the box, put a check mark next to it and click “Continue.”
- Fill in your contact information and click on “Register.”
If your company name does not appear, click on “Can’t Find Your Organization.”
- Enter your information and click on “Register.”
- You will receive the message, “Congratulations! Your profile is now complete. Click the Submit Profile button below to send your information to our office for approval.”

Options available through the Career Connect online system:

Schedule On-Campus Interviews
Run your mouse over "Schedule on campus interviews" located in bar across the top of the page.
- Click on "on campus interview schedule request" to set up a new interview schedule, or "on campus interview schedule list" to view all the schedules linked to your name.
- There are three steps to completing a new schedule request.
- Step One: Please follow the instructions listed on the (online) page. Give as much information as possible.
- Step Two: This is where an existing job can be linked to the schedule. An existing job can be linked to a schedule, but a schedule cannot be linked to a job.
- Step Three: Review your information and submit your request.
- If you have selected to host an information session, after you click the OK button you will be asked to enter the information session request form.

Post Jobs
Run your mouse over the "My Jobs" option in the bar across the top of the page,
- Click on "New Job" to add a new job, and "Job List" to view all the positions linked to your name.
- To view any activity associated with the job, such as applications or placements, click on job list and your list of jobs will come up. Off to the right you should see the letters 'P' and 'R'. P=placements; R=requests. If they are bold then there has been activity on the job. Click on the letter to see who has applied to the job.
- Some of the existing jobs may be inactive and can be copied, edited and reactivated instead of retyping the same position each time you would like to post it.
- If submitting a new job, please provide as much information as possible.
- Note: A schedule cannot be linked to a job, but a job can be linked to a schedule.

Register For or Request a (New) Career Event
Run your mouse over "Career Events" in the green bar across the top of the page.
- Click on “Search” to locate an existing event.
- If searching for a Career Fair, click on “search.”
- The title of the event should come up.
- Click on the title of the event to get information about it.
- Click on the word "register" (on the right) to get to the registration form. Some information will be automatically filled in. You will need to complete the rest of the registration information.

“My Info Sessions” allows you to manage any information sessions you have listed.
“New Event Request” allows you to request a new information session.
Resume Book Search process

Click on “Resume Books” in the bar across the top of the page.

- Choose the College/Major of the type of student you are interested in searching for.
- Put in your criteria (grad date, major, applicant type, etc.).
- Search.
- Click on the name of the person to view their resume/information.

Note: you will only see names of students who have allowed employers to view their resume.

TeamND (ND Consortium)

To further expand your access to students consider creating an account with TeamND (www.teamnd.org). TeamND is a consortium of North Dakota universities and colleges. With an account you may post your opportunities to all campuses listed with one entry. Your position will then be viewed by students from all of the consortium schools, the University of North Dakota, Jamestown College, Mayville State University, the University of Mary in Bismarck, Bismarck State College, Valley City State University, Minot State University, and Dickinson State University.

If you believe your organization has used TeamND in the past and you need your username and password let us know.

If you have any questions, feel free to contact our office at (701) 777-3904.