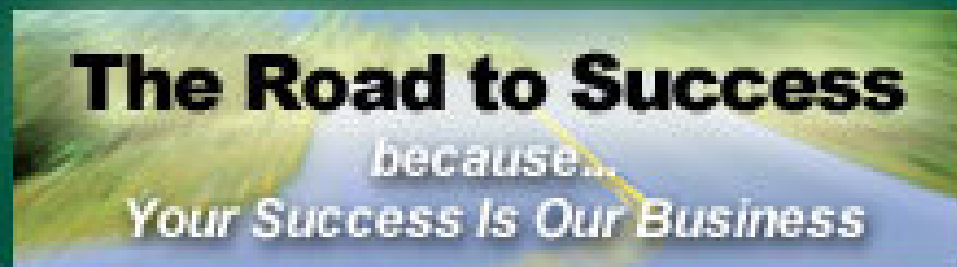




# Learn How to Register as a New Employer on Road to Success and Post a Job



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## Employer Registration- New User

Go to [www.myinterfase.com/nichols/employer](https://www.myinterfase.com/nichols/employer) and click on “Click here to Register!” and follow the instructions on the page to begin the registration process.

**Employer Login**

Welcome to Road to Success, the Nichols College Career Services CSO Interfase!

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the [Click Here to Register](#) link below to create a new account.

**Important:**

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at (508) 213-2489.

Username (Your Email):

Password:

[Click here to register!](#)

[Forgot your password?](#)



## Employer Registration- New User

Type in your organization name to see if your company is already registered. As you type the system will search for your words and show you a list of matching organizations.

Find Your Organization:

Can't Find Your Organization?

Enter your organization name in the space above and click "Can't Find Your Organization?"



## Employer Registration- New User

Once your organization name has appeared, click on the box to the left of the organization name to select it and then select continue.

Find Your Organization:

Records found: 1

CSO Research, Inc.

Continue »

**Check the box and then click Continue.**



## Employer Registration- New User

If your organization name did not appear and no records were found, click “Can’t Find Your Organization

**Find Your Organization:**

**Records found: 0**

[Can't Find Your Organization?](#)

There are no results that match "abc company"...

Since there were no results, click  
“Can’t Find your Organization”



## Employer Registration- New User

Enter the employer information as well as the contact information into the fields. Fields marked with an asterisk are require fields.

This is a required field.

**Register**

Please fill out the information below as completely as possible.

**Employer Information**

\*Organization Name:

Location:

Website:

Employer Category:

Address Line 1:

Address Line 2:

City:



## Employer Registration- New User

Once you have completed entering all of the information click on “Register” at the top or bottom of the screen.

The screenshot shows a registration form with the following fields:

- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:
- Country:
- Phone:
- Alternate Phone:
- Fax:
- Email:
- Allow Student Viewing in Employer Directory :

At the bottom of the form is a **Register** button. A yellow callout box with a dashed border points to this button.

**Click Register to submit your profile for approval.**



## Employer Registration- New User

Once you have clicked “Register” your profile will go into a pending status for approval. Currently, you have access to your profile information and posting jobs.

The screenshot shows a web application interface. At the top, there is a navigation menu with four items: "Home" (with a house icon), "My Profile" (with a person icon), "My Jobs" (with a document icon), and "Sign Out" (with a left arrow icon). Below the menu, the word "Home" is displayed. The main content area features a welcome message: "Welcome, Jimmy Walker". Below this message is a list of five bullet points, each with a blue dot and a link in blue text:

- Update your contact information - Select [My Profile](#).
- Search for qualified applicants - Select [Student Search](#).
- Enter/Edit a job posting - Select [My Jobs](#).
- View/Manage an interview schedule - Select [Schedules](#).
- View and Register for a career event - Select [Career Events](#).

Hover over the options on the menu bar to make a selection.



## Employer Registration- New User

You can post a job before your profile is approved, simply hover over "My Jobs" and select "New Job."

Home   My Profile   **My Jobs**   Sign Out

Home

- Job List
- New Job

Welcome, Jimmy Walker

- Update your contact information - Select **My Profile**.
- Search for qualified applicants - Select **Student Search**.
- Enter/Edit a job posting - Select **My Jobs**.
- View/Manage an interview schedule - Select **Schedules**.
- View and Register for a career event - Select **Career Events**.

Hover over My Jobs and select New Job from the menu bar.



## Employer Registration- New User

To post your job fill in the information into the fields below.  
A field marked with an asterisk is a required field.

Position Information	
<b>*Job Title:</b>	<input type="text"/>
Job Reference Num:	<input type="text"/>
<b>*Organization Name:</b>	ABC Company
No of Openings:	<input type="text"/>
Work Schedule:	<input type="text"/>
Hours per Week:	<input type="text"/>
Wage/Salary:	<input type="text"/>
Employment Start Date:	<input type="text"/>
Employment End Date:	<input type="text"/>
Supervisor:	<input type="text"/>
<b>*Job Description:</b>	<input type="text"/>

These are  
required fields.





## Employer Registration- New User


Once you have finished filling in the job posting, click “SAVE” at the bottom of the screen.



**Screening Options:**

- Screen Applicant Types
- Screen Minimum GPA
- Screen Citizenship
- Screen Graduation Range
- Screen Classification
- Screen Degrees
- Screen Majors

**\*Post Date:**  

**Expiration Date:**  

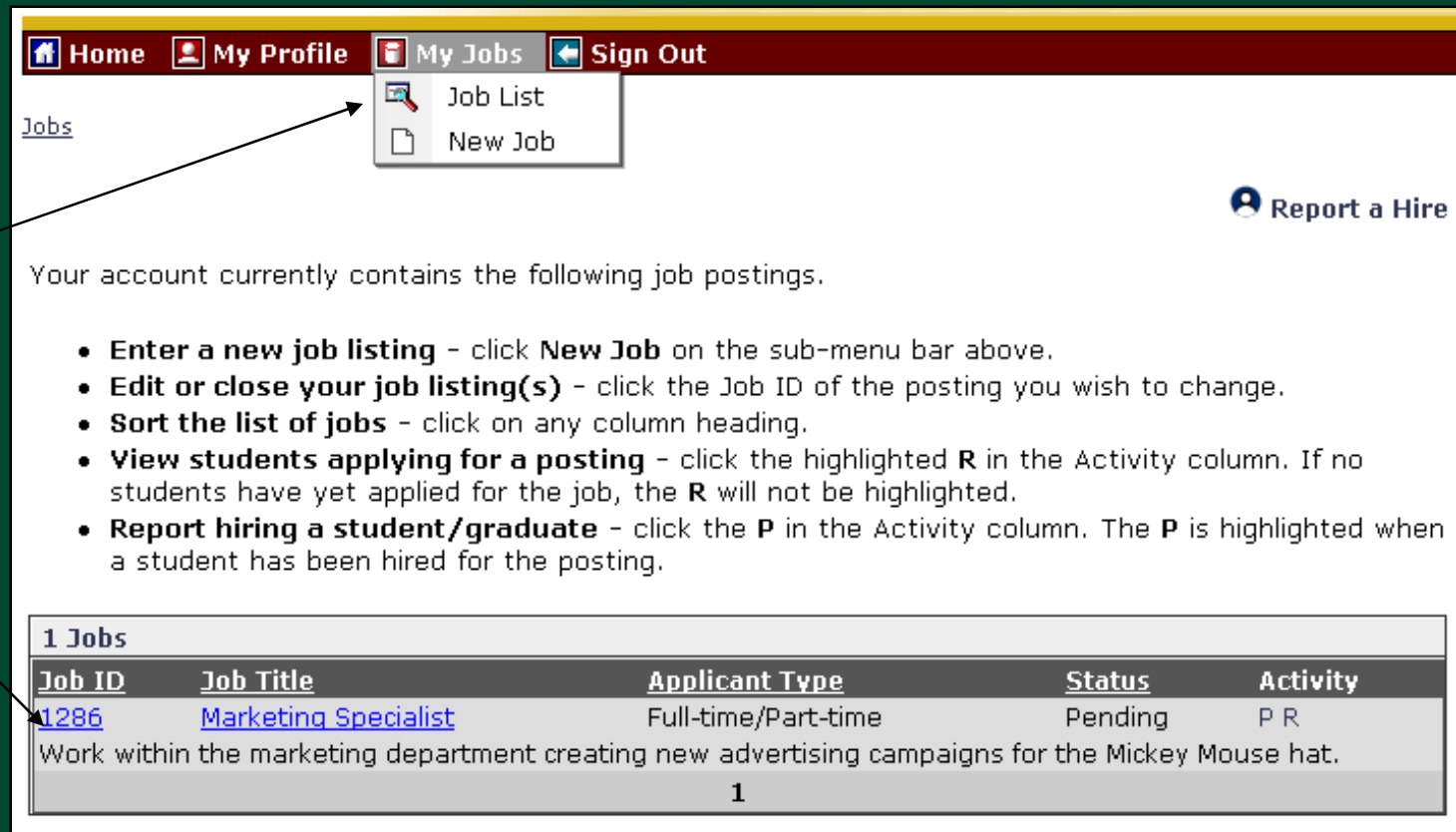
**Show Contact Info:**  

**Allow Online Referrals**  :  

Click SAVE to submit your job posting for approval.

## Employer Registration- New User

To view your job, click on “My Jobs” on the menu bar and select “Job List.”



The screenshot shows a navigation bar with 'Home', 'My Profile', 'My Jobs', and 'Sign Out'. The 'My Jobs' menu is open, showing 'Job List' and 'New Job'. Below the menu, there is a 'Jobs' link and a 'Report a Hire' button. The main content area states 'Your account currently contains the following job postings.' and lists instructions for managing job listings. At the bottom, a table displays one job listing.

**Click here to see your job listings.**

**Your jobs are listed below.**

Jobs

[Report a Hire](#)

Your account currently contains the following job postings.

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If no students have yet applied for the job, the **R** will not be highlighted.
- **Report hiring a student/graduate** - click the **P** in the Activity column. The **P** is highlighted when a student has been hired for the posting.

1 Jobs				
Job ID	Job Title	Applicant Type	Status	Activity
<a href="#">1286</a>	<a href="#">Marketing Specialist</a>	Full-time/Part-time	Pending	P R
Work within the marketing department creating new advertising campaigns for the Mickey Mouse hat.				
1				



## Employer Registration- New User

- **Once your profile and job(s) have been approved by the administrator you will receive a confirmation e-mail.**
- **When your job reaches its expiration date (60 days unless otherwise specified), you will receive an e-mail reminding you that your job has expired.**
- **If you wish to change characteristics of the job log back into the system to make the changes.**



## Employer Registration- New User

For more information on Road to Success please visit our website at [www.nichols.edu/careerservices](http://www.nichols.edu/careerservices)

Or for further assistance please contact OCS at [careerservices@nichols.edu](mailto:careerservices@nichols.edu) or 508-213-2489.