



Employer Guide

To access MySCCareer Source go to the following website: <https://www.myinterfase.com/seminolecc/employer>

1. New Users - Registration:

- Click on “**Click here to Register!**” and follow the directions.
- Search for your Organization and select it if found. If it you can't find your Organization, click on “**Can't Find Your Organization.**”
- Complete all sections. Required * fields are marked with an asterisk.
- Click on the Register button.
- To post a job, follow the steps in To Create a New Job.

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact our office at (407) 708-2649.

2. Existing Users:

- Enter your Username and Password.
- Click on Login.

Update My Profile

- Click on My Profile from the menu bar.
- To update Employer Information, click on [Edit]. After making changes, click on SAVE to complete changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

Student Search Based on Specific Criteria

- Select Student Search from the menu bar
- Choose your criteria for a search
- Click on the SEARCH button. (Only students that meet your criteria will be listed)
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email
- If there is a student search that you will frequently want to run, it is possible to save the search criteria by clicking on [Save Search]. The search will then appear on your home page for future use.

Student Search to View all Available Students

- Select Student Search from the menu bar
- To view all available students, just click on SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

To Create a New Job

- Move your cursor over My Jobs on the Menu Bar and click on New Job from the drop down menu.
- Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete.
- In the field, "Application Instructions," enter the procedure in which a potential employee may apply for this position. Click on SAVE to update this information.
- Under the Posting Information section, there are two fields that you need to review. In "Show Contact Information," if you select No, your personal contact information will not be available to potential employees (students). In "Allow Online Referrals," if you select Yes, students can submit their resumes to you via this system (i.e., you will receive email notification of students' job applications and be able to view resumes on-line).

To Make Changes to Current Jobs

- Move your cursor over My Jobs on the Menu Bar and click on Job List from the drop down menu.
- Click on the Job ID for the job you would like to edit or close.
- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any section, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

NOTE: Once you add a job or make changes to a current job, this information will be reviewed by a Career Services employee before it is posted.

To View Student Referrals

- Move your cursor over My Jobs on the Menu Bar and click on Job List from the drop down menu.
- Click on the Job ID for the job that you would like to check for student referrals.
- Click on [View Activity], you will be able to see more about the student, including the document(s) he or she submitted to you.

Job Board Policies and Procedures

- The SCC job board is available to all past and present SCC students, including international students. It is the employer's responsibility to verify employment eligibility.
- There are labor laws that apply to UNPAID internships. We encourage employers to be informed on these laws in order to stay in legal compliance.
- Employment opportunities submitted by employers for the Electronic Job Listing Board cannot be combined with the marketing and/or sale of products or services to students. Employment opportunities submitted by employers for the Electronic Job Listing Board cannot have any up-front associated costs for students related to the student being employed or being considered for employment. This includes but is not limited to membership fees; startup fees; fees for lessons (training); portfolios or placement fees; and the purchase of tools, samples, or sales kits.
- The college retains the right to remove any job listing from the Electronic Job Listing Board without consulting or informing the submitting employer.

To schedule training on how to use the **MySCCareer Source** database to your full advantage, please contact Nancy Sautter, the database manager, at 407 708-2649.