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## CNU CAREER CONNECT: EMPLOYER GUIDE

Access the following Link: <https://www.myinterfase.com/cnu/employer>

**New Users:** If you are not a current user, select "[Click here to register!](#)" and follow the directions on that page.

- Search for your organization and select if it exists; if it does not, select "Can't Find Your Organization?"
- Complete all sections. Required fields are marked with an asterisk (\*). Click on the "Register" button.

**Existing Users:** Enter your Username (e-mail address) and Password. Click on "Login."

**NOTE:** Once you have registered, your account will be in pending status. An administrator will review your account and, once approved, you will receive email notification. If you do not receive notification within 48 hours, please contact our office.

### Update Your Profile

- Click "My Profile."
- To update Employer Information, click on [Edit]. Make changes and click SAVE.
- To update Contact Information, click on [Edit]. Make changes and click SAVE.

### Create a New Job

- Scroll over "My Jobs" and click on "New Job."
- Enter job information. Fields with an asterisk (\*) are required. Fill out as much information as possible to make the job posting complete.
- In the "**How to Apply**" field, enter the procedure in which students and alumni may apply. To receive applications through Career Connect, enter "Apply through CNU Career Connect" and indicate the documents you would like to receive (resume, cover letter, etc). You will also need to select "Yes" to **Receive Applications in Career Connect** at the bottom of the new job screen. After doing so, you will receive email notification each time a student applies. If you would prefer to send students to your recruitment website, select "No" to "Receive Applications in Career Connect" and indicate the alternate instructions under "How to Apply."

### To Make Changes to Current Jobs

- Scroll over "My Jobs" and click "Job List" to see all current jobs.
- Click the Job ID of the job that you would like to update.
- There are two sections (Position Information and Posting Information) that you may update.
- Click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.
- To re-post an old or existing job, view the job profile and click on "Copy Job" under "Page Functions" on the left side of the screen.

**NOTE:** Once you add a job or update a current job, the information will be reviewed by an administrator before it is visible to students and alumni.

### To Register for a Career Event

- Scroll over “Career Events” and click on the “Search” submenu.
- Click “Search” to view all active career events.
- To view details or register, click on the career event’s name.
- Fill out your profile and select the appropriate fees (if any).

**NOTE:** Once you register for an event, you will be able to immediately print the invoice (click on the gray “Invoice” button). You will receive an email to confirm your event registration. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office.

### To Request an On-Campus Information Session or Interview Schedule

- Contact Sarah Hobgood, 757-594-8763, [sarah.hobgood@cnu.edu](mailto:sarah.hobgood@cnu.edu) or Christina Sincere, 757-594-8286, [christina.sincere@cnu.edu](mailto:christina.sincere@cnu.edu)