



UNIVERSITY OF HARTFORD

# CareerBridge

---

## *Employer On-Line Guide*



### **Career Services**

200 Bloomfield Avenue  
Gengras Student Union, Room 309  
West Hartford, CT 06117

[bridge@hartford.edu](mailto:bridge@hartford.edu)  
[www.hartford.edu/career](http://www.hartford.edu/career)  
Ph: (860) 768-4287  
Fax: (860) 768-5141

---

*Table of Contents*

---

Introduction	3
How to Register	4
Once Your Account Is Set	5
Updating Your Profile	6
Adding a New Job or Internship Opportunity	7
View Activity for Jobs or Internships	8
Searching for Candidates	9 & 10

---

## Introduction

Searching for First Rate Talent?

Look no further.

The logo for CareerBridge, featuring the word "Career" in red and "Bridge" in white, set against a black rectangular background with a red horizontal line below it.

**is here!**

Begin and end your search with **CareerBridge** to recruit qualified candidates for your organization. Career Services has recently completed the launch of a new on-line system to provide employers with advanced tools for listing work opportunities as well as qualified applicants. **CareerBridge** will enable you to list a profile of your organization and to post all your internships and full-time, part-time, or seasonal jobs for student/alumni viewing. By registering with **CareerBridge**, your organization acquires:

- **A powerful search engine** to identify potential talent for your organization;
- **The ability to maintain an on-line profile, and list all your internship/job opportunities** for active review by University of Hartford students and alumni;
- **A resume search management application** that will enable you to make direct contact with prospective candidates.

When you begin your recruitment search via **CareerBridge**, you will find candidates with excellent educational backgrounds from a variety of programs.

The Employer link to **CareerBridge** can be found on the Career Services website, <http://www.hartford.edu/career>. Should you have any questions concerning **CareerBridge**, please feel free to contact us via phone — (860) 768-4287 — or by email at [bridge@hartford.edu](mailto:bridge@hartford.edu).


---

## How To Register



Go to **CareerBridge Online:**

<https://www.myinterfase.com/hartford/employer>

The entire system is user-friendly. Required fields are marked with an asterisk (\*). Helpful hints are provided on fields marked with the question box. 

Select **“Click here to register!”**

1. Type in your organization’s name to see if there is an existing profile for your organization. As you type, the system will search for matching organizations. If your organization is listed, select it and hit **“continue”**. Proceed to step 2.

If your organization is not listed, you will need to create one. Click on **“Can’t Find Your Organization?”** and enter your **“employer”** and **“contact”** information. You will be required to provide basic information about your organization, including its name and location.

2. Once the employer profile is complete, you must create a personal profile containing your contact information. You have the option of keeping this information private so that only Career Services staff members have access to it. Create your own **“username”** and **“password”** for future use. Click **“register”** to complete your registration.
  3. Once the employer profile and contact information is complete, the account is submitted for approval.
-

Once Your  
Account  
Is Set



Once your account has been set, you may

- enter all your full-time job opportunities,
- enter all your part-time job opportunities,
- enter your internship opportunities,
- review résumés, (approved employers),
- create résumé packets.

Your Profile will remain on file with **Career-Bridge**, and you may update it at any time.





Updating  
Your  
Profile



---

To edit or add new information to your profile -

Go to **CareerBridge Online**:

<https://www.myinterfase.com/hartford/employer>

Enter your **"Username"** and **"Password."**

Select the **"My Profile"** tab at the top of the page.

Click **"Edit"** on the section containing the information you want to add or change.

Make the changes, then select **"Save."**

Information in **"My Profile"** can be edited at any time.





Adding  
a Job or Internship  
Opportunity

---

**To create a new job or internship listing -**

- Select the **“My Jobs”** tab at the top of the page and click on **“New Job.”**
  - Enter your job or internship information. All fields marked with an asterisk (\*) are required.
- 
- Fill out the **Position Information** and **Posting Information** sections.
  - Your job/internship opportunity expiration date defaults to 90 days from the post date, unless you indicate otherwise
  - Once you have completed entering your information, click **“Save”** at the bottom of the page.
- 
- To edit the new job or internship, click **“Edit”** in the upper right hand corner of each selection, make your changes, then click **“Save”** at the bottom of the page.
  - Once saved, the Career Services Staff will review the position **BEFORE** it is posted for candidates to apply. The approval process takes less than 2 business days.
-

View Activity for  
Jobs and  
Internships



- 
- Enter your user name and password at:  
<https://www.myinterfase.com/hartford/employer>
- 
- To review activity and candidate self-referrals, select **“My Jobs”** from the main menu bar—click **“Job List”** to view all positions you have created.
- 
- Under the **“Activity”** column, click on either the **“P”** or **“R”** to view details of any **R**eferrals or **P**lacements for a particular job.
- 
- To create a résumé packet, under **“Referrals,”** select the desired candidates, then click on **“Create Packets.”** The system opens the packet in Adobe Acrobat Reader (download is available free at [www.adobe.com](http://www.adobe.com)). To select all candidates, click **“Select All.”**
-



## Searching for Candidates

---

**CareerBridge** will enable you to search for candidates for both your full-time and part-time/seasonal jobs, as well as your internship opportunities.

---

Select "**Student Search**" to begin your search.

- Select "**Search**" from the submenu bar. Student "**Advanced Search**" contains additional fields to narrow your search.
- Enter information for search (hold down **CTRL** key to multi-select.)

- 
- To add a major degree of study to your search, click "**Add.**" Click "**+**" for a list of majors to choose from. Check the box next to the appropriate major; click "**Close Window.**" Click "**Search.**"
  - To search for a specific **Skill**, use the "**Advanced Search,**" following the same procedure as used when selecting a major.
-

Searching  
for  
Candidates



- To search for ALL available candidates, do NOT enter any criteria, and click **“Search.”**
- If you wish to revise your candidate search, go back to the **“Student Search”** page and click on **“Change Criteria.”**
- If a candidate self-refers, you will receive an email (to your contact e-mail address) entitled **“Job Referral.”**





## Searching for Candidates

- To view candidates with uploaded résumés for employer viewing, click on **“My Task List”** under **“Quick Links”** on your **“Home Page.”** All student referrals will be shown. Click on **“Go”** to view the candidates information and résumé.
- If a candidate has uploaded a résumé for employer viewing, a **“View Résumé”** block will appear at the top of the candidate’s profile. Click on **“My Task List”** under **“Quick Links.”** Any student referrals will be shown. Click on **“Go”** to view student information or résumés.





UNIVERSITY OF HARTFORD

Career Services

---

University of Hartford  
Gengras Student Union, Room 309  
200 Bloomfield Avenue  
Hartford, CT 06117

Phone: 860.768.4287  
Fax: 860.768.5141  
Email: [bridge@hartford.edu](mailto:bridge@hartford.edu)  
[www.hartford.edu/career](http://www.hartford.edu/career)