



SMU STUDENT EMPLOYMENT

Employer Guide

Access the following website: www.myinterfase.com/smu/employer

1. New Users - Registration: If you are not a current user, click on "[Click here to Register!](#)" and follow the directions on that page.

- Search for your Organization and select; if it you can't find it 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 posted a job, both your account and job will be in pending status. An administrator will review both your account and job and approve it. For questions, please email out office at stu_employ@smu.edu.

2. Existing Users:

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

Update My Profile

- To update Employer Information, click on [Edit]. Make changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making changes, click on SAVE to complete changes.

To Create a New Job

- Click on New Job. 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 contact information will not be available to potential employees. In "Allow Resume Submission through MustangTRAK," if you select Yes, students can submit their resume to you via this system (i.e., you will receive email notification of students' resume submission and be able to view resumes on-line). Resumes are not required for work study jobs unless you specify that applicants submit one.*

To Make Changes to Current Jobs

- There are several sections (Position Information, Contact Information and Posting Information) that you may update.
- To make changes to any sections, 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 an administrator in the Student Employment Office before it is re-posted for students to view.

JOB FAQs:

When will my job post to students?

Once your job is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my job expire to students?

Jobs are automatically posted for 30 days. You may edit this date if you want your job posted online for a longer period of time.

How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the page you will see [Close Job]. Click on that link to close your job. The status will change to "Closed By Employer" and it will no longer be available to students.

I'm filling out a job for the first-time. What are these fields?

Show Contact Info—

- Choose Yes to show your contact info section.
- Choose No to not show it.

Allow Resume Submission through MustangTRAK —

- Choose Yes to allow students to submit their resume through the MustangTRAK system. You will receive an email as the students apply. (Unless an employer specifies, resumes are not required for most Work Study jobs).
- Choose No if you prefer to receive resumes or student contact outside of the MustangTRAK system (be sure to fill out the Application Instructions field, so that students know how to apply).

Contact Us

The Student Employment Office can be reached at 214-768-3417 or stu_employ@smu.edu.