SMU | Hegi Family Career Development Center

Employer Guide for MustangTRAK

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.

How do I view resume submissions?

- Choose My Jobs and next to each job you will find the Activity column.
- **R is for Referrals** — Click the R to view students that have applied/submitted their resume.

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. 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 214-768 - 2287. For Work Study positions, please contact the Financial Aid office at 214-768-3417.

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).*

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 a Career Services employee before it is re-posted for our students/alumni to view.

To Register for a Career Event

- Click on the Career Events menu
- You will see a list of all current Career Events (Career Fairs, Teacher's Expos, etc.)
- 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).

Also, you will be emailed by our office to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at 214-768-2436.

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.

Will I get an email the day before my job expires?
Yes, it will be emailed to the email address listed in your profile.

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. (***Don't forget to create a placement if you hired one of our 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.
· 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).

On-Campus Recruiting Schedules

Choose On-Campus Interview Schedules to view your schedules.

To request a new on-campus interview schedule, select New Schedule Request (under the On-Campus Interview Schedules menu option). Our office will call or email you to confirm if your preferred date is unavailable. If you need to change the date or other preferences at a later time, please call our office.

How to print Resume Packets —
· **Preselect Packet:** You can print the list of students and resumes that have been submitted to your Schedule. To do so, follow

these steps:

1. Go to your Schedules List (by clicking on the On-Campus Interview Schedule menu option) and then click on the desired Schedule (you can click on the Schedule ID or job title).
2. Scroll down to the bottom and you will find the “Preselect Activity” section. Click “Manage List” in the upper right corner.
3. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes. (NOTE: This is also where you will make your selections as to whether a student is Accepted, Alternate, or Not Accepted for your Preselect Schedule. You will be emailed the day before you can make your selections.)

· **Interview Packet:** You can print all students that are signed up for your On-Campus Interview Schedule. To do so, follow these steps:

1. Go to your Schedules List (by clicking on the On-Campus Interview Schedule menu option) and then click on the desired Schedule (you can click on the Schedule ID or job title).
2. Scroll down to the bottom and you will find the “Sessions” section. Click on the desired Interview Date (there might be several dates listed, if you will be using multiple interview rooms).
3. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

Contact Us

Our office is available Monday through Friday from 8:30am-5pm. For Work Study jobs, contact the Financial Aid Office at 214-768-3417 or stu_employ@smu.edu.

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