

**There are internships and jobs within your reach!
To get started, follow the step-by-step instructions below:**

→SEARCHING FOR AN INTERNSHIP:

- 1) Go to <https://www.myinterfase.com/union/student/>
- 2) Log in. Your username is **your student ID number**; your password is **your last name**.
- 3) To search for an internship, click on the Job/Internship Search Tab at the top of the Home page.
- 4) On the job search page you will only click on “Internship” under “Job Type”. **Do not** filter anything else.
- 5) Click the search button. All internships posted by the Becker Career Center will appear. These positions have been sent to us by Union Alumni and employers who want to hire Union students.
- 6) Scroll through the internships looking at the job title (Highlighted in Garnet). To find out more about the internship, click on the job title.
- 7) If you find an internship of interest and would like to save it-- click on “Add to Favorites” on the right hand portion of the screen. You can find a list of favorite internships in the “My Favorites” column on the left hand side of the HireU page.

→SEARCHING FOR A JOB:

- 1) Go to <http://www.myinterfase.com/union/student/>
- 2) Log in. Your username is **your student ID number**; your password is **your last name**.
- 3) To search for a job, click on the Job/Internship Search Tab at the top of the Home page.
- 4) On the job search page you will only click on “Job” under “Job Type”. **Do not** filter anything else.
- 5) Click the search button at the top or bottom of the search box. All jobs posted by the Becker Career Center will appear. These positions have been sent to us by Union Alumni and employers who want to hire Union students.
- 6) Scroll through the jobs looking at the job title (Highlighted in Garnet). To find out more about the job, click on the job title.
- 7) If you find a job of interest and would like to save it— click on “Add to Favorites” on the right hand portion of the screen. You can find a list of favorite internships in the “My Favorites” column on the left hand side of the HireU page.

→JOB AGENTS:

Stay up to date with new positions targeted specifically to you and sent to your email directly, using YOUR search criteria:

- 1) Select **Job/Internship Search** from the top menu on the gold bar
- 2) Choose your criteria using the **advanced** search link
- 3) Click Search
- 4) Select the “**Email me new Jobs**” link
- 5) Name the Job Agent and SAVE

*To view/revise the Job Agent-select “I want to...” and “My Activity” in the left sidebar; there is a tab for Job Agent

Search once a week to see new opportunities!

Search for newly posted jobs and internships once a week. You can refine your search results by using the “Sort by” drop down list.



Questions? Contact the Becker Career Center: **Email:** careercenter@union.edu
Phone: 518-388-6176
Website: www.union.edu/career

Ready to apply for your dream job? Follow the step-by-step instructions below.

- 1) Go to <https://www.myinterfase.com/union/student/>
- 2) Log in. Your username is **your student ID number**; your password is **your last name**
- 3) To find the job or internship of interest, click on the "Job/Internship Search" tab at the top of the page.
- 4) On the job search page, click on "Advanced Search".
- 5) **Enter the name of the employer** in the "Organization Name" box.
- 6) Click the search button. All job or internship opportunities posted by that employer will appear.
- 7) Select the job or internship of interest by clicking on the job title highlighted in Garnet.

****NOTE:** If you do not have all of the required application materials uploaded in HireU, you will see a message at the top, in blue, indicating which document(s) you are missing. You can upload the required application materials by going to the "My Account" tab and selecting "My Documents." **"VIEW" all documents after you have uploaded them into Hire to ensure you uploaded the appropriate document(s). It is best to convert your word document(s) to a pdf(s) before uploading it/them in the system.**

****** If you **do not meet the desired qualifications**, you will see "You do not qualify for this job" and a notation indicating the qualification(s) you do not meet. Be sure your profile is up to date and contact the career center with any questions or concerns.

IF THE POSITION STATES, "APPLY NOW" FOLLOW THESE INSTRUCTIONS:

- 8) Once you have uploaded the required documents in HireU, you can apply for the job or internship by clicking on the "Apply Now" button. On the next screen, you will be prompted to choose which documents you would like to submit for each category required (e.g. resume, cover letter, transcript, etc.)
- 9) After you have selected the required application materials, hit the "Save" button and then "Submit."
- 10) **Make sure that you read the application instructions carefully because some employers may require you to submit an online application through the company's website, in addition to applying through HireU.**

IF THE POSITION STATES, "VIEW LINKED INTERVIEW SCHEDULE" FOLLOW THESE INSTRUCTIONS:

- 8) Once you have uploaded the required documents in HireU, you can apply for the job or internship by clicking on the "View Linked Interview Schedule" button, and then clicking on, "Request Interview" at the top of the following screen. You will then have the option of selecting the documents you wish to submit from the drop down menu. Choose the appropriate documents and then select "Request Interview."
- 9) If the employer selects you to interview, you will receive an email to sign up for a time slot through HireU.

NOTE: Employers that post positions with a Linked Interview Schedule will be conducting interviews on-campus at the Becker Career Center.

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