

JOB BOARD



Job Seeker How-To Guide

Access the following website: <http://www.myinterfase.com/abtech/student>

- 1. New Users - Registration:** If you are not a current user, click on “Click here to Register!” link
- Complete all sections and click on the *Register* button. Required fields are marked with an asterisk (*).
 - Click on the *Submit Profile* button. 
 - **Once you have submitted your profile, your account will be automatically uploaded to the Job Board server. It may take up to an hour for the server to upload new information.**

**NOTE for A-B Tech Students: Username is to be your A-B Tech email address
Password is to be your Student ID number**

NOTE for NON A-B Tech Students: Username and Password can be your choice

2. Existing Users: Log into the system by using your Username and Password

The Career Center will not have access to your Username and Password.

Update your profile

- Put the cursor over **My Account** and select **My Profile**.
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link or on the tabs at the top of your profile to edit fields within the section.
- Carefully go through each section and complete all of the fields, making sure to click on the SAVE button. Required fields are marked with an asterisk (*).

Detailed profiles give employers a better understanding of your qualifications. Always include current contact information.

Upload your documents

- Put your cursor over *My Account* and select *My Documents*.
- Click on the [Upload File] link.
- Click the *Browse* button to find your document.
- Select the correct document and name it.
- Click the *Upload* button.

**When uploading more than one document, make sure your most generic resume is your default.
Your default resume is the document that employers can view when accessing our system.
Resumes are uploaded automatically.**

Searching for Jobs, Internships and Co-ops

- Put your cursor over *Jobs* and select *Job Listings*.
- Fill in the search criteria to narrow down your job search OR just click the *Search* button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply.

Saving Jobs

- You can save jobs to your *Favorites* by clicking on the *Add to Favorites* button in the job profile.
- You can also save jobs by clicking the “grey star” icon next to the job record in the Search results.
- Click *My Favorites* on the left navigation bar to see your favorite jobs.
A “yellow star” will be displayed next to jobs you have saved, and a “green star” will appear next to jobs you have saved and submitted a resume.

Job Agents

You can be emailed when new jobs are posted that meet your job criteria by clicking on [*Create Job Agent*].

Report A Hire

We would love to hear from you! Please report your placement into a new job by clicking on the *I Want To* link and follow the directions.

FREE Career Counseling for A-B Tech Curriculum Students

Services include:

- Career Exploration to assist in choosing a college major and career path
- Preparing for Interviews
- Job Search Strategies
- Resume Writing and Cover Letters

To sign up for services, please go to www.abtech.edu and select “I want to..”. Click on “schedule career counseling”. Select “Schedule or Cancel an Appointment” to review topic details. Then select the service you are seeking to reserve a seat. For questions, please contact the Career Center at 398-7209.