WASHBURN UNIVERSITY BodJobs

WU Career Services, Morgan 123 785-670-1450

Employer Guide

Access the following website: www.myinterfase.com/washburn/employer or enter through the WU Career Services home page at www.washburn.edu/services/career and use the BodJobs Employer Login.

1. New Users - Registration: If you are not a current user, click on "Click here to create a BodJobs account!" and follow the directions on that page.

- Search for (Find) 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 below in "To Create a New Job."

NOTE: Once you have registered and if you 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 (785) 670-1450.

2. Existing Users:

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

Update My Profile

- Click on the "My Profile" tab.
- 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.

Student Search

- Under the "Student Search" tab, select "Search." Choose your criteria and click on SEARCH.
- To view all available students, just click on SEARCH.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email

To Create a New Job

- Under the "My Jobs" tab, click on "Post a New Job for Washburn Job Seekers." 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 by 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 Online Referrals," if you select Yes, students can submit their résumés to you via this system (i.e., you will receive email notification of students' job applications and be able to view résumés online).*

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To Make Changes to Current Jobs

- Under the "My Jobs" tab, click on "Jobs I Have Posted @ Washburn." Click on the "Job ID" for the job you wish to update. 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 posted.

To Register for a Career Fair or Other Event (Coming Soon)

- Click on the "Career Events" menu
- Choose your criteria and click on SEARCH.
- To view all current Career Events (Career Fairs, Interview Days, etc.), just click on SEARCH.
- 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 (785) 670-1450.