

UHCC Job Center Online (JCO) QuickTips



This guide will help you navigate the UHCC Job Center Online (JCO) System. On this website, you will be able to update your profile, view and add jobs, search for qualified candidates, and sign up for career events.

Registering/Logging In

STEP 1: Go online to <https://www.myinterfase.com/uhcc/employer>

STEP 2: If you are already a registered user, type your username (email address) and password and click "Login." If you need to reset your password, click "Forgot your password?" and a reset link will be sent to the email in your profile.

New Users: To register, click the "Create an Account" link.

- Enter the name of your company or organization in the field labeled "Find your Organization"
 - ✓ Prevent duplicate entries! Before creating a *new* profile, check any acronyms, alternate spellings, and diacritical marks in "Find your Organization" (ex. check UH, University of Hawaii, and University of Hawai'i.)
- If found, click on your organization name OR continue registering by clicking on "Can't Find Your Organization?"
- Fill out your organization and contact information. Fields with a **red asterisk** are mandatory.
- Phone number *must* be entered in (XXX) XXX-XXXX format (with a space between area code and first three digits)

*Phone :

Please enter your phone number in this format (xxx) xxx-xxxx.

- Select a **Primary Campus** career office to manage your JCO account, and then select any other colleges you would like to participate with. Note: "UHCC System Campuses" is not a valid selection.

You will receive an email from your Primary Campus once your registration has been approved. While your registration is "pending," you can list jobs in the JCO system. New and edited jobs will be visible once approved.



How do I create a new job?

Choose My Jobs > New Job to create a new job posting. If your job position is in Hawaii, please select the island and area(s) where the job is located; otherwise, select "Other – Outside of Hawaii." Use the Ctrl button to select more than one item. All fields with a **red asterisk** are mandatory.

Allow applicants to apply online

Choose "Yes" to allow users to apply to your job through the Job Center Online. You will receive an email as users apply, and all documents and applications will be saved within the JCO system.

Choose "No" if you prefer to receive resumes and applications outside of the JCO system. Fill out the Application Instructions field under Position Information, so that students know how to apply. If your organization has its own career site, include the link in "Online Application Address."

How do I edit an existing job?

Click on My Jobs to view a list of all job postings you have created. Click on the Job ID or Job Title to view the job details. To edit any information, click on the "Edit" link in the upper right-hand corner. All edited job postings go back to the campus career center for approval before being reposted.

How do I create or view job placements or resume referrals?

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.

P is for Placements - Click the P to view job placements of students reported as hired.

(See the section below for directions on how to "Report a Hire.")

Job ID	Job Title	Student Status	Status	Activity
12767	Test	Alumni	Pending	P R Close Job

What do the Job statuses mean?

Pending—All new jobs and edited jobs will be marked with this status.

Active— After the job posting is approved, we will assign your job this status.

Closed by Employer— Status assigned when you close the job.

Inactive— The job is set as "inactive" when a job expires.

When will my job posting be viewable to students?

Once your job is accepted by the campus career office, we will change the status to "Active" and it will post on the Post Date selected or the date that it has been activated by the office.

When will my job no longer be visible to students?

When the expiration date is reached. Note: All job postings are defaulted to 30 days.

You will be notified prior to your job posting expiration via the email address listed in your profile.

You can edit an *existing* job to extend the expiration date and the campus career center will approve the extension and any edits.

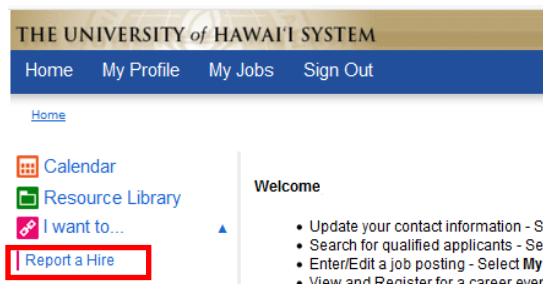
How do I close a job before the Expiration date?

Click on your job to view the details. At the top of the job 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. Please create a placement if you hire one of our students!

Report a hire

Part of the agreement to use the Job Center Online is to report the hire of any student or alum referred through the system. Each reported hire helps the career offices maintain placement statistics. The steps to report a hire are below:



THE UNIVERSITY of HAWAII SYSTEM

Home My Profile My Jobs Sign Out

Home

Calendar
Resource Library
I want to...
Report a Hire

Welcome

- Update your contact information - Si
- Search for qualified applicants - Sel
- Enter/Edit a job posting - Select My
- View and Register for a career even

- Click on the "Report a Hire" link located on your home page (in quick links).
- Search for the applicant by first and last name; select the applicant.
- Select the job/position for which the applicant was hired. If the job results did not include the position you hired the student for, click on the link to manually enter in the job information.

How can I participate in career events such as job fairs or information sessions?

For most campuses, you must be registered on the JCO to be invited to job fairs and career events. Information sessions and tables are set up directly with the campus according to campus procedures. Most requests require at least three weeks lead time and are scheduled based on space availability and other campus events. You may also be asked to provide a certificate of insurance naming the University of Hawaii community college campus as insured.

For further assistance, please contact your career services office on your primary campus. Contact information can be found at <https://www.myinterfase.com/uhcc/employer/>