

Recruit-a-BULL Employer Guide

Access the following website: <https://www.myinterfase.com/stpt-usf/employer>

1. New Users – Registration:

New users include those employers who were registered in the old system powered by e-recruiting. Due to system incompatibility, you must create a new account in order to properly register in our current system.

- Click on the hyperlink that reads, “Click here to Register!”
- 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 position, click on “My Jobs” at the top of the screen and follow the instructions on that page.

NOTE: Once you have registered and if you posted a position, both your account and position will be in pending status. An administrator at The Career Center will review both your account and job. If your registration is approved, you will receive an email notification. If you do not receive notification within 48 hours, please contact our office at 727-873-4129.

2. Existing Users

Once you create your account, you will be able to access it and make changes as needed.

- Access the website at <https://www.myinterfase.com/stpt-usf/employer>
- Enter your username and password.
- Click on Login.

Update my Profile

- To update Employer Information, click on [Edit]. Make the necessary changes and click on SAVE to complete the changes.
- To update Contact Information, click on [Edit]. After making the changes, click on SAVE to complete the changes.

Student Search *(Please see our Employer Job Posting Guidelines for information on this feature)*

- Select Search under the “Student Search” option. Choose your criteria and click on SEARCH.
- To view all available students, just click on SEARCH without selecting any criteria.
- Once your search is complete, you may view, sort, or create a resume packet that can be received via email.

To Create a New Job

- Go to “My Jobs” and click on New Job. Enter the position information. Fields marked with an asterisk (*) are required. Complete as much information as possible. In the field “Application Instructions”, enter the procedure which an applicant should use in order to apply.
- Recruit-a-BULL allows students registered in the system to apply directly through the system if you select “Allow Online Referrals”. By choosing this option, you will receive an email notification when students submit their materials.

NOTE: Under the Posting Information section, you need to review the following field carefully: “Show Contact Information” – by selecting No, your contact information will not be available to potential applicants.

To Make Changes to Current Jobs

- You may update Position Information, Contact Information, and Posting Information
- To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click SAVE for **each section**.
- Once you make changes to a position, the position returns to pending status and will be reviewed by an administrator at the Career Center before it is available for student viewing in the system.

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