

LOGIN INFORMATION

Access Business Career Center website: www.business.uconn.edu/career

On the left side navigation bar, select “For Students” and then “Business Career Center-Student Login”

Or access the site directly: <http://www.myinterfase.com/uconn/student/>

- Log into the system using your current User Name and Password which were created at registration (Passwords can be retrieved by clicking “Forgot your Password?” on the login page; user names can be retrieved by calling our office at 860-486-5136)
- If you are not a current user, click on “Click here to register” and follow the prompts
- Bookmark the login page for easy reference

UPDATE YOUR PROFILE

[We encourage you to fill out your profile as completely as possible as employers will view your profile and will screen your resume using the data contained within your profile.]

- Click "My Account" > "My Profile"
- You will see tabs for entering Personal Information, Demographic Information, Skills and Additional Information
- Carefully go through each box and fill out the required (*) and requested fields
- The more detailed you fill it out, the better we will be able to assist you
- Click “save” to register all changes
- If you are in a pending status and do not have a resume uploaded, you will not have the ability to view jobs. Please contact our office at 860-486-5136 for further assistance.
- Under additional information, if you do not allow for employer viewing, employers will be unable to view your resume when they search the database

NOTE: Once you make any changes to your current record, this information will go into a “pending” status until it is reviewed by the Business Career Center

UPLOAD YOUR DOCUMENTS

- Click on “My Account” > “My Documents”
- Choose Upload Files
- Click Browse to find your document
- Select the correct document and name it
- Click Upload
- When uploading more than one document, make sure your most generic resume is your default
- In order to do a complete job search, you must have a resume uploaded

SEARCHING FOR JOBS AND INTERNSHIPS

NOTE: There are two locations where recruiters post job opportunities, one is the Jobs Database and the other is the Schedules Database. Both function similarly; the only difference is that *if recruiters plan to conduct on-campus interviews, the Schedules Database allows students to sign up for interviews online.* You should check both the Jobs Database and the Schedules Database for opportunities.

- Click on Jobs or Schedules on the upper navigation tab
- Enter appropriate criteria to narrow results and click “search” to see all matching jobs
- Under Schedules, click “Qualified Schedules” to see a list of on-campus job interviews that match the criteria that you entered in “My Profile”
- Click on the Job or Schedule ID to see the specifics of the position and how to apply