Student/Alumni Guide

CAREERLINK @ BRIDGEWATER STATE UNIVERSITY

Access the following website:
www.myinterfase.com/bridgew/student

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

- Click on the "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.

Submit Profile

NOTE: Once you have submitted your profile, your account will be in pending status. An administrator will review your profile. If your registration is approved, you will receive an email notification.

Existing Users: Log into system using your Username and Password

Update your profile

- Put your cursor over "My Account" and select "My Profile".
- You will see sections containing Personal Information, Demographic Information, and Additional Information.
- Click the [Edit] tab at the top of the page to update information. You will also see an [Edit] link next to each section if you would like to jump to a specific section to update.
- 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 (*).

NOTE: The more detailed you fill out your profile, the better we will be able to assist you.

Upload your documents

- Put your cursor over "My Account" and select "My Documents".
- Click on the [Add] link.
- Click the Browse button to find and select the correct document.
- Give your document a name.
- Click the Upload button.

NOTE: The first resume you upload will go into "Pending" status until it is reviewed by a Career Services staff member. You will receive an email once it is activated or if you need to have it reviewed before posting. All resumes after the first one will be available immediately.
When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that we can share with employers via a Resume Referral.

Searching for Jobs and Internships

- Put your cursor over "Jobs & Internships Search" and select "Jobs & Internships Search".
- All jobs will be displayed, click "Advanced Search" to narrow down your results (by Position Type, Major, Career Field, etc.).
- Click "Expand" to see job details, or click on a Job Title to see 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 on “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 that you have saved and have submitted your resume to.

NOTE: You can email job records by clicking on the “Email to a Friend” icon in the job profile.

IF YOUR ACCOUNT IS PENDING, THEN THE OPTIONS BELOW ARE NOT AVAILABLE TO YOU. YOU WILL BE EMAILED ONCE YOUR ACCOUNT IS ACTIVATED.

Interviews You Are Qualified For: (Only Available to Those Who Have Had Their Senior Recruiting Appointment)

In our system you will only be able to apply to schedules that you are qualified for under the “Interviews You Are Qualified” For menu.

- Put your cursor over “On Campus Interviews” and select “Interviews You Are Qualified For”.
- Click on the Schedule ID to see the specifics of the position and how to apply. If this is a Preselect schedule, then you will be requesting to be interviewed and submit your resume for review. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

Upcoming On Campus Interviews:

In our system you will be able to look at all current schedules in the system under the “Upcoming On Campus Interviews” menu, but you cannot apply or sign-up on these schedules. Go to “Interviews You Are Qualified For” to apply or sign-up on a schedule.

- Put your cursor over “On Campus Interviews” and select “Upcoming On Campus Interviews”.
- All current interview schedules will be displayed, click “Advanced Search” to narrow down your results.
- Click on the Schedule ID or Job Title to see the specifics of the interview.

Searching for Career Events:

- Click on the “Career Events” menu.
- You will see a list of all current Career Events (Career Fairs, Workshops, etc.) – click “Advanced Search” to narrow down your results.
- To view details, employers registered and/or register, click on the Career Event’s name.

NOTE: Not all events accept RSVPs or allow students to search the list of employers registered.

Searching for Mentors

- Click on the “Alumni Mentor Database” menu.
- All Mentors will be displayed, click “Advanced Search” to narrow down your results.
- To contact a mentor, click on their name, and then click the “Contact Mentor” button at the top of their profile. If they are allowing you to see their contact info, you will now see that information. If they are only allowing anonymous contact, then an email form will appear for you to send through the system.

NOTE: You are allowed to contact **10** mentors per month. Also, each mentor decides how many students can contact them per month, so it is best to make your contacts in the beginning of the month.

Viewing Your Activity

- Put your cursor over "My Account" and select "My Activity".
- There are 4 types of activity that you can view:
- *Referrals* – These are resume referrals that you've submitted to an employer's job or our office has submitted on your behalf.
- *Placements* – These are current job placements and details of those.
- *Schedules* – The Schedule Activity shows any interviews, information sessions, or waiting lists that you are signed up for. You can also see any Preselection Activity that is still pending for you, under the Preselection Activity section.
- *RSVPs* – These are the Career Events that you are currently RSVPed for.

Accessing Mobile Site

- Go to www.myinterfase.com/bridgew/student on your Smartphone
- You will automatically be redirected to the mobile site
- Click the "Share" icon in your mobile browser 
- Choose the "Add to Home Screen" option – this will create a shortcut to access this site on your smart phone home screen.
- Give this shortcut a name and click "Add"