


NSU Career Services — *Interfase Student Guide*

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

1. **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 

NOTE: Once you have submitted your profile, your account will be in **pending status**. An administrator will review your profile. **Your registration will be activated after payment is received. If paying by check, make the check payable to NSU Career Services. Credit/Debit cards are accepted by contacting NSU Career Services directly.**

You may select one of the following registration types:

\$10.00 Registration Fee Entitles you to receive services while enrolled at NSU and for one year after graduation.

\$25.00 Registration Fee Entitles you to receive services for a lifetime.

You will receive approval notice via an email notification. If you have any questions, please call (918) 444-3110; (918) 449-6142; or toll free (800) 722-9614.

2. **Existing Users:** Log into system using your Username and Password

Existing Users - Update your profile

- Existing Users - Update your profile
- Put your cursor over My Account and select My Profile
- You will see sections containing Personal Information, Demographic Information, Skills, and Additional Information.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- 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 Microsoft Word, PDF, or RTF documents

- Put your cursor over My Account and select My Documents
- Click on the [Upload File] link
- Click the Browse button to find your document
- Select the correct document and name it
- Click the Upload button

NOTE: When uploading more than one document, make sure your most generic resume is your default. Your default resume is the document that employers can view when accessing our system.

Searching for Jobs, Internships and Co-ops

- Put your cursor over Jobs and select Job Search
- Fill in the search criteria to narrow down your job search OR just click the Search button (without entering any search criteria) to view all current jobs.
- Click on the Job ID to see the specifics of the position and how to apply
- You can save your search and choose to be emailed about new jobs by clicking on Save Search

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

Searching for Interview Schedules: Qualified and Future Schedules

Qualified Schedules:

In our system you will only be able to apply to schedules you are qualified under the Qualified Schedules menu.

- Put your cursor over Interview Schedules and select Qualified Schedules
- 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. If this is an Open schedule, then you will be allowed to choose an open interview timeslot.

Future Schedules:

In our system you will be able to look at all current schedules in the system under the Future Schedules menu, but you cannot apply or sign-up on these schedules. Go to Qualified Schedules to apply or sign-up on a schedule.

- Put your cursor over Interview Schedules and select Future Schedules
- Fill in the search criteria to narrow down your interview schedule search OR just click the Search button (without entering any search criteria) to view all current interview schedules.
- Click on the Schedule ID to see the specifics of the position

Searching for Career Events:

- Click on the Career Events menu
- You will see a list of all current Career Events (Career and Internship Fairs, Teacher Fairs, Social Service and Agency Fairs)
- To view details, employers registered and/or RSVP, click on the Career Event's name.

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

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, our office has submitted on your behalf, or an employer has downloaded your resume.
 - *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.

In addition to the above job searches and career events, you will have access to the following services:

- Individual resume assistance
- Individual mock interviews
- Notary Public
- Unlimited access to the Career Services:
 - FAX machine
 - Copy machine
 - Phone (long distance calls must be related or pertain to a job search)
 - Computer lab with internet access and color LaserJet printer
 - Assorted professional resume paper

**Career Services
Northeastern State University
705 North Grand Avenue
Tahlequah, OK 74464-2300**

or

**Career Services
Northeastern State University
3100 East New Orleans
Broken Arrow, OK 74014**