## Student Guide: How to navigate CSO Career Services Online

# WELCOME!

*This guide will help you navigate through CSO Career Services Online. Via CSO, you will be able to keep your profile updated, upload resumes and other career documents, view and apply to jobs, and register for Job Fairs and Workshops.*

### Registering/ Logging in

Step 1: Go to our login page: https://www.myinterfase.com/salemstate/student

Step 2: If you are a registered user, simply type your username and password, then click Login.

If you have never registered, click the "Click here to register" link. Fill out your profile and click the Register button.

NOTE: If you forgot your password, you can click the "Forgot your password?" link to have it reset and emailed to you. This link is on the Login Page.

### Home

After you have logged in, you will be on the Home page. Here you will find 4 useful tools:

1. **Announcements** — Listed is our phone number and email address, if you need personal assistance.
2. **Resource Library** — You will find this Student Guide and other valuable resources.
3. **Quick Links** —
   - Report a Hire — Let us know you were hired, by clicking this link.
   - My Task List— This folder will show all new responses to your resume referrals (you will also be notified via email when an employer responds to your resume).
   - Saved Searches—You will find any job searches that you have saved, including Job Agents which will email you new job postings every night!
4. **Calendar** — You will see all upcoming Job Fairs and Workshops.

### My Account

There are 3 submenus under the My Account menu:

1. **My Profile —** Here you can update your personal information (password, phone #, email, majors, GPA, etc).

   *NOTE: Don't forget to answer the question "Allow Employer Viewing." This field determines whether employers can pull up your profile and resume. Choose Yes, if you want them to be able to do this.*

2. **My Documents —** Here you can upload Microsoft Word, RTF, or PDF documents into the following categories: Resumes & Cover Letters. You can upload 5 documents into each category. When you apply to jobs, you will be able to select one document from each of these 2 categories, if you wish.

   *NOTES: When uploading more than one resume, be sure to mark the most general resume as the default. Also, don't forget to click VIEW next to each document, so that you can see the version of the document that Employers can see.*

3. **My Activity —** There are 2 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.

**Employer Directory**

*only available to Active students

Be more proactive in your job search!

Choose Employer Directory to search through our list of employers. You will only see the employers who have selected to be listed to students.

You will see employers even if they do not have jobs posted for the current semester.

**Job Search**

STEP ONE: Choose Job Search to view our open job postings.

STEP TWO: Search with any criteria (OR enter no criteria to view all jobs)

On the Search Results page, if you click the [Save Search] link, you can create a Job Agent which will email you new jobs every night!

STEP THREE: Click on the Job ID to read details about each job posting and how to apply.

There are 2 types of jobs in our system, those that you are qualified for and those that you are not qualified for.

**Not Qualified?** You will see a message and the reasons why you are not qualified to apply for that job posting. This may be because you have not updated your profile lately (i.e. your GPA, Major).

**Qualified?** If the employer is allowing you to submit your resume through our system, there will be a SUBMIT RESUME button at the top of the job posting. If not, then read the APPLICATION INSTRUCTIONS field to see how to apply directly to this employer.

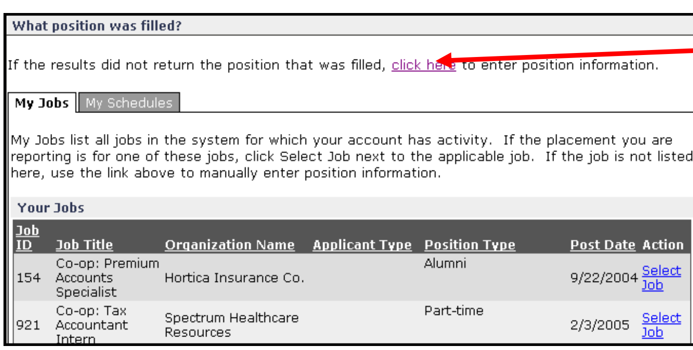
**Got a Job? Let us know!**

**Should I report a hire?**
Yes! You should always report when you get hired. Each reported hire helps in our office maintain accurate placement statistics. These statistics allow us to better serve you!

**How do I report a hire (Placement)?**
**STEP ONE:** To report a hire, click on the "**Report a Hire**" link located next to the calendar on your Home page. This will step you through the process.


**Click "Report a Hire" to begin**

**STEP TWO:** Search for your position. Then, click "**Select**" next to its name.




**If you cannot find your position, click the "click here" link.**

**Contact Us!**

**CONTACT INFO:**
**Salem State University, Career Services Office**
**Ellison Campus Center, Room 105**
**Tel: 978-542-6406**
**Email: Career@salemstate.edu**