Select the “Employers” menu item at www.careerservices.txstate.edu and select “Login to Jobs4Cats” in the left navigation pane. The employer login page is https://www.myinterfase.com/txstate/employer/home.aspx.

1. **New Users - Registration:** Click on “First Time User of Jobs4Cats? Click here to create your profile!” and follow the directions on that page.
   - Search for your Organization and select; if it you can’t find it click on Can’t Find Your Organization.
   - Complete all sections. Required * fields are marked with an asterisk. HINT: Use your email address as your username.
   - Click on the Register button.
   - To post a job follow the Steps in To Create a New Job.

   There is a **waiting period** of up to 3 business days for the employer profile to be approved. A confirmation email is sent when the profile is approved. Contact LaTonya Henry at LH17@txstate.edu or call 512.245.9723.

2. **Existing Users:** Enter your Username and Password. Click on Login.

   **Update My Profile**
   - Select “My Profile” in the menu bar
   - To update Employer Information, click [Edit]. Make changes and click SAVE to complete the changes.
   - To update Contact Information, click [Edit]. After making changes, click SAVE to complete changes.

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**Definitions:**

Employer – General information on organization, company or department.

Contact(s) – Specific person(s) with employer that can login, post jobs and register for events.

HINT: Create a generic contact if job posting duties are shared within your department. You can also create a generic contact for old job postings. Ask LaTonya how to archive your old postings.

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**To Create a New Job**

Click on New Job under the “My Jobs” menu item. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete. HINT: Use the [Ctrl] key to select more than one option in the position information. Click on SAVE to update this information.

*Under the Posting Information section, there are two fields that you need to review. In “Show Contact Information,” if you select No, your contact information will not be viewable to job seekers. In “Allow Online Applications,” if you select Yes, students can submit their resume and other documents to you via this system (i.e., you will receive email notification of students’ job application and be able to view documents on-line).
Definitions:

Job Title – Title of the vacant job to be filled. Use helpful descriptions like “summer” or “work study”.

Work Schedule – TIMES that you want the employee to work. Be specific or indicate “flexible”.

Application Instructions - procedure by which a potential employee may apply for the job. Be specific.

Documents accepted on Jobs4Cats as Word documents:
  - Resumes (default – every online application must have this)
  - Unofficial Transcript
  - Cover Letter
  - References
  - Other References
  - Application for Employment [located in your Resource Library]
  - Class Schedule
  - Award notice from Financial Aid (not automatic. The student must upload a copy)
  - Other Category 1
  - Other Category 2
  - Other Category 3

HINT: Students and alumni can upload multiple documents in these categories to choose from when they apply to jobs. However, only one document from each category can be submitted to a job. That means that you will not get 2 class schedule documents, even if the student has uploaded more than one class schedule. If multiple class schedules are requested, the student will have to make 1 document with both.

Job Contact – Person listed with an individual job. This person can be different than the contact connected to an employer. Application notifications will go to the e-mail address listed here if online applications are permitted. Note that none of the information is required in this section for your job posting.

Screening Options – Permit specific job seekers to view your job by selecting criteria for GPA, Graduation Range, Classification, Degrees or Majors

Post date – must be active for at least 3 days

Show Contact Info: Can job seekers view the job contact?

Allow Online application: Do you want job seekers to submit documents through Jobs4Cats?

To Make Changes to Current Jobs

There are several sections (Position Information, Contact Information and Posting Information) that you may update.

To open the job, click on Job List under the “My Jobs” menu item. Then click the job ID or job title to open the job. To make changes to any sections, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

You can re-post an old job by opening the job profile and clicking on Copy Job under the page functions on the left side of the screen.

NOTE: Once you add a job or make changes to a current job, the information will be reviewed by a Career Services employee before it is posted again.
To Close a Job
To open the job, click on Job List under the “My Jobs” menu item. Then click the job ID or job title to open the job. Click on Close Job under the page functions on the left side of the screen.

How Do Students Find Your Job Posting(s)

1. Campus Jobs page at [www.careerservices.txstate.edu/campus-jobs.html](http://www.careerservices.txstate.edu/campus-jobs.html) gives access to all job postings by an RSS feed that is updated nightly. The feeds may be searched by keywords and they each have a quick link to the Jobs4Cats view of the posting. To get the application instructions, students have to login to Jobs4Cats. (You may use the guest student login.)

2. Search in Jobs4Cats. The fastest way to search is by job ID number or position type (regular wage, work study, Graduate Research Assistant). Some quick menu items are also available, and the applicant type of the job posting drives what is generated in these lists. This is different from the position type. Applicant type is what the student identifies in his or her profile. They may identify more than one type (full-time, intern, part-time, work study, summer job). Position type is what you identify in your job posting.
Employer Profiles
Create separate employer profiles if your department has multiple functions with multiple people. For example, VPSA-Retention and Management or VPSA Information Technology.

Why?
- Employer profiles are specific.
  (i.e. VPSA and Vice President for Student Affairs are not the same in Jobs4Cats)
- Contacts can only share jobs within the same employer profile
  (i.e. contacts in VPSA cannot copy jobs to connect to contacts in Vice President for Student Affairs)
- Changes to the employer profile affect all contacts.
  Department name changes, locations, e-mail addresses will affect every contact listed under that one employer profile.

Department Application Websites
Is your hiring process complex? Do you really need to use your own website? Great! You can still post your job openings in Jobs4Cats. Jobs may be posted in Jobs4Cats directing students to view your website and apply there or through Jobs4Cats.

Ask LaTonya how to customize a solution for you and your department if a website would better suit your needs instead of posting multiple jobs in Jobs4Cats.

You may also opt to perpetually post your application document on the “On-Campus Job Applications” web page. This page is always active, so you can always search for it, reference it, or continuously publicize your application on it. [http://www.careerservices.txstate.edu/campus-jobs/hire/applications.html](http://www.careerservices.txstate.edu/campus-jobs/hire/applications.html)

Usernames as e-mail address
Use your Texas State net ID as your username. If you have switched departments and want to use the same net ID username, contact LaTonya and she can help with changing the username of your old department login.

Remember, you cannot use the same jobs from your old department, but LaTonya can help by providing electronic copies of the old postings.

One Department – One Contact
If your department needs to share job information and access job applications, consider creating one universal department login. The Office of Disability Services posts all jobs under one contact and e-mails go to the central e-mail account. As staff move around or change job duties, the username and login on Jobs4Cats passes to another person.
**Archiving Job Postings**

Tired of looking at those old postings that your aren’t using? Consider creating an archive contact. It will have a made up name and login access, but the goal is to move jobs that you don’t want to see to a safe place within the employer profile.

Remember, you now have to copy inactive jobs to update them, so your job list can get very long. Also, jobs can be copied and shared within the same employer profile, so the chance of losing the information is minimized.

**Use Your Jobs4Cats Homepage**

**Resource Library** – Applications for on-campus employment for you and job seekers are found here. There are also Jobs4Cats user guides and student employment resources like disciplinary forms, interview questionnaires and a link to the HR Master Data Center page.

**Account Summary** – Quick link to your profile. Update your contact profile or the employer profile.

**Task List** – Notifications of job referrals are sent via e-mail AND they show up on the Task List of the contact. HINT: Task items only show up once. Once clicked, the item will not remain on the task list. Job contacts will not have job referrals in the task list because he or she does not have login capabilities.

**Calendar** – Lists your job expirations and any career events to which you are invited. A quick link to your job posting and the expiration date can be found in the calendar IF the expiration is coming up in the next week.

**Communicate with Applicants**

If you use the online application features on Jobs4Cats, you may send individual messages using the Task List on your Jobs4Cats homepage or you may use the “R-Referrals” link next to the job listing from your Job List.

Job seekers want to know their employment status, so sending a message will at least put their minds at ease that you received their applications.

If your applications are being submitted in person or directly to someone’s e-mail account, please communicate with the job applicants on their status.

When your positions are filled, please communicate that to all of the other job seekers.