

Employer Guide

Access the following website: www.myinterfase.com/spokanefalls/employer
Logging In



1. **New Users:** if you are not a current user, register from the **Click here to Register!** link.
 - Complete all sections. Required fields are marked an asterisk (*).
 - Click on the **Register** button
 - To post a job, follow the steps in To Create a New Job.

NOTE: Once you have registered and if you posted a job, both your account and job will be in pending status. An administrator will review both your account and job. When your registration is approved, you will receive an email notification. If you do not receive your email notification within **48** hours, please contact our office at **(509) 533-3545**.

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

Update My Profile

1. To update Employer information, click on **(Edit)**. Make changes and click on **SAVE** to complete the changes.
2. To update Contact Information, click on **(Edit)**. After making changes, click on **SAVE** to complete changes.

To Create a New Job

1. Click on New Job. Enter job information. Fields with an asterisk (*) are required information. Fill out as much information as possible to make the job posting complete.
2. In the field, "**Application Instructions**", enter the procedure in which a potential employee may apply for this position. Click on **SAVE** to update this information.
3. Under "**Posting Information**", "**Allow Online Referrals**", if you select **YES** students can submit their resume to you via this system. (i.e., you will receive email notification of students' job application and be able to view resumes on-line).

To make Changes to Current Jobs

1. There are two sections (Posting Information, Contact Information) that you may update.
2. To make changes to a section, click on the **(Edit)** link and make your changes. Once completed, click on **SAVE** for each section.

NOTE: Once you add a job or make changes to a current job, this information must be reviewed by a Career Services employee before it is posted.