Welcome to DSCareer Connect – the Online Job Board and Career Services Program for Dalton State College. DSCareer Connect allows approved employers to post full and part time, internships, and co-op positions. Registered Dalton State students and alumni are able to view and apply for these opportunities. As an employer, you can review these student and alumni profiles and résumés. This guide provides instruction to help navigate and use the employer services section.

Contact Career Services for any additional questions or comments:

(706) 272-4415 or careerservices@daltonstate.edu

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Registration

1. Go to www.myinterface.com/daltonstate/employer
2. Select “Click here to register.”

3. Type the name of your organization/company in the “Find Your Organization” search field to see if your employer is already registered with DSCareer Connect. As letters are typed, the system will search for the words and display a list of matching organizations. If your organization is listed, please see the skip the following instructions and go to “Organization is listed.”

Organization is not listed

1. If the company name does not exist, select “Can’t Find Your Organization” to register your employer and contact information.
2. Complete the “Employer Information” section.
3. Complete the “Contact Information” section.
4. Select “Register” to complete the process.
5. On the “Submit Profile” page, select “Submit Profile.”
6. Your profile will have a “Pending” status until a Career Services Staff activates the profile. This is typically a 1-2 business day process.
Organization is listed
1. Check the box next to the name of your organization and select “Continue” to add a new contact person to the existing employer account.
2. The “Employer Information” will already be filled out. You will need to complete the “Contact Information” section.

3. Select “Register” to complete the process.
4. Select “Submit Profile.”
5. Your profile will have a “Pending” status until a DS Career Connect administrator activates the profile. This typically takes 1-2 business days.

Posting positions
1. From your home page, select the “My Jobs” from the menu bar and “New Job” from the drop-down menu.

2. Fill in all required fields.
3. Select “Save.” The next screen is your posting. When an employer creates a new job or edits an existing job, the job will have a “Pending” status until a Career Services Team-member approves it. This typically takes 1-2 business days.
**IMPORTANT:** If you only want students who meet certain requirements to be able to apply for this job, you must also select the corresponding "Screen by" fields under “Screening Options.”
For example, if you choose the accounting major for this job and do not choose "Screen by Major," then an accounting major is merely your preference. Students with other majors will be able to apply. However, if you do choose "Screen by Major," then only those students who meet that requirement will be able to apply.

**IMPORTANT:** In addition, be sure that you select the correct position type. Dalton State has the following position types:

- **Internship:** Student receives supervised practical training
- **Co-op:** Cooperative Education is a program which combines college studies with professional work experience in business, industry, or government agencies
- **Full time/Part time:** Employment opportunities

Managing position postings

1. From your home page select “My Jobs” from the menu bar and “Job List” from the drop-down menu.
2. This screen will list all your job postings and give you options to manage them.
   - If a blue ! icon appears next to a job, a schedule is attached.
   - If an orange ! icon appears, the job is linked to a career event registration.
   - If the ! icon is blue and orange, it is linked to both. Selecting the icon will expand the listing and give direct links to either record.

View Job Activity

An employer can view a job’s activity, including referrals (created when a student submits a résumé for a job posting) and placements (created each time a student is placed in a job), by using one of these two methods:

- Selecting the “P” or “R” under the “Activity” column in the “Job List” page.
- Selecting the “Job ID” or the “Job Title” on the “Job List” page and then selecting the “View Activity” link in the job profile.
Searching for student profiles

1. An employer can search for students by selecting the “Student Search” menu. Only registered, “Active” students and alumni who have selected “Yes” to “Allow Employer Viewing” and have a résumé will be visible to employers.

2. Fill in all criteria fields for your search and select “Search.” **NOTE: Leaving all fields blank will produce a list of all students registered on DSCareer Connect.**
Student search results
1. To view the student’s profile and résumé individually, select the student’s first or last name.
2. To save your search, select “Save Search.” This will show up in your “Quick Links” section on your home page.
3. To create a Student Resume Packet, select “Create Packets” located at the bottom of the screen.

Contacting students
1. Search students as listed above.
2. Select the student you wish to contact by selecting their name.
3. Once their profile is loaded, select their email address.
4. You will be taken to a page where you can send an email to the selected student

Registering for Career Events

HOW TO REGISTER FOR THE DALTON STATE CAREER FAIRS, GRADUATE FAIRS, OR OTHER OUTREACH OPPORTUNITIES
1. Select “Career Event” on the home page menu and then select “Search.”
2. Leaving all fields blank will bring up all Dalton State career events.
3. To view a career event description, select the blue “Career Event Name” link.
4. Select “Register Now” to register for the event.
5. The contact information fields are copied from your contact profile in DSCareer Connect. If you change any of the information on the registration form, it will NOT affect your contact profile in DSCareer Connect. If you completed the “Company Profile” field in your employer profile, it will be copied into the “Overview” field.

6. Next, list all attending recruiters.

Your registration is now complete and is pending approval by a Career Services Team member. This typically takes 1-2 business days.

Additional Registration Information

1. Access active career events by selecting the “Career Events” menu on the top menu bar.

2. View their dropped resumes by selecting the “Dropped Resumes” link under the “Activity” column.

3. The “Action” column may contain the following options:
   - **Blank**: No actions are available. This event is either not allowing registrations or the registration period has ended
   - **Register**: If the event is accepting online employer registrations, register to attend the event by selecting the “Register” link
   - **Edit Registration**: An event registration is pending approval. You can edit your registration by selecting the “Edit Registration” link
• **View Registration:** Registration was approved. You can view the registration by selecting “View Registration.” **NOTE: Changes cannot be made to the registration once it has been approved**

Reporting a hire

1. Select “Report a Hire” from the “Quick Links” menu on the left side of the home page.

2. Search for the student; then select “Select Student.”

3. Select the position that was filled.

4. Fill in all applicable fields.

5. Select “Finish” to complete the process.