



Employer Guide for Using RRCC Career Connect

Access the following website: www.myinterfase.com/rrcc/employer

RRCC Career Connect is the job, internship, and volunteer opportunity posting system for Red Rocks Community College. We are excited that you have chosen to use RRCC Career Connect to recruit potential employees from the student body and alumni base at Red Rocks Community College.

How to Log Into RRCC Career Connect:

1. New Users - Registration:

- If you are not a current user, click on [Click here to Register!] and follow the directions on that page.
- Type in the name of your company/organization to see if a profile has already been created.
- If so, select your company/organization. If it is not listed, click on [Can't find your organization].
- Complete all sections. Required fields are marked with a red asterisk.
- Click on the [Register] button.

NOTE: Once you have registered, and if you posted a job, both your account and job will be in "Pending Status." While you are in Pending Status, you will be able to post jobs. 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 3 business days, please contact our office at careerconnect@rrcc.edu.

2. Existing Users:

- Enter your Username (Email Address) and Password.
- Click on [Login].

How to Complete/Update your Profile:

- Log into [RRCC Career Connect](#).
- Click on [My Profile].
- To update Employer Information, go to the [Employer] Tab. Make changes and click on the [Save] button.
- To update Contact Information, go to the [Contact] Tab. Make changes and click on the [Save] button.

How to Post/Update a Job, Internship, or Volunteer Opportunity:

Posting a New Job or Internship

- Go to the [My Jobs/Internships] menu and click on [New Job/Internship]. Fields with an * are required information. Fill out as much information as possible to make the posting complete. Click on the [Save] button.

Under the Posting Information section, there are two important fields that you need to review. In "Show Contact Information," if you select **No, your contact information will not be available to potential employees. In "Allow Online Referrals," if you select **Yes**, students will be able to 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).*

Updating Existing Job and Internships

- Go to the [My Jobs/Internships] menu and click on [Job/Internship List].
- Click on the Job ID or Job Title of the position you want to edit.
- Click on the [Edit] button for the section you want to edit.
- Make your changes, and then press the [Save] button.

Reposting Old Jobs and Internships

- Go to the [My Jobs/Internships] menu and click on [Job/Internship List].
- Click on the Job ID or Job Title of the old job you want to repost.
- Under Page Functions on the left hand side, click on [Copy Job]. When prompted, press ok to copy the record as a new job.
- The new job will load and you can make any necessary changes.
- Press the [Save] button.

NOTE: The new job will be in Pending Status until approved by RRCC Career Connect administration. When your registration is approved, you will receive an email notification. If you do not receive your email notification within 3 business days, please contact our office at careerconnect@rrcc.edu.

Career Events

To Register for a Career Event

- Go to the [Career Events] menu. Click on [Search].
- Fill in the search criteria to narrow down your search, or just click on [Search] without entering any search criteria to view all upcoming events.
- To view details or register, click on the Career Event's name.
- Fill out your profile and select the appropriate fees (if any).

NOTE: Once you register for an event, you will be able to immediately print the invoice if a fee is involved (click on the gray Invoice button). You should receive an email to confirm your registration to the event. If you need to make changes to your profile or fees after your registration has been confirmed, you will need to contact our office at careerconnect@rrcc.edu.

Searching for Students in the Student Database

- Students can opt to be included in a database for employer viewing.
- To search for students, go to the [Student Search] menu.
- Fill in the search criteria to narrow down your search, or just click on [Search] without entering any search criteria to view all students in the database.
- Once your search is complete, you may view, sort, or create a resume packet which you can receive via email.