Employer Guide to On-Campus Interview Schedules through the Elon Job Network

Access via a link on our website: www.elon.edu/careers or Directly: http://www.myinterfase.com/elon/employer

Please refer to the Employer Guide to the Elon Job Network for general registration and navigation information.

Once logged into EJN:

To request an on-campus interview date

• Hover over on My On-Campus Schedules tab and click New Schedule Request.
• Fill in required fields.
  o Schedule Type
    ▪ Open – any student can sign up for an interview time provided they meet any requirements set to screen in the job posting.
    ▪ Preselect – students that meet the screening requirements can submit their resume. After the resume submission date, you make decisions on whom you would like to interview.
    ▪ Preselect Continuous – same a Preselect, expect you can make decisions on whom you would like to interview on a rolling basis.
  o Assign Jobs
    ▪ You can select an active job that is already created.
    ▪ You can Copy an inactive job and then edit it as needed (after submission).
    ▪ You can choose to Add New Job.

To view or make changes to Current Schedules and Jobs attached to them

• Hover over on My On-Campus Schedules tab and click Schedule List.
• Click on the Schedule ID.
• To make changes to the job descriptions, click on the Job ID.
  o There are several sections (Posting Information, Contact Information and Position Information) that you may update.
• To view the schedule for each interviewer/room, click on the Session ID (about mid-way on the page). If you need to make changes to the timeslot schedule, please contact our office.
• To view students that have submitted their resume for consideration, click on Manage Preselects on the upper left-hand side of the page.
To Select Students and Student Sign-up

You can make selections once the resume submission period has closed.

- Hover over on My On-Campus Schedules tab and click Schedule List.
- Click on the Schedule ID.
- Click on Manage Preselects on the upper left-hand side of the page.
- Next to each student’s name, select Accept or Not Accept for interview. Then click Save Picks at the bottom of the screen.
  - If a student is not selected for an interview, they will receive an automated message from our office letting them know this.
  - If a student is selected for an interview, they will receive an automated message from our office letting they can log into our system and select from the available interview times.

Please contact our office if you have any questions related to on-campus interviewing.

Student Professional Development Center

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