



## For More Information Contact the Student Professional Development Center

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336-278-6538  
[elon.edu/careers](http://elon.edu/careers)  
[careerservices@elon.edu](mailto:careerservices@elon.edu)

## Resource Library

- Select “Resource Library” from the toolbar
- Provides additional links for students to research opportunities.
- Organized primarily by major and industry.

## Additional Resources

- Going Global
- jobs & internships abroad
- Idealist.org
- non-profit opportunities
- Internships USA
- Username: ElonUniversity
- Password: GoPhoenix
- LinkedIn
- networking
- <http://whatcanidowiththismajor.com/major/>
- to explore opportunities by major
- Visit [www.elon.edu/careers](http://www.elon.edu/careers) to view additional job/internship searching links

**ELON UNIVERSITY**  
Student Professional Development Center

# A Student Guide to the Elon Job Network

Tips and tricks for navigating  
the Elon Job Network



## Log-In and User Tips

- Log-in with your Elon username and password at:
- [www.myinterfase.com/elon/student](http://www.myinterfase.com/elon/student)  
OR
- [www.elon.edu/careers](http://www.elon.edu/careers) by selecting “Elon Job Network.”
- Use “Advanced Search” for best results.
- Upload resume to “My Documents” in PDF format after review by a career advisor.

## Job/Internship Searching

- Select “Job and Internship Search” from the toolbar.
- Conduct multiple searches using “Advanced Search” and modify your search criteria:
  - Industry
  - Location
  - Position Type
  - Keyword
  - Elon Academic department
- To view all positions currently available, simply click “search.”
- Click on the Job ID to see position details and application instructions.

## Employer Directory

- Select “Employer Directory” from the toolbar.
- Provides a comprehensive list of all organizations that have posted opportunities on EJN.
- Narrow by location and industry.
- “Previous internship site” indicates that an Elon student has completed an academic, for-credit internship with this organization.

## Registering an Internship for Credit

- Students must register all for-credit academic internships through EJN.
- Select “Register an Internship for Credit” on the home page.
- Before registering an internship for credit, students must choose a faculty mentor to approve and supervise the internship.
- Faculty mentor will provide an internship course number that students will enter into EJN to initiate the approval process.

## Career Events

- Select “Career Events” from the toolbar.
- Provides information regarding upcoming opportunities such as Info Sessions, Expos, Fairs, Meet & Greets, and more.
- Note: some events require advance registration, which can be completed by clicking on the event name and selecting “register for event.”

## What is the Role of a Faculty Mentor?

- Ensure that the internship meets the necessary academic standards to earn credit within the major.
- Provide academic assignments that integrate disciplinary content and support student learning goals.

## Interviews

- Throughout the year, employers conduct on-campus interviews.
- Select “Interviews” from the toolbar.
- Students have the option to view all scheduled on-campus interviews as well as specific ones. for which the qualify.
- To request an on-campus interview, students must upload an updated PDF version of their resume to EJN.
- Employers select the candidates they wish to interview based on these resumes.

