


EagleHire Student Guide

Getting Started

Access the following website: www.myinterfase.com/erau/student/secure

SETTING UP THE EAGLEHIRE ICON ON YOUR HOMEPAGE:

- Log into Ernie and click on the tool icon  located on the right hand side of the page.
- Find the EagleHire Student/Alumni entry and click the check box.
- Save Changes.

SETTING UP YOUR PROFILE

- Go to **My Account** and select *My Profile*. Update the *Personal Information*, *Demographic Information*, *Skills* and *Additional Information* sections as completely as possible.
- Edit to make changes.
- Required fields are marked with an asterisk.

NOTE: The more details you fill out your profile, the better we will be able to assist you. We also recommend choosing the “*Allow Employer Viewing*” option.

UPLOADING DOCUMENTS

- Go to **My Account** and select *My Documents*.
- Click on the [Upload File] link and click the Browse button to find the document.
- Click the Upload button.

NOTE: When uploading more than one document, we recommend using the most generic resume as your default resume. This is the document employers will view when accessing EagleHire.

VIEWING YOUR ACTIVITY

Go to **My Account** and select *My Activity*

- **Referrals** – These are resume referrals that you have submitted to a job posting, or if an employer has downloaded your resume.
- **Placements** – These are current job placements.
- **Schedules** – These are any interviews, information sessions or waiting lists that you have signed up for.
- **RSVPs** – These are Career Events that you have signed up for.

JOB SEARCHES

- Click on the **Job & Interview Schedules** Search tab.
- Click on *Job Search*. If you do not enter any criteria you will be able to view all job types. You may filter your search results.
- Click on the Job ID to see the specific details on the posting and how to apply.

NOTE: You may save jobs to *My Favorites* by clicking on the “Add to Favorites button”. A yellow star will appear next to jobs saved in *My Favorites*. A green star will appear next to the jobs saved and submitted to prospective employers.