

Frequently Asked Questions: JOBS



Q: What's the first step to posting jobs with MSU Billings in CareerLink?

A: You first need to register in CareerLink.

Go to www.myinterfase.com/msubilling/employer and choose "Click here to register." Once you've registered, all you need to do is log into the site with your username and password!

Q: How do I create a job after I've logged in?

A: Choose My Jobs>New Job from the black menu bar at the top of the page.

Q: Can I edit a job after I submit it?

A: Yes! Choose My Jobs to view a list of all job postings you have created. Click on the Job ID or Job Title of the one you'd like to change. Click [Edit] to make changes to a particular section. Once you've made changes, the job will be submitted to our office for review and then reposted to students.

Q: What is "Job Status?"

A: Job status is an identifier used by our system.

Pending: All new jobs and edited jobs will be marked with this status.

Active: After a job is approved by our office, we will make it active in the system

Closed by Employer: You can close a job by finding it in your jobs list, opening it, and choosing [Close Job] at the top. All jobs that you close will have this status.

Inactive: A job is switched to this status when it expires.

Q: How do I tell you when I hire an MSU-B student?

A: We call this a placement. Click on "Report a Hire," select the student you hired, and link him or her to your job.

Q: When will my job be posted to students?

A: Once your job is accepted by our office, we'll change the status to Active and it will post on the Post Date you listed, or if the post date has passed it will post immediately.

Q: When will my job expire?

A: Jobs expire when the expiration date is reached; you enter this date when posting a job. If no date is entered, the job will post for 60 days.

Q: How will I know when my job is about to expire?

A: As long as you have a current email address in your profile, you will receive an email before your job expires. You can then extend the date if you need to.

Q: How do I close a job before the expiration date?

A: Click on your job to view details, and at the top click on [Close Job]. The job status will then change to "Closed by Employer."

Q: What does "Show in Employer Directory" mean?

A: This means our students will be able to search for view your company profile from CareerLink.

Q: What does "Allow students to apply through CareerLink" mean?

A: This option allows students to apply and you to respond through the CareerLink system.

If you prefer some other method, such as in-person or through a company website, choose "no."

Q: Whom do I contact if I have more questions?

A: Call (406) 657-2168 or email careers@msubillings.edu. We'd be happy to help you!

