Employer Instructions for JobWorks

Registering

- Go to: https://myinterface.com/pnca/employer/
- Since you are a new user, go to Click here to register.
- You may be a new organization in the system. If this is so, click, “Can't Find Your Organization?”
- You will see a page with “Employer Information.” Fill out the required fields marked with a red asterisk. You may fill out optional fields as well. Do the same with the “Contact Information.”
- Once you have finished, click the “Register,” button and then “Submit Profile,” button.

Upon completion, your “Employer” and “Contact” information will be pending (not visible to student and alumni users) until Admin has approved your profile. You will receive an email to the account you listed for “Contact” when your profile has been approved. However you can still begin posting jobs, and you will receive a confirmation email once approved. This will make the information you posted visible to students and alumni.

Posting Jobs

- Let’s move on to posting jobs. Look at the menu and scroll over “My Jobs.”
- Then, click on “New Job,” to begin a new posting. The required fields have a red asterisk. However the more detailed you are, the better fit you may find for the job you are posting.
- Once you have submitted the job posting, it will also need to be approved by Admin. You will receive a confirmation email once the job has been approved.

You can also go online to view a video (approximately 3 min.) for more clarity. The video can be viewed here:
http://vimeo.com/85364354

If you have any questions that arise while navigating JobWorks, please email: Career_Services@pnca.edu