



## Student Info

**Career Services Online** is a web database designed to assist with effectively managing student/alumni resumes, transcripts, employment letters and employer job opportunities.

Students and alumni are encouraged to register on **CSO** by creating a profile and saving a resume onto the database. This allows Career Services to better service your career related needs.


Once a profile has been created, students and alumni may:

- Apply to online employment opportunities
- Submit resumes for qualified On-Campus Interviews
- Submit resumes to Resume Drops
- Have their resume viewed by interested employers.

**CSO** can be accessed both on and off campus, anywhere you have internet access, 24 hours a day. We ask that you please keep your resume and profile information up to date. This allows us to provide you with the best quality service and provide employers with correct information about your career interests.

If you have any questions regarding **CSO**, please contact Career Services at (313) 577-3390.

*Career Services*



# Career Services Online Student Guide

### How to Register on CSO

1. Go to the CSO student homepage at [www.myinterfase.com/wayne/student/](http://www.myinterfase.com/wayne/student/)
2. Select "Click Here To Register"
3. Fill in all criteria.
4. Click on "register" at the bottom of the page.

### How to Post a Resume for Employers on CSO

1. Log on to CSO at [www.myinterfase.com/wayne/student/](http://www.myinterfase.com/wayne/student/)
2. Select the "My Account" tab and select "My Documents"
3. Scroll down to resumes and click on "Upload File"
4. Name your resume and browse to where it is located.
5. Click on "upload" at the bottom of the page.

### How to Search and Apply for a Job

1. Log on to CSO.
2. Click the "Job Search" tab.
3. Fill out search criteria. Click "Search."
4. Select the job you are interested in.
5. To Apply, click "Apply Now."
6. Click on "Select Documents." Choose resume to be sent.
7. Click "Submit" when finished.

### How To Report a Hire

1. Log on to CSO.
2. Under "Quick Links," click on "Report a Hire."
3. Choose the job or schedule you were hired for. (If the job is not listed, please create a new placement).
4. Fill out information.
5. Click "Finish" when done.

## How to Participate in On-Campus Interviews

### Open Schedules:

1. Log on to CSO.
2. Click the "On-Campus Interviews" tab.
3. Select "Interviews I Qualify For."
4. Click the "Job Title" for which you are interested in applying.
5. Click the "Sign Up" button.
6. Click the "Interview Date."
7. Choose a time slot.

### Preselect Schedules:

1. Log on to CSO.
  2. Click the "On-Campus Interviews" tab.
  3. Select "Interviews I Qualify For."
  4. Click the "Job Title" for which you are interested in applying.
  5. Click the "Apply Now" button.
  6. Choose the document you want to submit. Click "Save."
- \*You will be notified by e-mail if you have been selected to interview.

### Choosing a time slot if selected for a Preselect Schedule:

1. Log on to CSO.
2. Click the "On-Campus Interviews" tab.
3. Select "Interviews I Qualify For."
4. Click the "Job Title" you applied for.
5. Scroll down to the bottom and click the "Interview Date."
6. Choose a time slot.

