Griz eRecruiting is The University of Montana’s web based service for posting jobs, obtaining student resumes, and handling interviewing scheduling...at your service 24 hours a day, every day.

First time users will need to obtain a username and password from The University of Montana. Register online at www.umt.edu/career/recruiting/ermain.htm

WEB ADDRESS: https://www.myinterface.com/montana/employer/

1. **Log in:** Enter the User ID and Password assigned to you.

2. **Complete Employer Profile:** Click on My Profile and complete the Employer Information and Contact Information sections by clicking on the [Edit] link on the right.

3. **Post or view Jobs:** Click on My Jobs to view any job currently posted or those posted in the past. Click on the job ID number to enter or change any of the posted information. **Important Note:** In the Position Information section there is a place to input Application Instructions, but later on the page in the Posting Information section you will see an option to Allow on-line referrals which lets students submit their credentials to you via this system. If you do want to allow on line referrals, then list other instructions in the Application Instructions block.

   **To submit posting:** Once you complete all sections of the job listing it is automatically transferred to The University of Montana for approval (should take no more than 1 business day). View the listing to be sure you have not missed any required fields which are marked with an *. When searching under My Jobs you will see then see that the status of the position has been changed from “pending” to “active,” once it has been approved.

4. **Viewing Student Referrals:** To see which students have submitted a resume to apply for your position, log into the system and go to the **Quick Links** section on your home page. There you will see a line that says **Student Referrals.** Click on the number next to it to access the list of students who have applied and their resumes.

5. **View Interview Schedule:** If you have arranged an interview date with Career Services and elected to have students sign up on an “open” schedule, you can continuously check the status of the schedule and obtain resumes of the student who are on it. Click on Schedules to see a list of your interview schedules. Click on the Interview Date to see the posting information and check the status of a currently posted schedule. Click on the student’s name to view their profile and obtain the link to their resume.

6. **Search for Students:** Click on **Student Search** to find students registered in the system. Note that you can do a Quick or Advanced search. Be aware, however, that the more search criteria entered, the more you are eliminating candidates. To view all available students just click on the Search button at the bottom of the form. **NOTE:** Access to the student search and resume books is given to companies on a case-by-case basis. Please contact Career Services for access.