



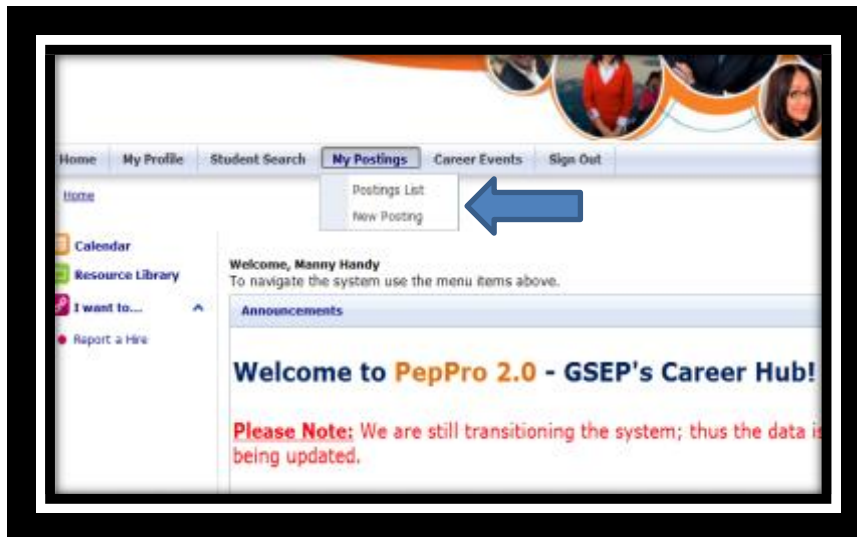
PepPro 2.0: Student Employment Faculty/Staff User Guide

- You will receive an email Welcome Message that contains your username and password. Please save this email for your records.
- If you have forgotten your password, visit <https://www.myinterfase.com/pepperdine-gsep/employer/>. Click on “Forgot your password” and enter your email address. Your password will be sent to your email address.
- To reset your password, contact us at gsep.careerservices@pepperdine.edu

How to Post a Job:

Step 1

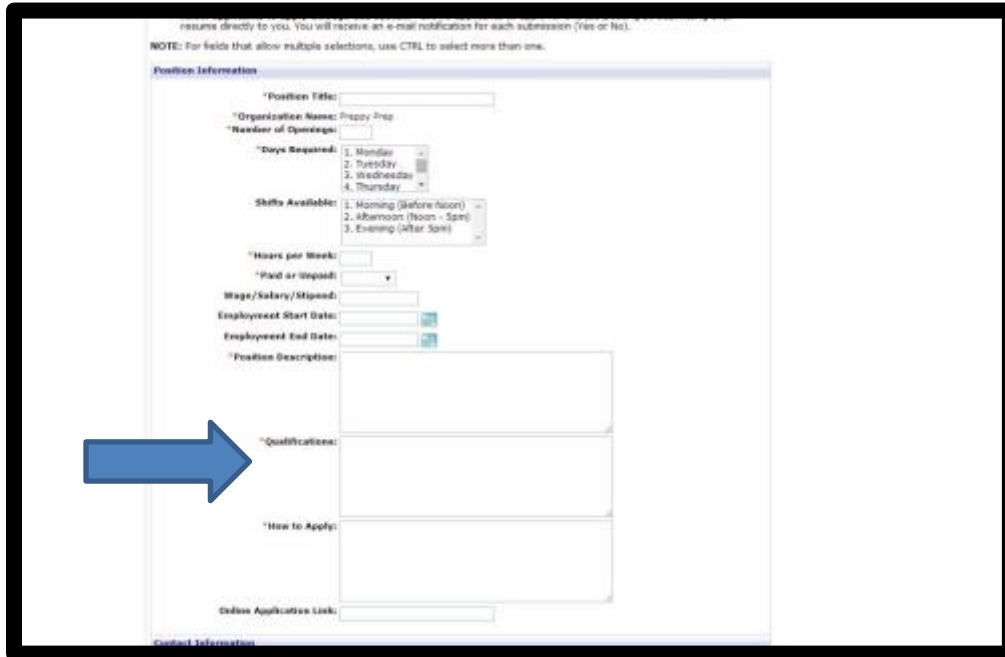
- Once you have logged into your account, click on “My Postings” and select “New Posting.”



- Fill out the required fields under “Position Information” such as position title, number of openings, days required etc.
- It is important to include how you would like candidates to apply to the position. For example: You may include this information in the section labeled “How to Apply.”

Tips on Posting a Job:

- **Tip 1: Keep information clear**
 - In order to help keep the job posting clear, be sure to fill out the required sections in the appropriate areas. For example, be sure to include the qualification for the position under the “Qualifications” section rather than under the “Position Description.”



resumes directly to you. You will receive an e-mail notification for each submission (Yes or No).

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Position Information

*Position Title:

*Organization Name: PepPro

*Number of Openings:

*Days Required:

*Shifts Available:

*Hours per Week:

*Paid or Unpaid:

Wage/Salary/Step:

Employment Start Date:

Employment End Date:

*Position Description:

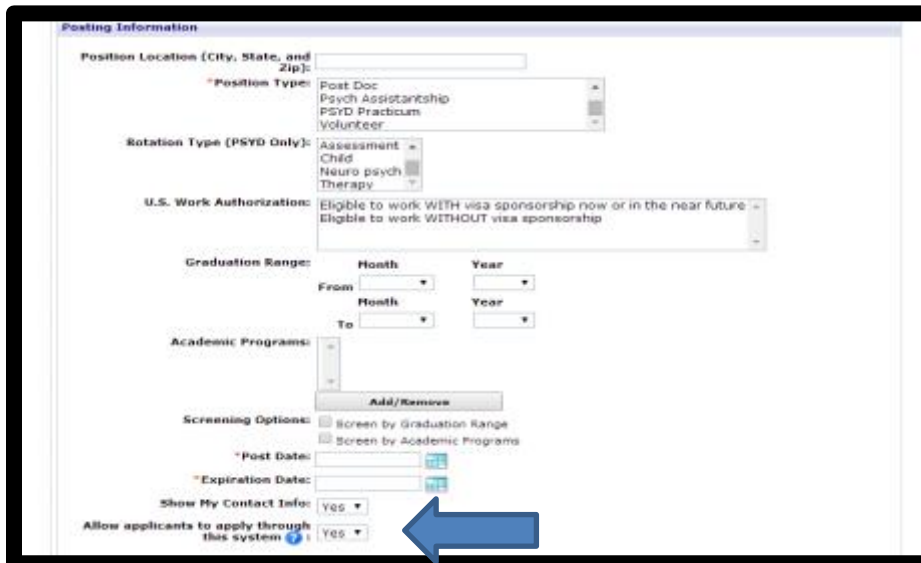
*Qualifications:

*How to Apply:

Online Application Link:

Contact Information

- **Tip 2: Accepting Application through PepPro**
 - When posting a new position, students will be able to automatically apply for the available position through PepPro. Employers are notified via email that a position has been applied for.



Posting Information

Position Location (City, State, and Zip):

*Position Type:

Rotation Type (PSYD Only):

U.S. Work Authorization:

Graduation Range: From To

Academic Programs:

Add/Remove

Screening Options: Screen by Graduation Range Screen by Academic Programs

*Post Date:

*Expiration Date:

Show My Contact Info:

Allow applicants to apply through this system: Yes

Searching for Students:

- Employers can search for students by clicking on the “Student Search” menu tab.
- To view individual student’s profile and resume, click on the student’s first or last name. You may view the student’s default resume by clicking “View Resume.”

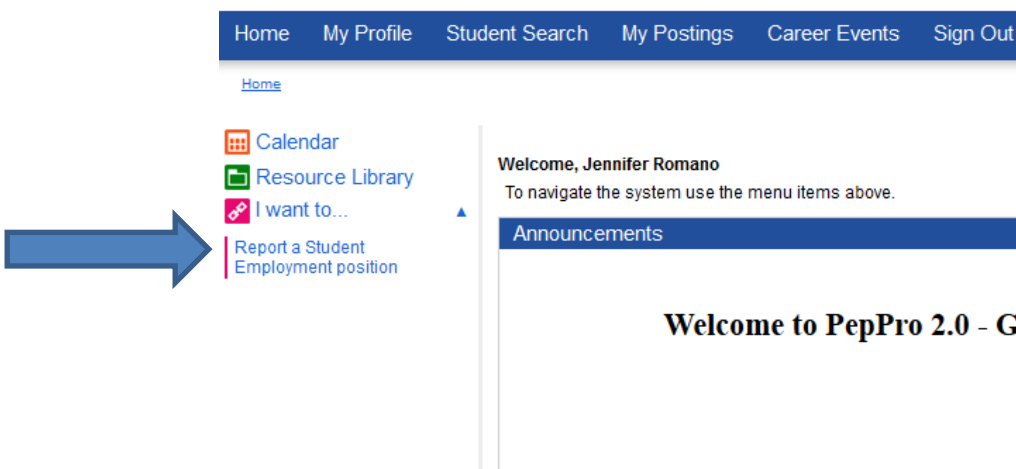
View Job Activity:

- To view students that have applied to the position, employers may view the job activity of the posting. Select the position, by going to “My Postings”, and clicking on the position you wish to view. Then select “View Activity” on the side bar menu tab “Page Functions.” You may now view individual student referrals or create a resume packet by clicking on the appropriate tabs.



Report a Hire:

- Once you have selected a student for your posted position, click Report a Student Employment position.



- Next, search for the student by name and click Select Student.

Who did you hire?

Enter information for the applicable student and click Search to locate the student.

Once you have completed a search locate the applicable student and click Select Student next to it. If the student is not listed here, use the link that appears below to manually enter student information.

Search Student

First Name: Last Name:

If the results did not return the Student you hired, [click here](#) to enter Student information.

First Name	Last Name	Contact Email	Action
Jennifer	Romano	jennaromano@gmail.com	Select Student

1

- Select the appropriate position from the list under My Jobs.

My Jobs

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Position ID	Position Title	Position Location (City, State, and Zip)	Post Date	Expiration Date	Action
591	Graduate Assistant Career Development Specialist	Malibu, CA 90265	1/13/2015	10/1/2015	Select Job
1057	Academic Mentor- Malibu	Malibu, CA 90265	7/7/2015	9/7/2015	Select Job

1

- Complete all required/applicable information, and click Finish.

Complete all required and/or applicable information below.

Click Finish at the bottom to submit the placement information to our office.

Placement Information

*Position Title: Graduate Assistant Career Development Specialist

Department/Division/Site:

Start Date:

End Date:

Wage/Salary/Hourly:

Estimated Hours per Week:

Additional Compensation:

Created by: Employer

Status: Pending

Notes:

Work Information

*Supervisor's Name:

Address Line 1: 5100 Center Drive, 5th Floor

Address Line 2:

City: Los Angeles

State: CA

Zip: 90045

Country: United States

Phone: 310-549-5180

Fax:

Taking a Position Down:

- If you no longer need your position posted you may take the posting down by selecting My Postings, Postings List and “Close Job” for the position you want to take down.

The screenshot shows a web interface with a navigation bar at the top containing links for Home, My Profile, Student Search, My Postings, Career Events, and Sign Out. Below the navigation bar is a sidebar with links for Calendar, Resource Library, I want to..., and Report a Student Employment position. The main content area is titled 'Jobs' and contains a list of job postings. The table has columns for Position ID, Position Title, Position Location (City, State, and Zip), Status, Post Date, Expiration Date, and Activity. The first row of the table is highlighted, and the 'Close Job' link in the Activity column is circled in red. A blue arrow points to this link.

Position ID	Position Title	Position Location (City, State, and Zip)	Status	Post Date	Expiration Date	Activity
100	Graduate Assistant - Trust Desk Receptionist	Los Angeles, California USA	Active	8/18/2015	8/19/2015	Close Job
501	Graduate Assistant - Career Development Specialist		Active	1/13/2015	12/1/2015	P R Close Job
1007	Academic Advisor - Malibu	Malibu, CA 90265	Active	7/7/2015	8/7/2015	P R Close Job
1004	Research Assistant	Malibu	Inactive	7/13/2015	8/17/2015	P R Close Job
1005	Doctoral Dissertation and Pay/D Program Assistant	Los Angeles, CA	Active	7/13/2015	8/14/2015	P R Close Job