



DIGGERecruiting – Interview Schedules

You may request an on-campus interview schedule(s); or you can view a list of your schedules that are already in the DIGGERecruiting.

WEB ADDRESS: <https://www.myinterfase.com/mtech/employer/>

1. **Log In.** Enter your Username and Password. Or, for the **first time**, click on “[Click here to register](#)” and search for your company name. Select your company, if it appears in the box, then click “continue” OR click “Can’t Find Your Organization?” Complete the form with your information and click “Register.” Contact Career Services if you need assistance at 406.496.4140.
 - a. **Update Contact Profile.** Click **My Profile** to update the **Employer Information** and **Contact Information** sections. Click the [Edit] link on the right.
 - b. **New Account.** If you are creating a new account in DIGGERecruiting, Career Services will review the information for approval. Once the account is approved, two new items will appear in the toolbar: **Interview Schedules** and **Student Search**.

Please note: You can select multiple options by holding down the CTRL key. To add or remove majors, click the **Add/Remove** button. Then expand the categories by clicking on the + to locate majors then check the box next to each major you wish to select. Any majors you previously selected will already be checked. Uncheck the box if you wish to remove the major.

2. **Request an Interview Schedule.** Hover on **Interview Schedules** in the toolbar, then click **New Schedule Request**.
3. **Interview Request Preferences** - Select your preferences such as **Schedule Type**, Preferred Interview Date, whether or not you would like an Information Session, and other details of your schedule.

Schedule Types - There are two Schedule Type options: Open and Preselect.

 - a. **Open Schedule** allows qualified students to sign up directly on your schedule in DIGGERecruiting for an interview timeslot on a first-come, first-served basis.
 - b. **Preselect Schedule** requires interested students to request an interview, which allows you to review all submitted resumes. After the request period deadline, decide who to interview.
 - c. **Allow Alternates** on your preselect schedules enables you to fill in your schedule with alternates once the first round of students has had the chance to sign up.
4. **Interview Schedules** and **Jobs** are **connected** in DIGGERecruiting.
5. **Job List.** If you have any active jobs in DIGGERecruiting, they will appear in a list. If the interview schedule you are creating is for one of these positions, select the appropriate job by checking the box next to the job ID. If there are no active jobs in your account, click **Add New Job**, specific instructions available*. Or, you can “copy” an expired job and it will automatically be linked to your new interview schedule. Click **Save and Continue**.
6. Review the schedule information and click **Submit Request**.
7. View **Your Schedule List**. Once you have saved your Interview Schedule request, you can view it on the drop down menu under **Interview Schedules**. Click **Schedule List**.
8. **Approval of your Request.** Once you submit your request for an interview schedule, you will be contacted by Career Services to follow up on the details of your visit.

*Additional instructions are available in the Employer Packet or at <http://www.mtech.edu/career/DIGGERecruiting/employers.htm>