LUworks has many helpful uses for employers who are looking for strong candidates! You may use the site to:

- Post full, part-time and summer jobs and internships – FREE!
- Search for students based on specific backgrounds, majors, or skills!
- Receive “On-Line Application” directly from LUworks Students, with their current resumes attached!

For easy access to the website, go to: [http://www.lawrence.edu/students/resources/career/luworks](http://www.lawrence.edu/students/resources/career/luworks)

Click on “LUworks Employer Login” logo.

OR

For direct access, use the following website: [https://www.myinterfase.com/lawrence/employer](https://www.myinterfase.com/lawrence/employer)

NEW USERS - REGISTRATION

- If you are not a current user, click on “Click here to Register!”
- In the “Find Your Organization” search box, type in Lawrence University, place a checkmark next to Lawrence University, then click [Continue].
• On the next screen, scroll down and provide contact information for the primary contact in your department – often the person who will be supervising the student workers.
  o Be sure to use a Lawrence University email address as the username, (first.i.last@lawrence.edu).
  o Do NOT use your Voyager PIN as your password.
• Click on the “Register” button.

NOTE: Once you have registered, your account and any job(s) you have posted will be in pending status for review by a Career Services staff member. You will receive an email notification once your registration is approved. If you do not receive your email notification within 48 hours, please contact Career Services at x6561.

EXISTING USERS
• Enter your Username (your Lawrence email address) and Password.
• Click on Login.

CREATE A NEW JOB
• Hover your mouse over “New Jobs.”
• Click on New Job. Enter job information. Fields with an * are required information. Fill out as much information as possible to make the job posting complete.
• Under the Posting Information section, there are two fields that you need to review.
  o In “Show Contact Information,” if you select “No”, your contact information will not be available to potential employees.
  o If you select Yes in “Allow Online Referrals,” students can submit their resume to you via this system (i.e., you will receive email notification of students’ application and be able to view resumes on-line).

Include your department name in the job title

*Job Title: Wriston Art Center - Guard

Use your department in the Job Location field.

*Job Location (City, State) : Wriston Art Center

Career Services • (920) 832-6561 • careerservices@lawrence.edu
Office Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.
MAKE CHANGES TO EXISTING JOBS
There are several sections (Position Information, Contact Information and Posting Information) that you may update. To make changes to any of them, click on the [Edit] link and make your changes. Once completed, click on SAVE for each section.

To Repost the same position, click on [Copy Job] and then edit the Post and Expiration dates.

NOTE: Once you add a job or internship or make changes to a current position, this information will be reviewed by a Career Services employee before it is posted.