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/dept/student_dean/career/login_options.shtml

Click on “LUworks Employer Login” logo.

OR

For direct access, use the following website: https://www.myinterface.com/lawrence/employer

NEW USERS - REGISTRATION

- If you are not a current user, click on “Click here to Register!” and follow the directions on that page. Search for your Organization and select; if it you can’t find it click on “Can’t Find Your Organization.”

- Complete all sections. Required fields are marked with an asterisk (*).
- Click on the “Register” button.
- Please user your email address as your username.
- PLEASE NOTE: Please list “Private Employer” if you do not have an organization name

NOTE: Once you have registered, your account and any position(s) you have posted will be in pending status for review by a Career Services staff member. If your registration is approved, you will receive an email notification. If you do not receive your email notification within 48 hours, please contact Career Services at (920) 832-6561.
EXISTING USERS
- Enter your Username (your email address) and Password.
- Click on Login.

CREATE A NEW JOB OR INTERNSHIP
- 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. In “Show Contact Information,” if you select “No,” your contact information will not be available to potential employees. 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’ job or internship application and be able to view resumes on-line).

MAKE CHANGES TO CURRENT 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.

Quick Tip:
Add careerservices@lawrence.edu to your e-mail contact list in order to avoid LUworks e-mails from being caught in your spam filter.