Dear Employer,

Thank you for your interest in the students and alumni of California State University, Los Angeles. You can post your job and internship opportunities for free by using the link listed below. You will be taken to the CareerLink website where you can login to your existing account or create a new account.

**On-Line Employment Listings**
To register follow these instructions:

**First Time User Registration:**
- Go to [www.myinterface.com/csula/employer](http://www.myinterface.com/csula/employer)
- Select [Click here to register]
- Type in your company’s name, if not listed click on [Can’t find your organization]
- Complete required fields and click on [Register]
- From the Employer desktop click on [My Jobs]
- Select [New Job]
- Complete the Contact & Job information page (red fields are mandatory)
- Review the Job Preview page to be sure the information is accurate.

**Returning Users:**
- Login to [www.myinterface.com/csula/employer](http://www.myinterface.com/csula/employer) with your username and password
- From the Employer desktop click on [My Jobs]
- Select [New Job]
- Fill out the Contact & Job Information
- Review job preview page to be sure the information is accurate

**Employment Binders**
Employers who do not want to use CareerLink can mail, fax or email full-time, part-time, seasonal and temporary vacancies for placement in our employment binders. Employers can also send us information on internship opportunities. However, we encourage posting on CareerLink for maximum exposure to Cal State LA students and alumni.

FAX number: (323) 343-3649
Email address: careers@cslanet.calstatela.edu
Address: Career Development Center, 5151 State University Dr., Los Angeles, CA 90032

Sincerely,

Career Development Center