1) To access Nexus please go to the https://www.myinterface.com/neu/employer

All employers who have posted an approved position with us have an active account. Simply type your username (your email address) and password (first letter of your first name and your last name all in capital letters), then click Login.

Example: username: r.harris@neu.edu password: RHARRIS

We encourage you to change your password once you are logged in since this database contains student information.

If you have never posted a position with us then click the “Click here to register” link.

Begin by typing the name of your organization/company in the Find Your Organization search field.

- If your organization/company name is listed
  - check the box next to your organization/company name
  - click the Continue button
- If your organization/company name is NOT listed
  - click ‘Can't Find Your Organization' to complete a new registration
1. Complete the Employer and Contact Information

2. You will receive an email after your registration has been approved. While you are in "pending" status, you can still post jobs.

3. Once your account has been activated return to the login page. From the Home page you
will find 5 useful tools:

**Announcements** — Important announcements about deadlines, our students, and upcoming events.

**Resource Library** — You will find this Employer Guide and information about our degree programs

**My Task List** — This list will show all of your pending tasks, including new resume referrals/submissions. You will also be notified via email when a student applies to one of your job postings.

**Calendar** — You will see jobs that are expiring for your company and events.

4. To create a job posting, go to the “My Coop and Internships” tab and select “New Coop or Internship” from the drop down menu. Click “Save” once you have entered all required information.

The position you create will go into the pending status for our review. Approved positions will be listed for viewing by our students. Students who are interested in your position will notify our office and if they qualify we will refer their resumes and cover letters to you directly.
5. You will review these candidates and contact those who you want to interview.

6. Once you’ve selected a candidate, please report a hire by clicking on the link on the left margin.

7. Once a hire has been confirmed you will get a Learning Agreement by email to review and electronically sign. We do not require a contract to be signed, but we do require that you sign this Learning Agreement and provide certain oversight and evaluation of your intern or co-op student.

**FAQs:**

**How do I edit an existing position?**

Choose My Co-op and Internships to view a list of all postings you have created. Click on the Job’s ID or Job Title to view your job’s details. On the top left hand side of the position click on Copy Job then it will be reviewed by our office before it is reposted to students again.

**What do the Job statuses mean?**

**Pending**—All new coop or internships will be marked with this status until they are approved by our office.
Active—After a coop or internship is approved by our office, we will assign your job this status.

Closed by Employer—This is the status assigned when you close the coop or internship.

NOTE: Close a job, by opening it and clicking [Close Job] at the top.

Inactive—When a coop or internship expires, it will be assigned this status.

How do I view job Placements or resume Referrals?
Choose My Co-op and Internships and next to each job you will find the Activity column.

R is for Referrals — Click the R to view students that have applied/submitted their resume.
P is for Placements — Click the P to view coop or internship Placements of previously hired students.

When will my position post to students?
Once your coop or internship is accepted by our office, we will change the status to Active and it will post on the Post Date listed. If the Post Date has past, then it posts as soon as we accept it.

When will my job expire to students?
When the expiration date is reached. You may edit this date if you want your coop or internship posted online for a longer period of time.

Will I get an email before my job expires?
Yes, it will be emailed to the email address listed in your profile, under My Profile.

How do I close a job before the Expiration date?
Click on your coop or internship to view the details. At the top of the posting you will see [Close Job]. Click on that link to close your coop or internship. The status will change to “Closed By Employer” and it will no longer be available to students.

How do I re-post a coop or internship?
You can copy your coop or internship into a new record by clicking on Copy Job under the page functions when viewing the job profile.

As always we are available so please contact us by phone or email if you have any questions about this process. We look forward to working with you.

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