Posting a Job in Pioneer Career Network
1. Go to https://www.myinterface.com/carroll/employer/

2. Enter your login information to access your account.

3. Click on My Jobs and then on the drop down menu click on New Job.

4. Next you will enter information pertaining to the job that you are posting. Fields that have a red asterisk are required. Fill in as much information as you can.

5. For the Majors section, click on the Add/Remove button to add any majors that are related to the job position. To select all majors, check the box next to the three categories. To select only specific majors, click on the + Button to expand the menu and then select all that apply.
6. The next page will show your job posting information. Please check it over to make sure that everything is correct. You can go back and change information at any time.

7. The Career Center will review your information and approve of the job posting within one business day. Until then, the job will show as pending.