Employers

**GriffonLink Profile Creation:**

This is a step-by-step guide to demonstrate to employers how to sign up for GriffonLink, Missouri Western State Universities’ job search board.

**Step 1:**
Click the “Main Menu” button from https://www.missouriwestern.edu.

**Alternative to Step 1:**
As an alternative, click the link below or type the address in the address/URL bar and skip to step 6.

https://www.myinterface.com/missouriwestern/employer/

**Step 2:**
Click the “A-Z Index” button from the Quicklinks dropdown menu.

**Step 3:**
Click the “C” below the A-Z Index.
**Step 4:**
Click the “Career Development” button. This will take you to the Career Development home page.

- Calendar of Events
- Campus Dining
- Campus Directory
- Campus Printing & Design Services
- Campus Tour
- Career Development
- Catalog

**Step 5:**
Click the “GriffonLink Login” under the “Employers” dropdown menu.

**Step 6:**
Click the “Click here to register!” button in order to sign up located at https://www.myinterfase.com/missouriwestern/contactregco.aspx

Username (Your Email): [ ]
Password: [ ]

Click here to register!
Forgot your password?
Step 7:
Type your company name in the “Find Your Organization” search field and follow the instructions provided. If your company name is not listed, click the “Can’t Find Your Organization” button and this will take you to a page to register your company with us.

Registration » Organization

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

You may add a job after registering, but the job will be pending until the administration at the MWSU Office of Student Employment has verified the posting. To verify the job posting, you may contact the MWSU Office of Student Employment at 816-271-4292.

You may edit a job once posted. After editing your job, please allow 24 hours for the change to take place. If the change has not occurred after 24 hours, you may contact the MWSU Office of Student Employment to let them know that a change has occurred to your job posting. If you do not let administration know after the 24 hour period, your job posting may still be in the pending process. Contact the MWSU Office of Student Employment at 816-271-4292.