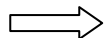


How do I sign-up for an On-Campus Interview?

Sign-up closes: **various dates throughout the semester**



There are **NO** guarantees that any schedules will still be open as the sign-up period ends.



First Time Users:

1. Go to <http://www.nwmissouri.edu/careerserv/>
2. Click on the **Hire A Bearcat, Student/Alumni Login** link
3. Log in with your username (your Northwest ID, 919#) and password that was sent to you via email.
 - a. *Current students:* if you have forgotten your password, you may click on the **Forgot my password** phrase, enter your 919# and another password will be generated and emailed to your Northwest email account.
 - b. *Other users:* please refer to the **Problems Logging In?** button if you do not know your username/password.
4. Click on the profile tab within the top navigation bar.
 - a. Complete required fields in the Personal Information and Academic Information tabs; click **Save Changes And Continue**.
 - b. Privacy tab - read and check **I Agree**, select a date completed, click **Save Changes And Continue**.
 - c. You will automatically be taken to documents from the navigation bar to upload your resume - click **Add New**, label your document, click browse to find your document, and select **Submit**.

Step 1: Searching for Interviews

- On the Home page select the **Campus Interviews I Qualify For** or **"Mock" Interviews** button on the right side of the page. *If a position that you feel as though you should qualify for does not appear, contact Career Services for further assistance.*
- Scroll down, and select the employer that interests you. Click on the job title. This will display the job description with details.

FIND A JOB

Jobs I Qualify For

"Mock" Interviews

LAND AN INTERVIEW

Scheduled Campus Interviews

Pending Campus Interviews

Campus Interviews I Qualify For

Step 2: Applying to Interviews

- If you meet the requirements for an employer's interview schedule, click on **Apply and Interview** button on the right side of the screen. From there, you will be able to:
 1. Select the resume that you uploaded from the drop-down menu.
 2. Then choose an available interview time.
 3. Click **Submit**. From the next screen, click on **Applied** or **Interview Scheduled** and the information about your scheduled interview will be displayed.

Open Schedules (Including "Mock" Interview Day):

1. Select your resume (and other required application materials), and click **Submit**.
 - a. You will be notified through email (through the NW email address provided in the profile section of **Hire A Bearcat**) regarding whether the employer has accepted or declined your request to interview.
 - b. **If accepted**, you will need to return to Hire A Bearcat to select an available interview slot. You can do this by clicking the **Pending Campus Interviews** link on the Home tab and select the **Scheduled Campus Interviews** button.

(If you are NOT shown interview times, the schedule is full.)

Step 3: Research and Review

- Research the employer you have selected between now and the interview.
- Consider the types of interview questions that will be asked of you and prepare answers.
- Create a list of questions that **you** have for the employer.
- Select interview appropriate apparel.
- **To review your interview details**, select Home tab within **Hire A Bearcat**, then click on Scheduled Campus Interviews under the **Land An Interview** heading to see the company you will be interviewing with as well as the time and location of the interview (see image above).

Step 4: Day of the Event

- **Upon arrival, verify your participation by signing in with Career Services. You will then be directed to your interview room.**
- Arrive 10-15 minutes early for your interview.