



Hire A Bearcat User Guide

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Employers connect with Northwest to identify and interview candidates for full-time and internship positions. Career Services manages this collaboration with the aid of the **Hire A Bearcat** system supported by NACElink. In order to participate in this On-Campus Recruiting (OCR) initiative, you too will need to utilize **Hire A Bearcat**.

What Is *Hire A Bearcat*?

Hire A Bearcat is a web-based, job-search tool for Northwest Missouri State University students and alumni.

What can *Hire A Bearcat* do for you?

Hire A Bearcat enables students to manage their on-campus interviews and jobs/internships search process electronically. You can access the system 24 hours a day to:

- Store resumes and other job search documents
- Search and apply for jobs/internships
- Sign up for interviews
- Track your job search, including job listings and resume submissions

How to make it happen?

First Time Users:

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

Returning 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

Using Hire A Bearcat

Once you login, you will be redirected to your **Hire A Bearcat** homepage, containing a *Navigation Toolbar*, *announcements* and *shortcuts*. The navigation toolbar and quick links contain the tools and features necessary for you to view and sign-up for OCR interviews, view employer presentations, track your applications, and upload your documents.

The screenshot shows the Hire A Bearcat homepage interface. At the top, there is a navigation bar with the following links: home, My Profile, documents, Jobs and Internships, employers, interviews, events, and calendar. Below this bar, the user's name 'Tanya M Riley' and the date 'Friday, July 24, 2009 | 1:13 pm' are displayed. The main content area is divided into two sections: 'announcements' with a sub-link for 'Events', and 'shortcuts' with a sub-link for 'Scheduled Campus Interviews'. The page also features the Northwest Missouri State University logo and a bear mascot image.

Document Title	Document Type	View	Last Modified	Status	Options
Garfield Resume	Resume		07/02/2008 03:18:00 pm	ready	Delete
T. Riley Unofficial Transcripts	Unofficial Transcript		10/16/2008 10:44:00 am	ready	Delete
T. Riley Wellness Resume	Resume		06/30/2008 08:41:00 am	ready	Make Default Delete

Uploading Your Resume

1. Select *Documents* from the navigation bar at the top of the page.
2. Click *Add New* to enter a new resume. Use a previously created and saved resume to complete this process.
3. Insert a label (i.e. "John Doe") for your resume. Remember to name the resumes appropriately since the company will see the name when they log into their account.
4. Click *Browse* to search for your resume from your hard drive, disk or flash drive.
5. Click *Submit*.
6. At this point you will be able to preview your resume by clicking on the resume title.

Resume Formatting Tips

As with any document transmitted over the Internet, minor formatting errors may occur. **Hire A Bearcat** uses PDF technology.

- It is recommended that you use common fonts such as Times Roman or Arial to ensure that resumes print correctly for all employers. Font effects such as outlines and shadows may cause even simple fonts to convert improperly.
- One-inch margins are recommended. If your original document has small margins, the conversion might cause words to wrap and throw off the formatting.
- Use left-justification instead of full-justification which can also affect the formatting of your resume.
- Avoid the three Ts: Templates, Text boxes, or Tables in your resume since they may not display correctly. To preview a resume to ensure proper formatting click on the resume title in "Documents."
- If you see unintentional symbols in your preview, it may be that you need to try a new font. Change the font in your original document, and then re-save and re-upload the file. This is also true if you use certain bullets in your resume.
- If when you upload your resume, the first page is blank it may be a formatting issue in Microsoft Word so try these two options:
 1. Open up your resume in Word and Go to File > Page Setup. Click on the Layout tab. Make sure Section Start is set at New Page or Continuous. Click on the OK button.
 2. Go to Insert > Page Numbers. Click on the Format button. Make sure the Page Numbering is set at Continue from Previous Section or Start at Page 1. Click the OK button. On the Page Numbers window, uncheck the box that reads, "Show number on first page." Click on the OK button.

Cover Letters

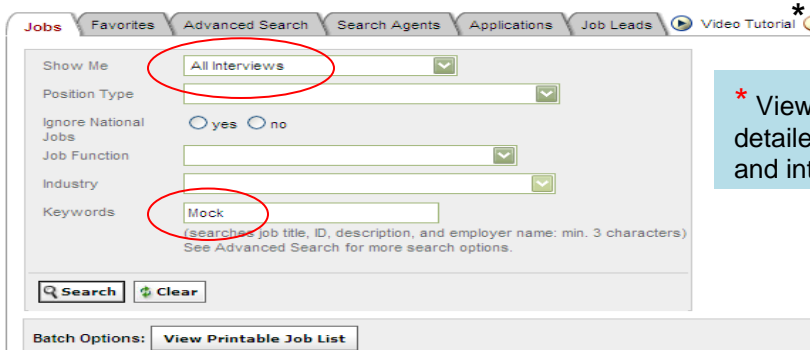
Cover letters can be uploaded to *Documents* by following the instructions for uploading your resume. As a general rule, you should always include a cover letter with your resume when applying for a position. A cover letter allows you to more thoroughly articulate to the employer why your background is an ideal fit for a particular position. Unless requested in the job description, cover letters are NOT necessary for **Hire A Bearcat** electronic submissions because recruiters coming to Northwest assume students participating in the OCR program are well-qualified for the positions they offer. It is worth repeating, however, that in almost any other circumstance, you should include a cover letter when responding to a job advertisement in a newspaper, on-line (e.g., CareerNet, Monster.com) or any other advertising vehicle.



Searching for OCR Jobs

1. Click *Jobs and Internships*
 - **Hire A Bearcat**: here you are able to search for all positions listed just for Northwest candidates.
 - **NACElink Network**: here you are able to search all positions listed with National Association of Colleges and Employers
2. Click *All Interviews* under *Show Me*. To maximize your search results, leave all search options open. Using keywords can help produce more specific results.

job postings

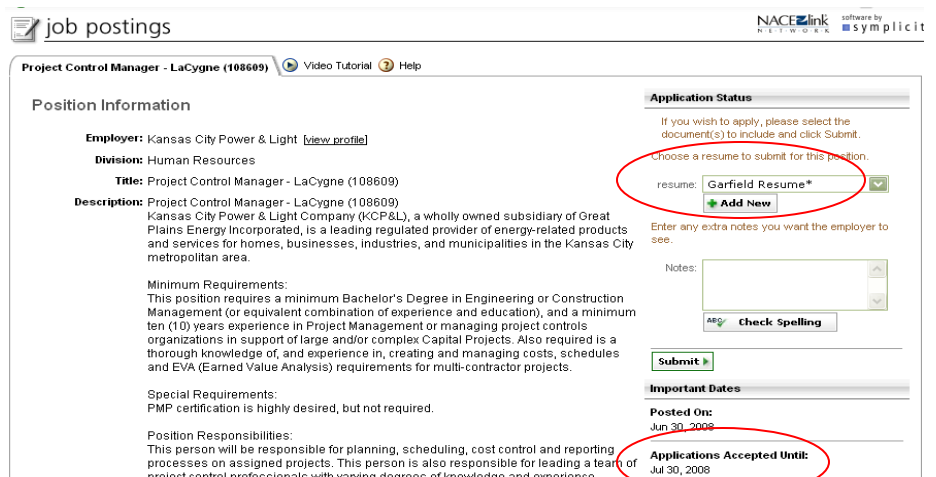


3. Click *Perform Search*.

* View the video tutorial; on this page for more detailed information about searching for jobs and internships.

Applying to Jobs

1. Click on the Job Title to view information on:
 - Organization
 - Qualifications
 - Position description
 - Contact information
 - Interview date
 - Timeline for submission and interview sign up
 - Requirements for submission (resume, cover letter)
2. Apply by selecting your resume (as well as any additional documents required to apply for the position) from the drop-down menu and clicking "Submit" **during the application acceptance period**. These dates may be found under "Important Dates" on the right-hand side.
3. Select the resume and additional **required** documents you wish to send and click *Submit*.



NOTE: The ability to view and sign up for on-campus interviews is tied to your qualifications and submission deadlines. *If your degree, major, GPA or work authorization does not match the requirements for an on-campus interview, you will not be able to apply for the position through the system.*

To verify your education information and Work Authorization, click **Profile** in the navigation toolbar.

Viewing Application History

This feature lets you keep track of all jobs you have applied to and all the on-campus interview opportunities you have signed up for through **Hire A Bearcat**. It is important to check this regularly because it will let you know the status of all your applications.

The screenshot shows the 'Interviews' page for Tanya M Riley. The navigation bar includes 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews' (circled in red), 'networking', 'events', and 'calen'. Below the navigation bar, there are tabs for 'Scheduled Interviews', 'Interview Requests', 'Video Tutorial', and 'Help'. A dropdown menu is set to 'Show All'. The table below shows one item:

Position	Employer	Status	Options
Sprocket Sales	Lee Enterprises	pending	withdraw application

1. Click on *Interviews* in the navigation toolbar at the top of the screen.
2. *Interview Requests* will display your interview status. (The *Scheduled Interviews* tab shows the details of your current "scheduled" interviews.)
3. The status of your application will be announced under each position.

* View the video tutorial; on this page for more detailed information about interview schedules and requests

Withdrawing Application After Submission to an Employer

You can view your application submissions under *Interviews*. If the submission deadline has NOT passed, you may withdraw your application. To do so, click the *Withdraw Application* button. However, if the submission deadline HAS passed your application cannot be retrieved.

Signing Up for Interviews

If selected for an interview, you will receive an email about your status as a preselect candidate or an alternate in addition to the sign-up dates. A link is included in this email to direct you to the sign-up page.

To sign up for interviews while logged in to your account:

1. Click on *Interviews* in the navigation toolbar at the top of the screen.
2. Click on the tab titled *Interview Requests* to view positions for which you have been selected to interview.
3. Click *Schedule Interview* to sign-up for an interview time on the employer's visit date.
4. Select a time slot by clicking on the radio button to the left of your desired interview time.

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Position	Employer	Status	Options
Sprocket Sales	Lee Enterprises	invited !	schedule interview decline interview

The screenshot shows the 'Interview Requests' page for Tanya M Riley. The navigation bar includes 'home', 'profile', 'documents', 'jobs and internships', 'employers', 'interviews', 'networking', 'events', and 'calen'. Below the navigation bar, there are tabs for 'Scheduled Interviews', 'Interview Requests', 'Video Tutorial', and 'Help'. The page shows a form for scheduling an interview. The 'Available Dates' field is set to 'Sep 26, 2008'. The 'Available Interviews' list includes various time slots. The 'Position Information' section shows details for 'Sprocket Sales'.

submit | back to list

Available Dates*: Sep 26, 2008

Available Interviews:

- 9:00 am - 9:30 am
- 10:00 am - 10:30 am
- 10:45 am - 11:15 am
- 11:15 am - 11:45 am
- 11:45 am - 12:15 pm
- 1:00 pm - 1:30 pm
- 1:30 pm - 2:00 pm
- 2:00 pm - 2:30 pm
- 3:00 pm - 3:30 pm
- 3:30 pm - 4:00 pm
- 4:00 pm - 4:30 pm
- 4:30 pm - 5:00 pm

submit | back to list

Position Information

Division: N/A

Title: Sprocket Sales

Description: Full-time position selling sprockets across the nation.

Location: Location

City: New York

State: New York

Country: United States

Position Full Time

Type:

Desired: Accounting, Acting, Actuarial Science, African Studies, American Studies, Anthropology, Applied Linguistics, Applied Psychology, Applied Science, Archaeology, Architecture, Archives, Art History, Art Therapy, Arts & Humanities, Arts Administration, Biochemistry, Biology,



CAREER SERVICES
NORTHWEST MISSOURI STATE UNIVERSITY