

# Hire A Bearcat - User Guide

**Hire A Bearcat**, Northwest's online recruiting system. **Hire A Bearcat** is part of the NACELink Network, the result of a national alliance among the National Association of Colleges and Employers, Direct Employers Association, and Simplicity Corporation.

**Hire A Bearcat** provides 24-hour access to Northwest students and alumni to:



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

## 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 and password as sent to you via email (if you have forgotten your password, you may click on "Forgot Password", enter your 919#; a password will be emailed to your Northwest email account)

## Returning 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 (919#) and password

## All Users

**You must complete your Personal and Academic Profiles as well as agree to the terms in the User Agreement**

(You will NOT have full access to the system until this is completed)

**\*Also to qualify for On-Campus Interviews you MUST have a current resume uploaded**

## Unable to log-in? Receive password error? Other problems?

1. Click on Problems Logging In, under login
2. Complete the information
3. Once you submit your registration form, you will be sent an email to verify your information

## Quick Links

Quick links to some commonly used areas of Hire A Bearcat.

## Getting Started

Indicates what parts of your profile have been completed.

## Jobs and Internships

Search and apply for jobs and internships.

## My Profile

Complete and edit your personal and academic information (only viewable by Career Services staff, not employers). Your profile must be completed for your account to be fully activated. You can also change your password in this tab.

## Documents

Upload up to 10 documents (resume, cover letter, transcripts, etc). Size limit 200 KB each.

## Events

Search for upcoming events and On-Campus Recruiting opportunities.

## On-Campus Interviews

Search for on-campus interviews and sign up for interviews you have been selected for.

## Employers

Search employers and view information about their organization.

## Surveys

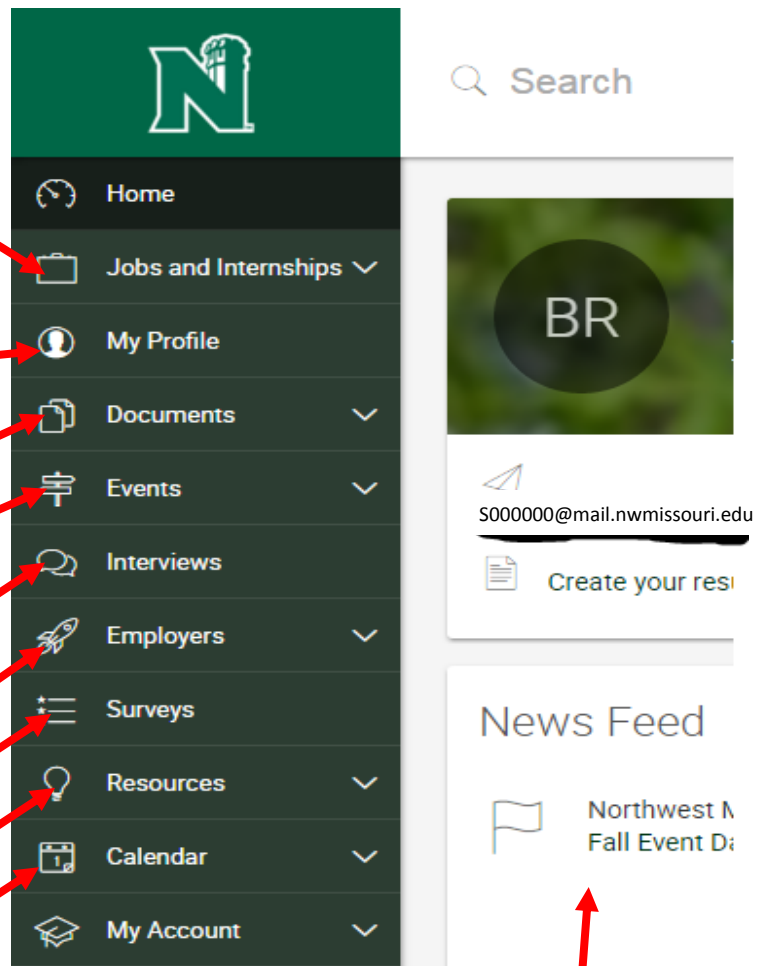
Occasionally Career Services will request feedback from students.

## Resources

Use the Career Explorer or the Resource Library to help with your job searches.

## Calendar

Monitor your job search activity, important dates and events.

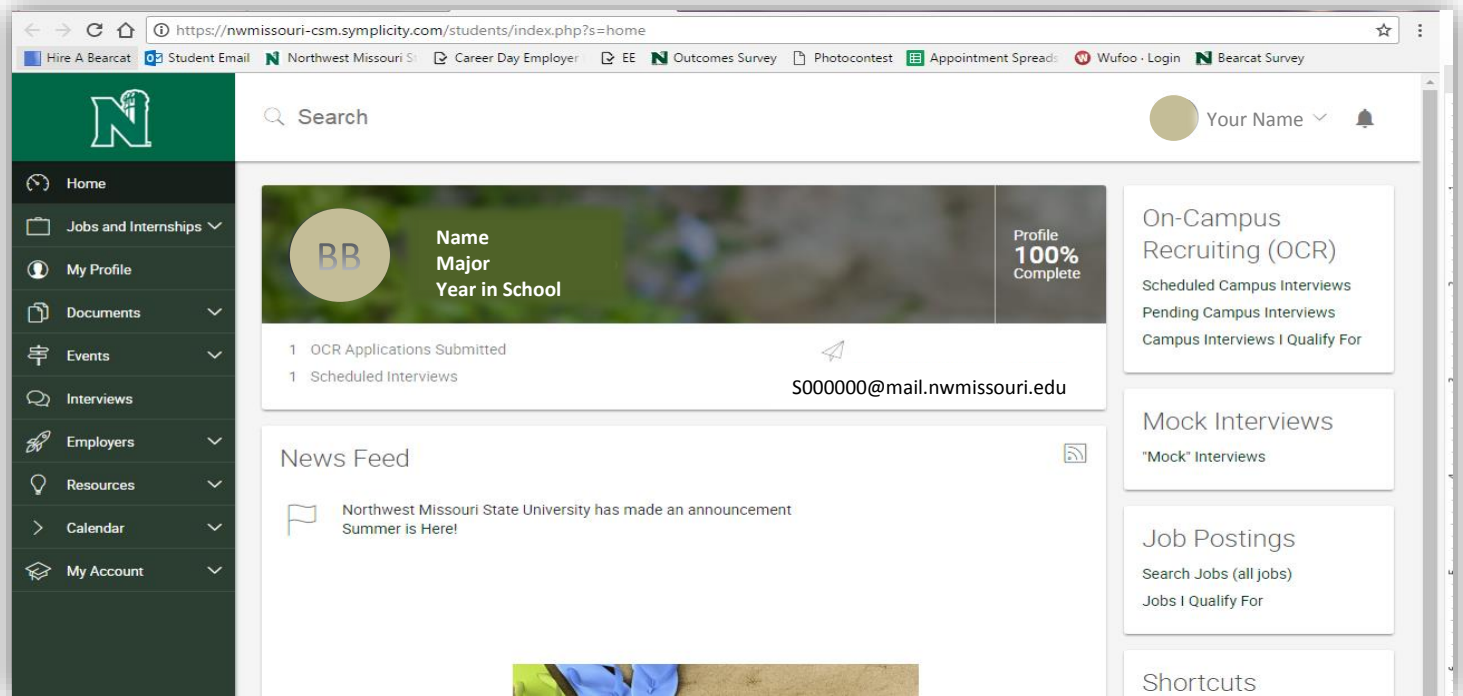


## News Feed

Watch the announcements section for important information.

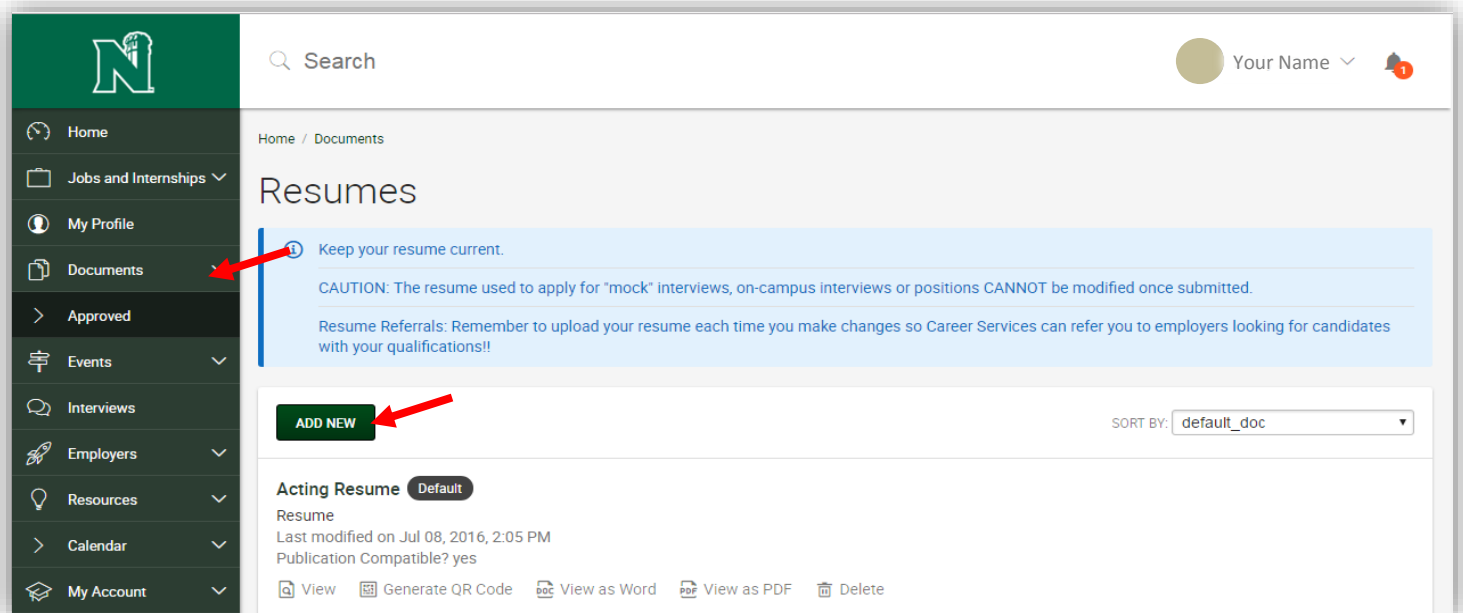
# Using Hire A Bearcat

Once you login, you will be redirected to your **Hire A Bearcat** homepage, containing a *Navigation Toolbar*, *Quick Links*, and *Alerts*. 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.



## Uploading Your Resume

1. Select *Documents* (Approved) from the navigation bar at the top of the page.
2. On the new page, 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.

**NOTE:** Employers select students for interviews using the name exactly as it appears on the documents they have received (resume, cover letter). These names are matched with the **Hire A Bearcat** system, so be sure the name on your documents are identical to the name used in **Hire A Bearcat**.

## 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:
  - 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.
- If that does not work then:
  - 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

- Click *Jobs and Internships*, and then click **Hire A Bearcat**. Here you are able to search for all positions listed just for Northwest candidates.
- Click *All Interviews* under *Show Me*; select your desired *Position Type* and *Industry*. To maximize your search results, leave all search options open.
- Click *Search*.

The screenshot shows the Hire A Bearcat job search interface. On the left is a dark green sidebar with navigation options: Home, Jobs and Internships, Hire A Bearcat, Recommended Jobs, My Job Applications, NACElink Network, My Profile, Documents, Events, Interviews, Employers, Resources, Calendar, and My Account. The main content area is titled 'Job Postings' and includes a search bar with the text 'Find jobs by job title, company, location and more' and a green 'SEARCH' button. Below the search bar are tabs for 'JOBS', 'RECOMMENDED JOBS', 'MY FAVORITES', 'APPLICATIONS', and 'EXPIRED JOBS'. A 'Show Me' dropdown menu is set to 'All Interviews'. Other filters include 'Jobs located within U.S. jobs only (maximum 150 miles)', 'Job Function' (with a list including Accounting, Agriculture/Natural Resources/Environment, etc.), and 'Industry' (with a list including Accounting Services, Advertising, Marketing, and Public Relations, etc.). There are also options to 'Exclude Jobs I've Applied For' and 'Exclude Nationwide Jobs'. Red arrows point to the 'Jobs and Internships' and 'Hire A Bearcat' menu items, the 'SEARCH' button, the 'Show Me' dropdown, and the 'Advanced Search' link.

## 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, transcript)
2. Apply by following the *How To Apply* instructions. If the posting allows you to apply through Hire A Bearcat, than 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 resume submission period**. These dates may be found under “Schedule Details” 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.*

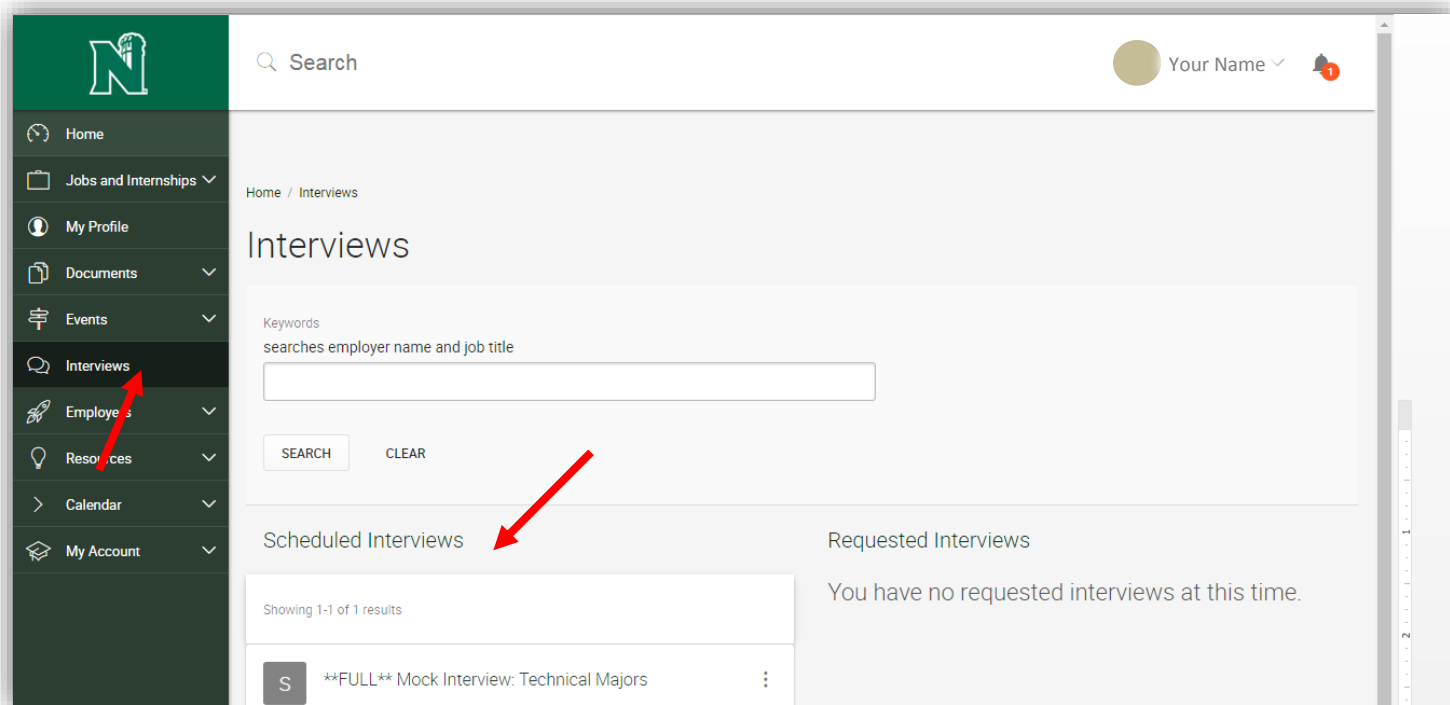
**To check your education information and Work Authorization, click *Profile* in the navigation toolbar.**

The screenshot shows a web interface for job applications. On the left is a dark green navigation sidebar with icons and text for: Home, Jobs and Internships, Hire A Bearcat, Recommended Jobs, My Job Applications, NACElink Network, My Profile, Documents, Events, Interviews, Employers, Resources, Calendar, and My Account. At the top right, there is a search bar and a user profile area labeled 'Your Name' with a notification icon. The main content area displays a job listing for 'Property Maintenance Assistant' at 'Habitat for Humanity of Omaha – Omaha, Nebraska'. The listing includes a 'Position Type' of 'Summer' and 'Desired Class Level(s)' of 'Freshman, Sophomore, Junior, Senior, Specialist, Alumni'. A red arrow points to the 'How To Apply' section, which contains the text: 'Please apply through Careerlink: http://secure.careerlink.com/postings/3692-habitat-for-humanity-omaha/'. Other sections include 'Important Dates' (Posted On: May 03, 2017; Applications Accepted Until: Jun 03, 2017) and 'Related Resources'.

## 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.

1. Click on *Interviews* in the navigation toolbar at the top of the screen.
2. Click on *Scheduled Interviews* to view positions that you have been selected to interview for or *Interview Requests* to view your interview status.
3. The status of your application will be announced under each position.



## 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.

