

# User Quick Reference

**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 Symplicity Corporation and is the only job listing and campus interviewing service that provides employers the ability to directly interact with Northwest Missouri State University students and alumni.

**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
- Sign up for interviews
- Track your job search, including job listings and resume submissions



## 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)

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

1. Click on Problems Logging In, under register
2. Complete the information
3. Once you submit your registration form, you will be sent an email to verify your information
4. After verifying your email, please allow up to 24 hours to receive an email with your username and password

## 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**

## Documents

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

## Jobs and Internships

Search and apply for jobs and internships.

## Employers

Search employers and view information about their organization.

The screenshot shows the user interface of the Hire A Bearcat system. The navigation menu includes Home, My Profile, Documents, Jobs And Internships, Employers, Interviews, Events, and Calendar. The main content area displays a welcome message, a 'GETTING STARTED' section with progress indicators for Account Created and Personal Profile, and a 'FIND A JOB' section with links for Jobs I Qualify For, Land an Interview, and Activity Summary. Callout boxes provide detailed instructions for each feature:

- Documents:** Download up to 10 documents (resume, cover letter, transcripts, etc). Size limit 200 KB each.
- Jobs and Internships:** Search and apply for jobs and internships.
- Employers:** Search employers and view information about their organization.
- Calendar:** Monitor your job search activity, important dates and events.
- Getting Started:** Indicates what parts of your profile have been completed.
- Events:** Search for upcoming events and On-Campus Recruiting opportunities.
- Announcements:** Watch the announcements section for important information.
- On-Campus Interviews:** Search for on campus interviews and sign up for interviews you have been selected for.
- 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.
- Quick Links:** Quick links to some commonly used areas of Hire A Bearcat.



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