

# 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?

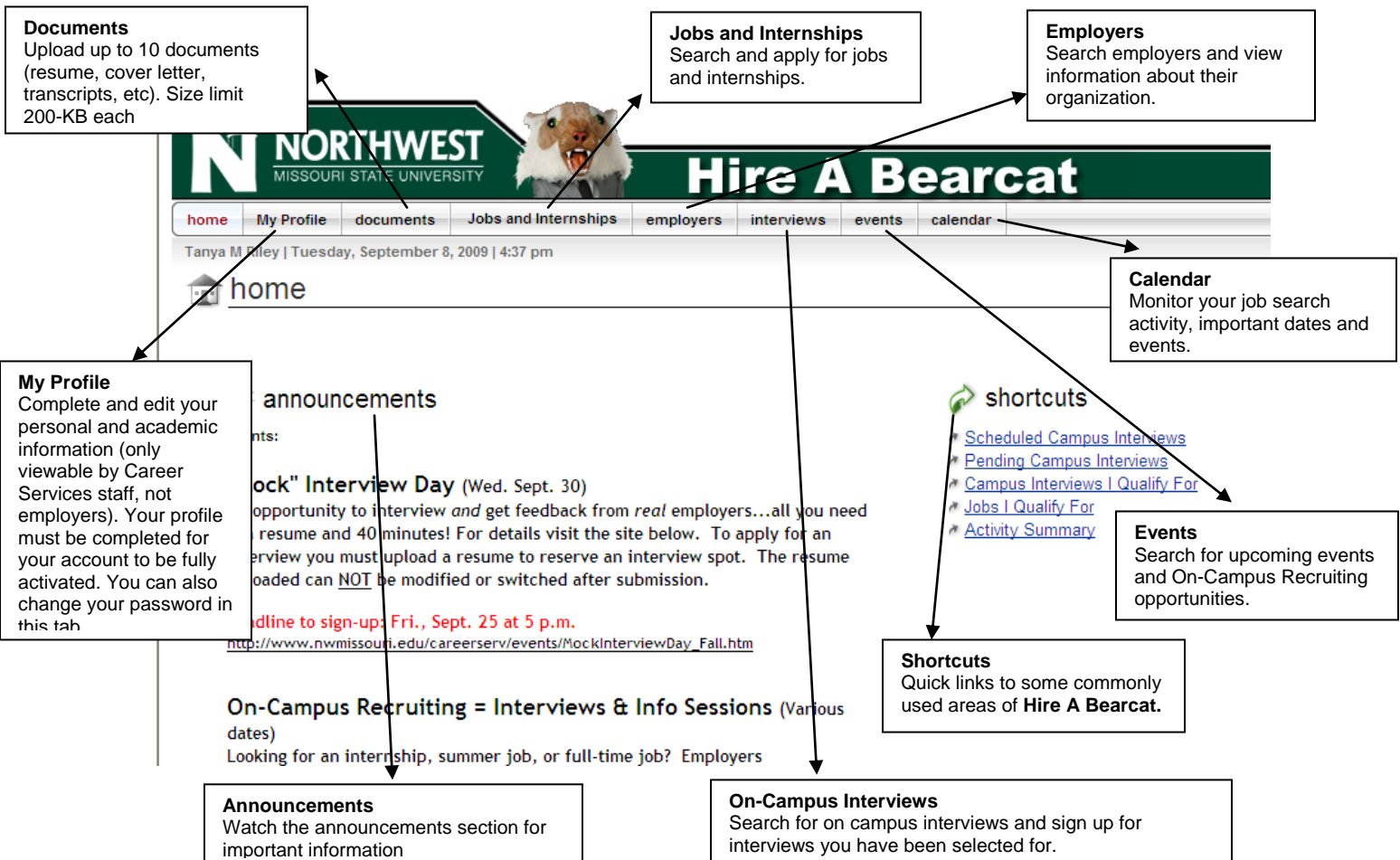
1. Click on Problems Logging In, under register
2. Complete the information
3. Once you submit your registration form, you will be sent an email to verify your information
4. After verifying your email, please allow up to 24 hours to receive an email with your username and password

## Returning Users:

1. Go to <http://www.nwmissouri.edu/careerserv/>
2. Click on the **Hire A Bearcat, Student/Alumni Login** 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**



**Career Services**  
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