

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

## 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” tab, 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?” tab if you do not know your username/password.
4. Click on “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, 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 On-Campus Interviews

- Under the *Home* tab, click the **Campus Interviews I Qualify For** link. *If a position that you feel as though you should qualify for does not appear, contact Career Services for further assistance.*
- Scroll down to find the employer that interests you and click on the job title for that position. This will display the current schedule and a job description with details.

NACELink Network is a collaboration between NACE, Symplcity, DirectEmployers and your college/university. NACELink Privacy Policy | NACELink User Agreement

Northwest Career Services | AD 130 | Maryville, MO 64468 | 660.562.1250 | [NW Privacy Policy](#)

### Application Status

If you wish to apply, please select the document(s) to include and click Submit.

Choose a resume to submit for this position.

Resume\*:

Available Dates:

Select one of the available interview times.

- Interview Time:
- 8:30 am - 9:10 am
  - 9:10 am - 9:50 am
  - 9:50 am - 10:30 am
  - 10:45 am - 11:25 am
  - 11:25 am - 12:05 pm
  - 1:00 pm - 1:40 pm
  - 1:40 pm - 2:20 pm
  - 2:35 pm - 3:15 pm
  - 3:15 pm - 3:55 pm

## Step 2: Applying to On-Campus Interviews

- If you meet the requirements for the employer’s interview schedule, on the right side of the screen you will be able to select the resume that you have uploaded from the drop-down menu.
- **Open Schedules:** Choose an available interview time and click “Submit”. The next screen displays your interview time, location, and date, as well as a description of the interview. You may choose to print this screen by selecting the “Print” button at the bottom of the page.
- **Pre-select Schedules:** After selecting your resume, click “Submit”. You will be notified by email (through the email address supplied in the profile section of Hire A Bearcat) regarding whether the employer has accepted or declined your request to interview. *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 under the *Home* tab and selecting the “Schedule Interview” button.

## Step 3: Confirm

To review these details, select the *Interviews* tab at the top of your screen. Then select **Scheduled Interviews** to see the company you will be interviewing with as well as the time and location of the interview.

## Step 4: Research

- Research the employer you have selected between now and your 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.

## Step 5: Day of the Event

- To determine where your interview will be held, check the Career Services website at [http://www.nwmissouri.edu/careerserv/events/OnCampusRecruiting\\_Spring\\_Schedule.htm](http://www.nwmissouri.edu/careerserv/events/OnCampusRecruiting_Spring_Schedule.htm).
- **Upon arrival, verify your participation by signing in with Career Services at the front counter. You will then be directed to your interview room.**
- Arrive 10-15 minutes early for your interview.