

# Hire A Bearcat - User Quick Reference

**Hire A Bearcat**, Northwest's online recruiting system. **Hire A Bearcat** is part of 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

### 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, projects and skills (only viewable by Career Services staff, not employers). You may publish your profile to employers when you feel it is completed.

## Documents

Upload up to 10 documents (resume, cover letter, transcripts, etc). Size limit 500 KB each.

## Events

Search for upcoming events and On-Campus Recruiting opportunities.

## Interviews

Search for on-campus interviews and sign up for interviews you have been selected for. You can also view what interviews have been scheduled.

## 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.

## All Users

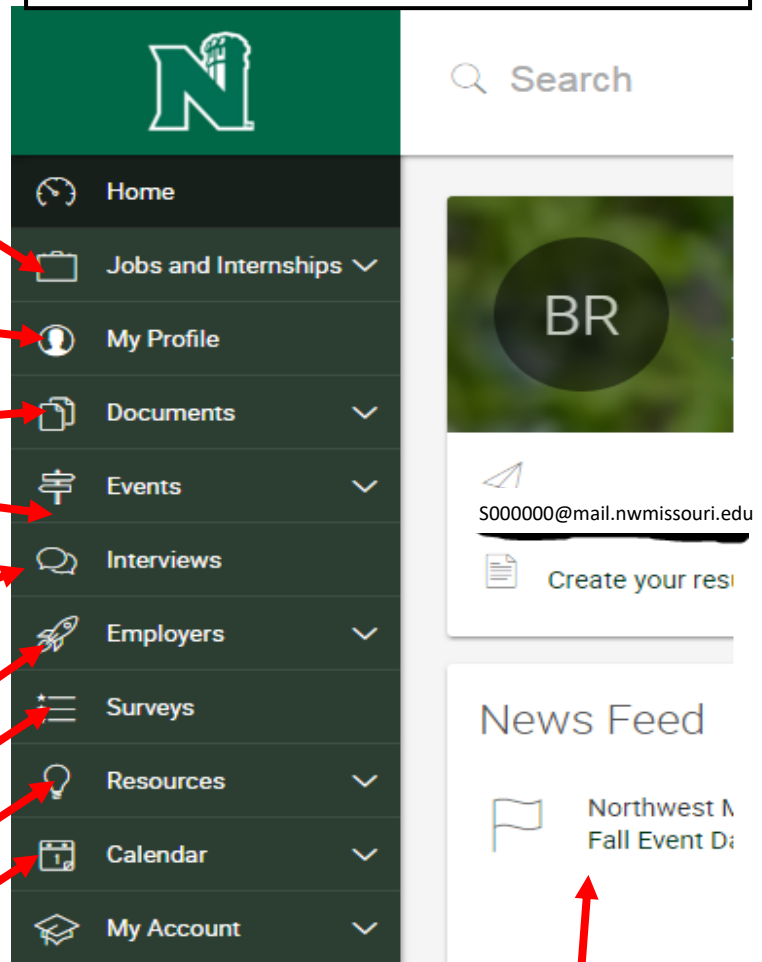
You must complete your Personal and Academic Profiles as well as agree to the terms in the User Agreement

**\*To qualify for On-Campus and Mock Interviews you MUST have a current resume uploaded**

Visit the **My Account Tab** on the side bar to change your pre-existing password and privacy settings

## 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
4. After verifying your email, please allow up to 24 hours to receive an email with your username and password



## News Feed

Watch the announcements section for important information.

# Mock Interview - How do I sign up?

## Step 1: Searching for Interviews

- On the Home page select the **Mock Interviews** button on the right side of the page
- Scroll down, and select the employer that interests you. Click on the interview title (\*\*All mock interviews will have Mock Interview in the interview title\*\*). This will open up the interview details.
- If a position that you feel as though you should qualify says, "not qualified", contact Career Services for further assistance.

## Step 2: Applying for Interviews

If you meet the requirements for an employer's interview schedule, click on **Apply and Interview** button on the right side of the screen. From there, you will be able to:

- **Sign up for Mock Interview Day**
  1. Select a resume that you have uploaded for Mock Interview Day from the drop-down menu.
  2. Then choose an available interview time.
  3. Click **Submit**. This will open up a dialogue box giving you the details of your interview.
- **Review your interview details**, select Home tab within Hire A Bearcat, then click on Scheduled Campus Interviews under the **On-Campus Recruiting (OCR)** heading to see the company you will be interviewing with as well as the time and location of the interview.

(If you are not shown interview times, the schedule is full.

No Time= No interview. There is no wait list)

- Mock Interviews are available for all students.
- Once a resume is uploaded and the interview has a set time, you may **NOT** switch out the resume. Make sure to have your most recent resume uploaded.

## Step 3: Research and Review

- Research the employer you have selected between now and the 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 4: Day of the Event

- **Upon arrival, verify your participation by signing in with Career Services. You will then be directed to your interview room.**
- Arrive 10-15 minutes early for your interview.
- Express yourself professionally:
  - Dress Appropriately
  - Rehearse your [elevator pitch](#) in order to confidently sell yourself to employers
  - Review your research
  - Take note of contact information for a follow-up thank you to an employer

Hire A Bearcat  
is also  
available on  
Mobile!

