HireABobcat Student User Guide

2017 Edition
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HireABobcat.com

What is HireABobcat?
HireABobcat is Montana State University Career, Internship & Student Employment Services online job/internship posting and on-campus recruiting system. The site is open exclusively to MSU students and alumni. Through HireABobcat users can search for and apply to jobs, register for career events and schedule interviews.

How to Access:
Go to http://www.hireabobcat.com and click “Find a Job” under the student menu.
How to Login Your Account:
If you have already registered, enter your username and password. Click “Login”.

How to Register:
Go to www.HireABobcat.com and click on “First time user’s click here to register!”.
Enter all requested information and answer questions in each section to complete your profile.
Review the ‘Missed Interview and Late Cancellation Policy. You must select “Yes” in the field “Understand and Agree with the Missed Interview and Late Cancellation Policy”. To add or remove a major click on “Add/Remove”.

A new window will pop up with a list of different departments. Click on the plus button in front of the department with your major. Then check the box right beside your major(s). After clicking your box of choice click the “save” button. Note: only select major(s) that apply to you.
If done correctly your major/ majors should be in the “Majors” dialog box.

Enter all information and click the “register” button at the top or the bottom of the page.

Once completed, your profile will be reviewed and activated within 48 hours of submission.

**How to Upload A Resume:**
Hover over “My Account” then click on “My Documents”.

[Image of a web page showing the process of uploading a resume]
Click “Add” to upload any document.

Add document name and upload file. Click “Save” when finished.

- **Upload a Document**: select the document to be uploaded by clicking **Browse** and selecting the desired document. Click on **Upload** to upload the document.

**NOTE**: To upload a document it must be in Microsoft Word or PDF format.

**How to Search for Jobs:**
Hover over “Jobs & Opportunities” and select “Job Search”.

Welcome, Jane Example

- To update your profile - Go to My Account, then select My Profile.
- To upload or edit your resume - Go to My Account, then select My Documents.
- To search Employers and Recruiters - Select Employer Directory.
- To view open job opportunities - Select Jobs & Opportunities.
- To view on-campus recruiting schedules - Select On-Campus Recruiting, then select Qualified Schedules.
- To view upcoming events - Select Career Events.
- To view referrals and placements - Go to My Account, then select My Activity.
Select position types then click “Search”.

A list of current jobs with the selected position types will appear on the screen. To sort jobs select “Sort By” then choose the desired sorting method such as Job Post Date or Job ID.

To conduct an advanced job search click “Advanced Search”.
“Advanced Search” will present many different search options. If you know a specific Job ID, enter it into the “Job ID” bar. Fill in as much information as you wish, but remember it will limit the amount of employment opportunities to view. Conducting a broad search (i.e. searching only by a position type) will yield larger results which then can be narrowed down.

How to Search for a Work Study Job:
For those who have a federal work study award, hover over “Jobs & Opportunities” and select “Work Study”.

Search results will include all available work study positions.
**How to Save Jobs for Later:**
To save a job for later or to speed up your search so it’s not overwhelming, click “Add To Favorites” to save the job under My Favorites.

**How to Apply for a Job:**
Click the blue Job ID/Title to view the full job posting including position details, salary, and application instructions.

At the top of the job post page, look at “Position Information” to view application instructions. Please follow the applications instructions to ensure your application reaches the employer. For some positions, you can apply directly through HireABobcat.com by submitting your resume and other requested documents. To apply via HireABobcat.com after reviewing the position’s details, click “Submit Resume”.

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**34282 / Groundskeeper, Summer 2017**
Facilities Services

**Position Information**
Below you will find detailed information for this job. Click the link for Organization Name to view more information about the employer.

If Submit Resume is available above, click it to submit your resume directly to this employer. If it is not, please read the Application Instructions below for details on how to send your resume to the employer.

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**34588 / General Office Aide**
Allen Yarnell Center for Student Success

Position Type: Student Employment/Part-time
Post Date: 3/28/2017

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**Position Information**
Below you will find detailed information for this job. Click the link for Organization Name to view more information about the employer.

If Submit Resume is available above, click it to submit your resume directly to this employer. If it is not, please read the Application Instructions below for details on how to send your resume to the employer.
If user has multiple resumes uploaded, the “*Resume” tab will prompt user to select the correct document. Requested documents may include a resume, a portfolio, cover letter, transcript, etc., once the correct document(s) is selected, click “Submit Resume”.

If correctly submitted, the page will say “You have successfully submitted your resume.” If you wish to view documents or application submission details, click “View Referral”.

You can also view all documents you have previously submitted by hovering over “My Account” and selecting “My Activity”. Click the “Referrals” tab and it will display all documents that have been sent or viewed by employers. Click “View” to view individual documents submitted to a specific employer.
On the “View” page, you can view submitted documents and application information. If you need to change your documents, click “Change Submitted Documents”.

**How to Report A Hire:**
Click “Report a Hire” on the left side of the home screen. Click “Select Job” to report hiring information.

Fill in all pertinent information, leave “Status” as “Pending-Student Created”.

![Image of Change Submitted Documents](image1.png)

![Image of How to Report A Hire](image2.png)

![Image of Complete Report A Hire](image3.png)
Fill in Work Information then click “Save”.

**On-Campus Recruiting:**
Hover over “On-Campus Recruiting” and then select “Qualified Schedules”.

To alphabetize the organizations, click on “Organization Name”.
To look at the job an organization is interviewing for, click on the title or schedule ID number and you should see “Job Description”.

**How to Sign Up for an Interview:**
If the Current Signup Method is “Open Signup” click on the “Job Title” or the “Schedule ID”.

Scroll down and click on the interview date.

It will bring you to a new screen. Scroll down. Pick a time that works for you.
It will then ask you to select a resume.

If the Current Signup Method is “Resume Submission Begins” click on “Job Title” or “Schedule ID”.

Click on “Request Interview”.

![Image of Document Selection dialog box]

![Image of schedule with Resume Submission Begins highlighted]

![Image of Career Services & Student Employment website with Request Interview highlighted]
Then select the appropriate documents.

How Do I know if I was selected for a “Preselect (Resume Submission Begins)” Interview?
Hover over “My Account” then, “My Activity”.

Select the “Schedules” tab.
Go to the “Preselect” tab.

If it says “Accepted” under “Preselect Status”, click on the Job Title.

Click on “Sign Up”. It will take you to the bottom of the page. Click on the interview date, then pick a time that works for you. You should also receive an email stating you were preselected for that interview. If it says “Student Declined”, you were not selected.
**Career Event information:**
To find information about upcoming career events like Career Fair click on “Career Events”.

A list of upcoming career events will be available here.

To view employers attending the fair, click “View Employers” on the right hand side.

It is recommended you research the organization before speaking to the representatives at the fair or before interviewing with them. Note: When attending the fair remember to dress sharp, bring a resume, a hand shake, and a smile!
**How to Update Your Profile:**
If you need to make changes to your profile you can do so at any time. Select “My Profile” under “My Account” on the home page.

Select “Edit Profile” and make necessary changes then click “Save”.

**How to Check My Connections:**
My Connections offers HireABobcat users access and use of additional job posting sites. To manage your registration select “My Connections” from under “My Account”.
In “My Connections” select the sites that you would like your information to appear on then click “Submit”.

Adding your information to these sites is completely optional and not required to use HireABobcat.com.