

# **HireABobcat Employer Guide**

2017 Edition

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## How to Log-in to Your Account:

If you have already registered, enter your username and password. Click “Login”.

Don't remember your login information? Call us! We will help you retrieve it. (406) 994-4353

[Allen Yarnell Center for Student Success](#) / [Careers, Internship & Student Employment Services](#) / [Hire-A-Bobcat](#)

## Hire-A-Bobcat

Welcome to Hire-A-Bobcat - Montana State University Career, Internship & Student Employment Services' online job/internship posting and on-campus recruiting system.

**For Employers**

Post a Job/Register for an Event

**For Students**

Find a job

## How To Register:

Go to [www.hireabobcat.com](http://www.hireabobcat.com). Click “Click here to register!”.

For all your employment needs - Montana State University Career, Internship & Student Employment Services

Employer Login

Welcome to HireABobcat, Montana State University Career, Internship & Student Employment Services' online job/internship posting and on-campus recruiting system.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, click the **Click Here to Register** link below to create a new account. Click here for the User's Guide.
- **Employer Service Policies:** Please review the Employer Service Policies here.

Please note: This site uses pop-up windows. To temporarily disable pop-up blockers, hold down the Control key, while selecting certain buttons or links.

For assistance, please contact our office at (406) 994-4353.

Username:

Password:

Login

[First time users click here to register!](#)

[Forgot your password?](#)

Enter your organization in the box provided. If your organization already exists, select it. Click "Continue". Hint: go slowly, it could take a moment to load.

Registration » Organization

Below you can select an existing organization with which to register. Begin by typing the name of your organization in the search field. As you type the system will show you a list of matching organizations. **Please select the desired organization instead of creating a new entry.**

If you are unable to find the desired organization please click the "Can't Find Your Organization?" button.

**Find Your Organization:**

  
**Records found: 1** [Can't Find Your Organization?](#)

- Allen Yarnell Center for Student Success - Bozeman, MT

Scroll down the page and enter all of your information.

Note: Please remember your username and password, as you will use this every time you login.

## Contact Information

**\*First Name:**

**Middle Initial:**

**\*Last Name:**

**\*Username:**

**\*Password:**

**\*Password (confirm):**

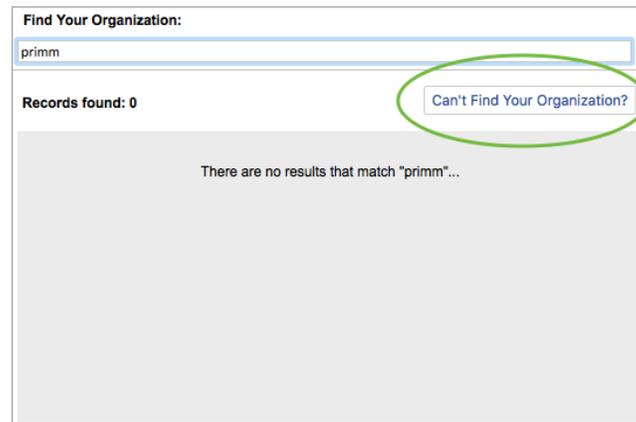
**Title:**

**Department:**

If your organization is not in the system, click “Can’t Find Your Organization?”.

Below you can select an existing organization with which to register. Begin by typing the name of your organization in the search field. As you type the system will show you a list of matching organizations. **Please select the desired organization instead of creating a new entry.**

If you are unable to find the desired organization please click the “Can’t Find Your Organization?” button.



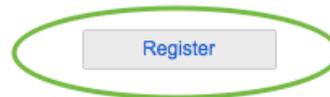
Find Your Organization:

Records found: 0

Can't Find Your Organization?

There are no results that match "primm"...

After entering all of your organization and contact information, click “Register” at the top of the page.



### Employer Information

\*Organization Name:

Location:

Website:

Employer Category:   
Advertising/Marketing  
Aerospace  
Agriculture

Mailing Address:

Physical Address:

City:

State:

Zip:

Country:

Phone:

Fax:

\*Company Profile:

To add or remove a major, click “Add/Remove” button.

Physical Address:   
City:   
State:   
Zip:   
Country:   
Phone:   
Fax:   
\*Company Profile:   
On-line Application Address :   
\*Majors :   
Add/Remove  
Include in Employer Directory : Yes

A new window will pop up with a list of different majors.

**Majors?**

Click **Close Window** at the bottom once you are done making your selections.

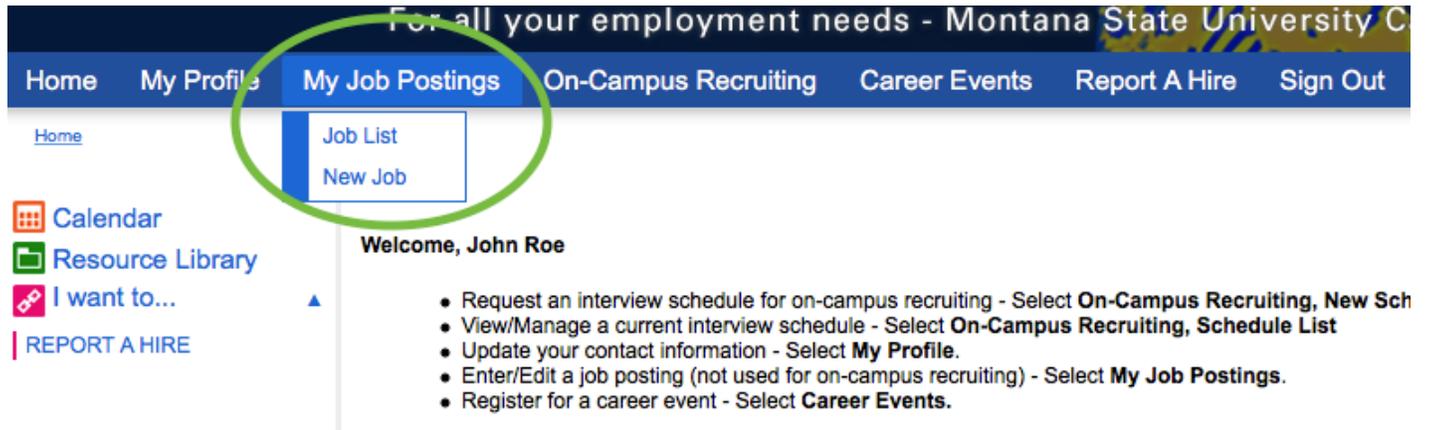
- All Majors
- College of Agriculture
- College of Arts & Architecture
- College of Business
  - Accounting
  - Finance
  - Management
  - Marketing
- College of Education, Health & Human Development
- College of Engineering
- College of Letters & Science
- College of Nursing
- Gallatin College Programs
- University College

Continue Cancel

Click on the plus button in front of the department with the majors you are recruiting for. Then check the box right beside your major(s). After clicking your box of choice click the “Continue” button.

## How to Post a Job:

Hover over “My Job Postings”. On the drop down menu select “New Job.”



After selecting “New Job”, the information page will appear.

**Position Information**

Notes:

\*Job Title:

Job Reference Num @:

\*Organization Name: Allen Yarnell Center for Student Success

Linked Contact:

No of Openings:

Work Schedule:

Hours per Week:

Wage/Salary:

Employment Start Date:

Employment End Date @:

Supervisor:

\*Summary (250 characters) of job @:

\*Job Description:

Qualifications:

Application Instructions:

Online Application Address:

Select “Yes” in the “Allow Online Referrals” drop down menu if you are want students to be able to apply to the job through HireABobcat. If you do not want students to apply through the website, select “No”. After entering all the necessary information, click “Save” at the bottom of the page.

The screenshot shows the 'Posting Information' form with the following fields and options:

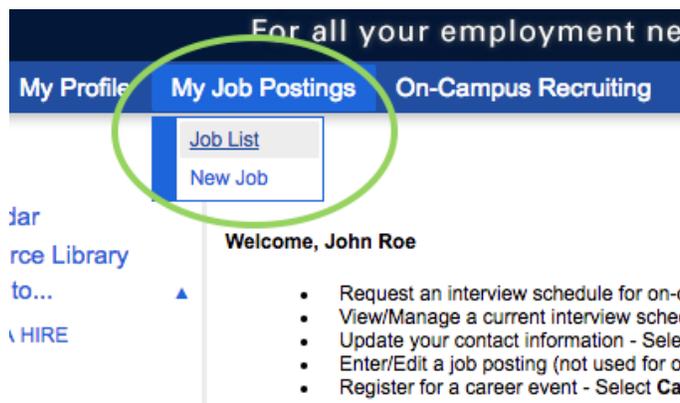
- Job Location (City, State): [Text Input]
- \*Is the job on or off MSU campus?: [Dropdown]
- \*Position Type: [List: Caregiver Jobs, Full-time Entry Level, Full-time Experienced]
- \*Applicant Type: [List: Alumni, Job Search, Job Search w/ On-Campus Recruiting, Work Study]
- Graduation Range: From [Month/Year] To [Month/Year]
- Classification: [List: Faculty/Staff Member, Freshman, Non-Student, Sophomore]
- Degrees: [List: Certificate, Associates, Bachelors, Masters]
- \*Majors: [Text Input]
- Screening Options: [List of checkboxes: Screen Graduation Range, Screen Classification, Screen Degrees, Screen Majors]
- \*Post Date: 3/23/2017
- \*Exp Date 6 weeks max: 5/7/2017
- Show Contact Info: No
- Allow Online Referrals: Yes
- Buttons: Save (circled in green), Cancel

**Post submission:**

Please note we will review and post your position within 48 hours of submission (excluding weekends). This timeline could be extended if we have questions for you regarding your position and during times of high volume (i.e., beginning of the semester). A reminder: If you make any edits to your position after it has been approved and activated, the job will immediately go back in to “pending” status causing the position to be reviewed again by a HireABobcat administrator. We recommend calling our office if you have changes to be made so we can facilitate this process and ensure your position stays active.

**How to Repost A Job:**

After 6 weeks you will receive an email notifying you that your job post will be expiring. If you wish to repost your job, log into your HireABobcat account and hover over “My Job Postings”. Click on “Job List”.



Click on the Job ID for the job you want to repost. A new page will open with the job details.

## Jobs

Your account currently contains the following job postings.

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted **R** in the Activity column. If no students have yet applied for the job, the **R** will not be highlighted.
- **Report hiring a student/graduate** - click the **P** in the Activity column. The **P** is highlighted when a student has been hired for the posting.

< < 1 > > Page 1 of 1, Items 1 to 4 of 4

Job ID	Job Title	Status	Activity
30894	Graphic Designer	Inactive	P R
34503	General Office Aid	Inactive	P R
34526	General Office Aid	Closed by Employer	P R

On the left side panel under “Page Functions” click “Copy Job”.

[Jobs > Job Profile](#)

**Page Functions**  
Copy Job  
View Activity

Calendar  
Resource Library

### Viewing Job: 30894/Graphic Designer

Profile View

A new window will open, click “OK” to copy job.

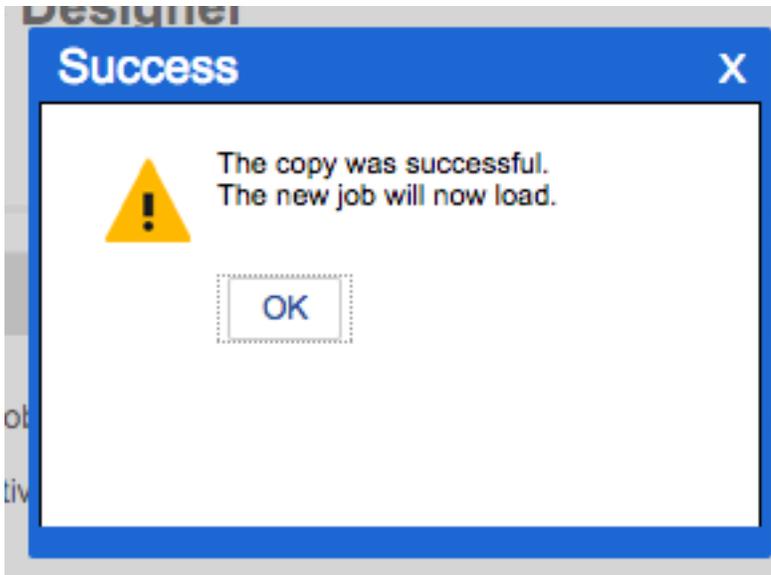
Employer - Job Profile

employer.myinterfase.com says:

Copy this record as a new job?

Cancel OK

A window will open to confirm the copy was successful, click "Ok". You will be taken to the new job post.



Once you have updated the new job listing, click the "Posting Information" tab, then hit "Save" to submit your new job post.

## Viewing Job: 35406/Graphic Designer

Profile View   Position Information   **Posting Information**

Please review the posting information. All fields marked with an \* are required.

Once you have completed making changes click **Save** at the bottom.

Carefully review the following fields:

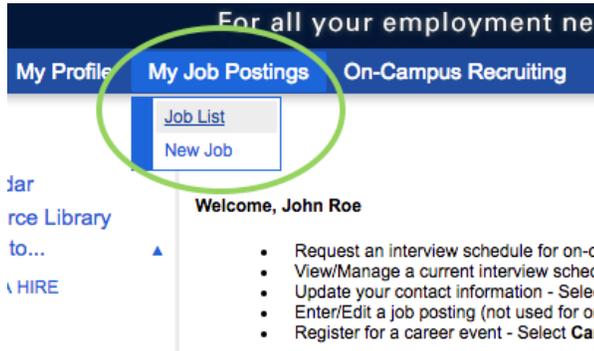
- **Applicant Type** - select the type of applicant who can apply (Job Search includes all students Campus Recruiting includes all students who wish to participate in interviews, Alumni includes Study is only for students with a work study award).
- **Post Date** - enter the date you wish this job posting to be available to applicants.
- **Expire Date** - enter the date you wish this job posting to stop, but no longer than 6 weeks from *Note: If you wish to immediately close this job posting, change the Expire Date to today's date*
- **Show Contact Information** - allows applicants to view your Contact Information (Yes or No).
- **Allow Candidate Self-Referral** - allows applicants to apply for this job posting by submitting tl e-mail notification for each submission (Yes or No).

**NOTE:** For fields that allow multiple selections, use CTRL to select more than one.

**Save**   **Cancel**

## How to View Students Who Apply for a Job Posting:

Hover over “My Job Postings”, then click “Job List”. This option is only available if “yes” was selected for online referrals on the original job post.



This page will display every job you have posted.

### Jobs

Your account currently contains the following job postings.

- **Enter a new job listing** - click **New Job** on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted R in the Activity column. If no students have yet applied for the job, the R will not be highlighted.
- **Report hiring a student/graduate** - click the P in the Activity column. The P is highlighted when a student has been hired for the posting.

Page 1 of 1, Items 1 to 2 of 2

Job ID	Job Title	Status	Activity
34503	General Office Aid	Inactive	P R
34513	General Office Aid	Pending	P R

Page 1 of 1, Items 1 to 2 of 2

Click the “R” to view the students who have submitted a resume.

### Referrals for Job General Office Aid

Below you will find all activity available for this job posting.

In the Activity Information section you will find the activity types available. To view each type click the number next to it.

- **Referrals** - a referral is recorded when a student submits a resume for a job posting.
- **Placements** - a placement is recorded each time a student is placed in a job.

0 Referrals 0 Placements

The following referrals have been submitted for this job posting.

- **View referral details** - click the View link next to the desired referral.
  - **Sort the list of referrals** - click on any column heading.
  - **Create a resume packet** - check the box of the applicants you are interested in or click **Select All** to include the resumes of all applicants in your search results then click **Create Packets**.
- NOTE: Check "check to email packet to self" to have the packet directly emailed to you. Otherwise the packet will appear in a new window.*

[View All]

Page 1 of 1, Items 0 to 0 of 0

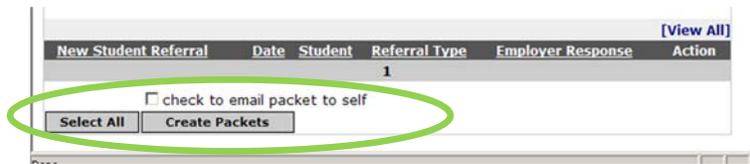
<input type="checkbox"/>	New Student Referral	Date	Submitted Documents	Student	Referral Type	Expected Graduation	Status	Action
No records to display.								

Page 1 of 1, Items 0 to 0 of 0

check to email packet to self

Select All Create Packets

The students will be listed on that page. You can email yourself a packet of the resumes by clicking in the “Check to email packet to self” box, then click “Create Packets”.

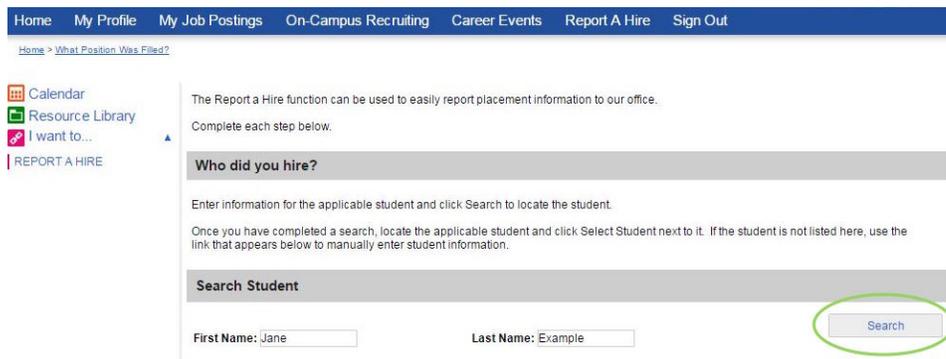


**Report A Hire:**

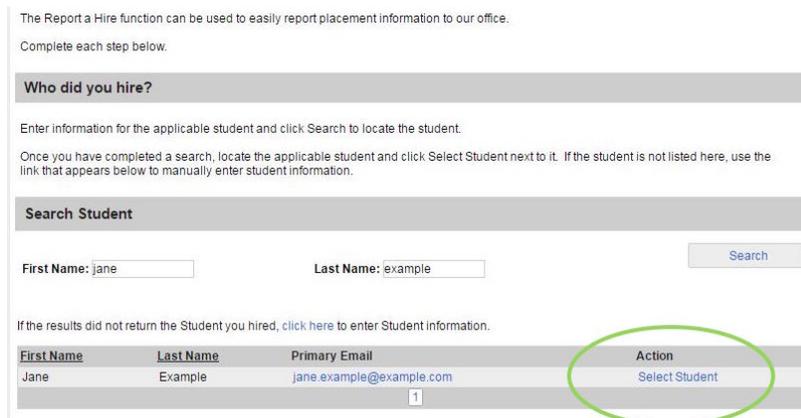
Login to HireABobcat.com, look on the left hand side of the screen and select “Report A Hire”.



Enter the student’s name into the search.



After you find the correct student, click the select student button.



After selecting the student, select the job title that has been filled.

**What Position Was Filled?**

If the results did not return the position that was filled, [click here](#) to enter position information.

My Jobs list all jobs in the system for your account. If the placement you are reporting is for one of these jobs, click Select Job next to the applicable job. If the job is not listed here, use the link above to manually enter position information.

Job ID	Job Title	Action
34503	General Office Aid	Select Job

1

Fill out the required information including position type, salary, and estimated hours per week, select finish once information has been completed.

Complete all required and/or applicable information below.  
Click Finish at the bottom to submit the placement information to our office.

**Placement Information**

Job Title:

Department:

\* Start Date:

End Date:

\* Position Type:

\* Salary:

\* Estimated Hours per Week:

Source:

Status:

**Work Information**

Supervisor:

Address Line 1:

Address Line 2:

\* City:

\* State:

Zip:

Phone:

Fax:

Email:

**Intern/Coop Information**

Semester:

**Miscellaneous Information**

## How to Build an Interview Schedule:

Hover over “On-Campus Recruiting” On the drop down menu select “New Schedule Request”.

For all your employment needs - Montana State University

Home My Profile My Job Postings **On-Campus Recruiting** Career Events Report A Hire Sign Out

Schedule Request

Schedule List  
New Schedule Request

1 Interview Schedule Information & Details 2 Assign Jobs 3 Submit Request

Save & Continue Cancel

**Step 1** - Carefully review the following fields in the Interview Request Preferences section:  
Schedule Type - choose what type of schedule you want.  
Preferred Interview Dates - enter three preferable dates to come on campus.  
Number of Rooms - enter the number of rooms you will need when you come on campus.  
Interview Session Preference - choose which interview interval works best for you.  
Need an information session - let us know if you will also be coming on campus to host an information session.  
Once you have completed entering your information click **Save & Continue** to the next Step.

**Posting Information**

Schedule Reference @ :  
\*Organization Name: Allen Yarnell Center for Student Success

**Interview Request Preferences**

\*Schedule Type :  
Request Interviews: No  
Preferred Interview Date 1:  
Preferred Interview Date 2:  
Preferred Interview Date 3:  
\*How many interviewers will be present?:  
First Interview Start Time @ :  
Last Interview Start Time @ :  
No of Rooms @ :  
No of Rooms (Interview Date 2): 0  
No of Rooms (Interview Date 3): 0  
Interview Session Preference :  
Request Information Session: No  
Additional Request Information:  
Save & Continue Cancel

After entering all of the necessary information, click “Save” at the bottom of the page. You will be directed to Step 2). Assigning Jobs.

1 Interview Schedule Information & Details 2 Assign Jobs 3 Submit Request

**Step 2** - Assign jobs and choose which documents the student should apply with.  
To assign an existing job - check the box to the left of the job that you want and then go to the document category section.  
To copy and then assign the job - click on the copy link, check the box to the left of the job that you copied and then go to the document category section.  
Add a new job - skip the list of existing jobs and click on the Add New Job button.  
Once you have completed entering your information click **Save & Continue** to the next Step.

**Assign Jobs**

Link to Existing Jobs:

<input type="checkbox"/>	Job ID	Job Title
<input checked="" type="checkbox"/>	34513	General Office Aid
<input type="checkbox"/>	Copy 34503	General Office Aid

Add New Job

Save & Continue Cancel

After filling in your information, select save and proceed to step 3. After confirming your information, select submit.

1 Interview Schedule Information & Details 2 Assign Jobs 3 Submit Request

**Viewing Schedule Request: 1475/Allen Yarnell Center for Student Success/John Roe**  
**Linked Jobs: 34513/General Office Aid**

Please take the time to review Steps 1 and 2 and the summary below.  
If your schedule request is ready to submit to the office for review, click on the Submit Request button below.

\*Schedule Type: Preselect  
Request Interviews: Yes  
Preferred Interview Date 1: 4/3/2017  
Preferred Interview Date 2:  
Preferred Interview Date 3:  
No of Rooms ? : 1  
No of Rooms (Interview Date 2): 0  
No of Rooms (Interview Date 3): 0  
Interview Session Preference: 30 Minute w/Breaks - Lunch 12-1 PM  
Request Information Session: No  
Additional Request Information:

Submit Request

To review or manage this interview at a later time, hover over the link “On-Campus Recruiting.” On the drop down menu select “Schedule List.”

### **What is a Preselect Schedule?**

With a preselect schedule, students submit their resumes to you and you get to select whom you wish to interview.

### **What is an Open Schedule?**

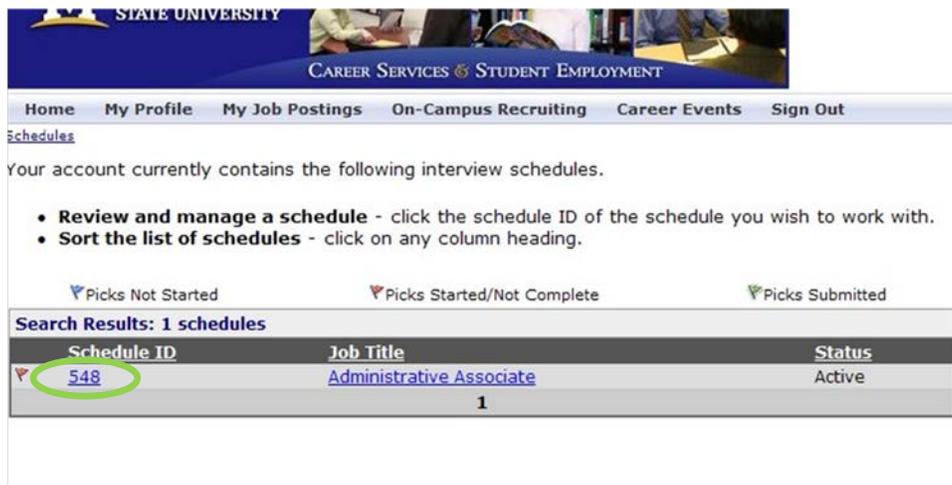
Students who meet the schedule requirements may sign up for an interview without your having to select them.

## How to View Who Signed Up for an Open Schedule:

Hover over "On-Campus Recruiting". Click "Schedule List".



Select the schedule ID for the schedule you want to arrange.



Scroll down to the bottom of page, then click on the session ID number.

Session ID	Interview Date	Interview Location	Recruiter	Session Information	Status
<b>651</b>	<a href="#">4/14/2007</a>		Emily Anderson		Active

1

Scroll down the page to see who has signed up for an interview.

- **View student profile and resume** - click the student name.
- **Sort the list of students** - click on any column heading.
- **Create a resume packet** - click Create Packet to include resumes for all students that have signed up.

Timeslots			
Interview Time	Student	Submitted Documents	Reference Schedule ID
8:45 AM	<a href="#">Emily Anderson</a>		548
9:30 AM			
10:15 AM			
11:00 AM			
11:45 AM			
12:30 PM			
1:15 PM			
2:00 PM			
2:45 PM			
3:30 PM			
4:15 PM			

check to email packet to self

### How to View Resumes ‘dropped’ for a Preselect Interview:

Hover over “On-Campus Recruiting”. Click “Schedule List”.

STATE UNIVERSITY  
CAREER SERVICES & STUDENT EMPLOYMENT

Home My Profile My Job Postings **On-Campus Recruiting** Career Events Sign Out

Welcome, **Emily Anderson**

- Request an interview schedule for on-campus recruiting - Select **On-Campus Recruiting, Request**
- View/Manage a current interview schedule - Select **On-Campus Recruiting, Schedule List**
- Update your contact information - Select **My Profile**.
- Enter/Edit a job posting (not used for on-campus recruiting) - Select **My Job Postings**.
- Register for a career event - Select **Career Events**.

Select the schedule ID for the schedule you want to manage.

STATE UNIVERSITY  
CAREER SERVICES & STUDENT EMPLOYMENT

Home My Profile My Job Postings On-Campus Recruiting Career Events Sign Out

Schedules

Your account currently contains the following interview schedules.

- **Review and manage a schedule** - click the schedule ID of the schedule you wish to work with.
- **Sort the list of schedules** - click on any column heading.

Picks Not Started     
 Picks Started/Not Complete     
 Picks Submitted

Search Results: 1 schedules

Schedule ID	Job Title	Status
548	<a href="#">Administrative Associate</a>	Active

1

You can see the number of students under “Students on List”. To select or decline students click “Manage List”.

Session ID	Interview Date	Interview Location	Recruiter	Session Information	Status
<a href="#">652</a>	<a href="#">4/22/2008</a>		Emily Anderson		Active
			1		
<b>Preselect Activity</b>					<a href="#">[Manage List]</a>
Students on List: 1					

You can choose either “Accept” or “Not Accepted”, and then click “Save Picks”. If you would like to view the resume before accepting or not accepting a student, click on “Submitted Documents”.

**NOTE:** If this schedule is currently closed for request submission (PRS Closed) you will be able to select those students you wish to interview and click **Submit** when you are finished. If not, you can only review the list until the request period closes. Refer to the timeline section on this schedule to determine when this schedule will close for requests and begin allowing selection.

<b>Manage Preselect Activity</b> <a href="#">[Back]</a>				
Preselects picks have been submitted for this schedule.				
<input type="checkbox"/>	First Name	Last Name	Status Selection	Submitted Documents
<input type="checkbox"/>	<a href="#">Emily</a>	<a href="#">Anderson</a>	<input type="radio"/> Accepted <input type="radio"/> Not Accepted	
<input type="checkbox"/> check to email packet to self				
<input type="button" value="Save Picks"/>		<input type="button" value="Create Packet"/>		

### How to See Who Signed Up for an Interview:

Hover over “On-Campus Recruiting”. Click “Schedule List”.

STATE UNIVERSITY  
CAREER SERVICES & STUDENT EMPLOYMENT

Home My Profile My Job Postings **On-Campus Recruiting** Career Events Sign Out

Home

Welcome, **Emily Anderson**

- Request an interview schedule for on-campus recruiting - Select **On-Campus Recruiting, Request**
- View/Manage a current interview schedule - Select **On-Campus Recruiting, Schedule List**
- Update your contact information - Select **My Profile**.
- Enter/Edit a job posting (not used for on-campus recruiting) - Select **My Job Postings**.
- Register for a career event - Select **Career Events**.

Select the schedule ID for the schedule you want to manage.

STATE UNIVERSITY  
CAREER SERVICES & STUDENT EMPLOYMENT

Home My Profile My Job Postings On-Campus Recruiting Career Events Sign Out

[Schedules](#)

Your account currently contains the following interview schedules.

- **Review and manage a schedule** - click the schedule ID of the schedule you wish to work with.
- **Sort the list of schedules** - click on any column heading.

Picks Not Started Picks Started/Not Complete Picks Submitted

**Search Results: 1 schedules**

<u>Schedule ID</u>	<u>Job Title</u>	<u>Status</u>
548	<a href="#">Administrative Associate</a>	Active

1

On the “Viewing Schedule” page, scroll down to the bottom and click on the interview date.

<u>Session ID</u>	<u>Interview Date</u>	<u>Interview Location</u>	<u>Recruiter</u>	<u>Session Information</u>	<u>Status</u>
652	4/22/2008		Emily Anderson		Active

1

**Preselect Activity** [\[Manage List\]](#)

Students on List: 1

Scroll down to the bottom of the page and you can view who has signed up.

**Timeslots**

<u>Interview Time</u>	<u>Student</u>	<u>Submitted Documents</u>	<u>Reference Schedule ID</u>
8:45 AM	<a href="#">Emily Anderson</a>		549
9:31 AM			
10:17 AM			
11:03 AM			
11:49 AM			
12:35 PM			
1:21 PM			
2:07 PM			
2:53 PM			
3:39 PM			

check to email packet to self

**Create Packet**

## How to Register for a Career Fair:

Hover over the “Career Events”, then click on “Search”.

The screenshot shows the top navigation bar of the Montana State University career portal. The text "For all your employment needs - Montana State University" is at the top right. The navigation menu includes: Home, My Profile, My Job Postings, On-Campus Recruiting, Career Events (circled in green), Report A Hire, and Sign Out. Below the navigation bar is the "Event Search" section. It features a search bar with a "Search" button (circled in green) and a "Reset" button. Below the search bar are input fields for "Career Event Name", "Category" (a dropdown menu with options: Career Fair, Info Sessions, Orientation, Workshop), and "Event Date" (with calendar icons). A second "Search" button (circled in green) and "Reset" button are located below the date field.

Click on “Register” for the fair you are interested in attending.

Event Search Results [Change Criteria]

Page 1 of 1, items 1 to 2 of 2

	Career Event Name	Event Type	Start Date/Time	End Date/Time	Location	Category	Students	Action	Activity
	Teach Montana Educators Fair	Career/Job Fair	4/27/2017 9:30 AM	4/27/2017 11:30 AM	SUB 233 & 235	Career Fair	0	Register	
	Virtual Student Employment Job Fair	Career/Job Fair	4/10/2017 8:00 AM	5/6/2017 10:00 PM	Virtual	Career Fair	0	Register	

Page 1 of 1, items 1 to 2 of 2

## Enter all of the information and then click “Continue”

Please complete the following sections. All fields marked with an \* are required.

Once you have completed making changes click **Continue** at the bottom.

**NOTE:** For fields that allow multiple selections, use CTRL to select more than one.

Below you will find the following options:

- **Show Contact Info** - select Yes if you wish to show your contact information (address, phone, and email) to students with your profile.
- **Logo** - you can click browse and upload a company logo graphic from your computer if you wish to include it with your profile. The graphic can be in BMP, GIF or JPG format and should not be larger than 300 x 300 pixels.

**Registration Information**

Career Event Name: Virtual Student Employment Job Fair  
\*Organization Name: Allen Yarnell Center for Student Succ

Department:

\*First Name:

Middle Initial:

\*Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Phone:

Alt Phone:

Fax:

\*E-mail:

Website:

Show Contact Info:

\*Overview:

\*Please select your display size:

Additional Request Information:

Logo (must be a jpg or gif):

Be sure to enter the name, title, and email address of each representative. If you do not enter any representatives at this time, your name will automatically appear in the “Attending Recruiters” box with your phone number as your “Title”. Please edit this section. If you will not be attending the fair, please remove your name.

Click “Continue” once the representative information is correct.

So that we can prepare materials for all the fair attendees, it is necessary to indicate who will be present. You may make changes to this information at a later date, if necessary.

Attending Recruiters			
Representative Name	Representative Title	Representative Email	Action
John Roe	406-994-7627	john.roe@example.com	[Edit] [Remove]

Add New Recruiter

\*Representative Name:  \*Representative Title:  \*Representative Email:

## How to View Your Invoice for a Fair

After you click “Save” another page will open. Scroll down to the bottom of the page. To view and generate an invoice, click on the “Invoice” button.

Attending Recruiters			[Edit]
Representative Name	Representative Title	Representative Email	
John Roe	406-994-7627	john.roe@example.com	

Profile Information					[Edit]
Linked Jobs: To select existing job(s) click [Add Existing Job] or click [Add New Job]					
Job ID	Job Title	Post Date	Exp Date 6 weeks max	Status	
34513	General Office Aid			Pending	

Positions Available:  
Majors @ : All Majors  
Degrees Sought:  
Position Types @ : Student Employment/Part-time  
Citizenship:

Fees			
Item	Description	Amount	Quantity
No records to display.			
Total Fees: \$0.00			

Payment
Below is your payment information for this event. Please note, no refunds will be issued after 5:00 PM four weeks prior to the fair. A \$50 processing fee will apply to all refunds.
• <b>Generate an invoice</b> - click the <b>Create Invoice</b> button below.
Please note: This site uses pop-up windows. To temporarily disable pop-up blockers, hold down the Control key, while selecting.
Adjustment Description: Amount Paid: \$0.00 Amount Due: \$0.00 PO Number: Pay Status: Not Paid Payment Date:
<input type="button" value="Invoice"/>

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**Career, Internship,  
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Services**

177 Strand Union Building  
Bozeman, MT 59717  
406-994-4353  
[careers@montana.edu](mailto:careers@montana.edu)

