

Need to *HIRE A BOBCAT?*

Use **HIREABOBCAT.COM** for all your on-campus hiring!

Receive Your Invitation to HireABobcat.com

- As an employer on the Montana State University (MSU) campus, each program, department, and college already possesses a company account on HireABobcat. If you haven't received your invitation yet, please email careers@montana.edu.

Accept the Invitation

- Once you receive your invitation, follow the instructions provided in the email to set up your employer account on Handshake. After your account is created, you will gain access to your MSU departments company profile and be able to post job opportunities directly.

Log In to HireABobcat.com

- Upon logging in, select the specific MSU College or Department profile that pertains to your area. Each college and department has its own page designated for posting job opportunities.

Post a Job

- On your department's profile page, click the option to "Post a Job" on the side menu.
- Provide the job details, including position type (full-time, part-time, internship, entry-level), job description, qualifications, and application instructions.
- For Undergraduate Research Positions: When prompted about MSU Collections, select the "Undergraduate Research" option. This will filter your listing for students specifically interested in undergraduate research, ensuring your opportunity reaches them.

Important Note: Your position will automatically be categorized as an on-campus opportunity under the Job Type filter for students. Additionally, you can opt to join the Gold Standard Program Collection while completing the job posting form.

Manage Job Listings & Report Hires

- With HireABobcat (powered by Handshake), managing your job postings, contacting students, and tracking the hiring process has never been easier.
- You can log in to HireABobcat.com at any time to update, manage, or remove listings.
- You will also have access to view applicants and handle communications with potential student employees.

Need Assistance?

If you have any questions or require help with posting on HireABobcat.com, the MSU Career Services team is here to support you throughout the process.



Career, Internship &
Student Employment Services

More Info >>

