HireABobcat Employer Guide

2017 Edition

Career, Internship & Student Employment Services

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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. Click "Click here to register!".

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

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:

allen yarn

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.
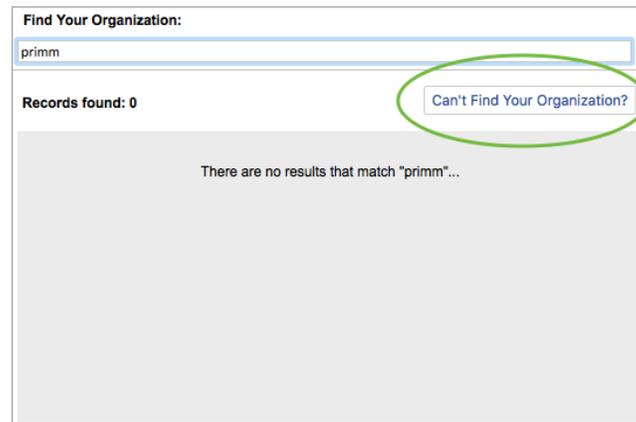
Find Your Organization:

primm

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.

Register
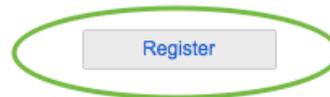
Employer Information

*Organization Name:	
Location:	
Website:	
Employer Category:	Accounting 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.

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

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."
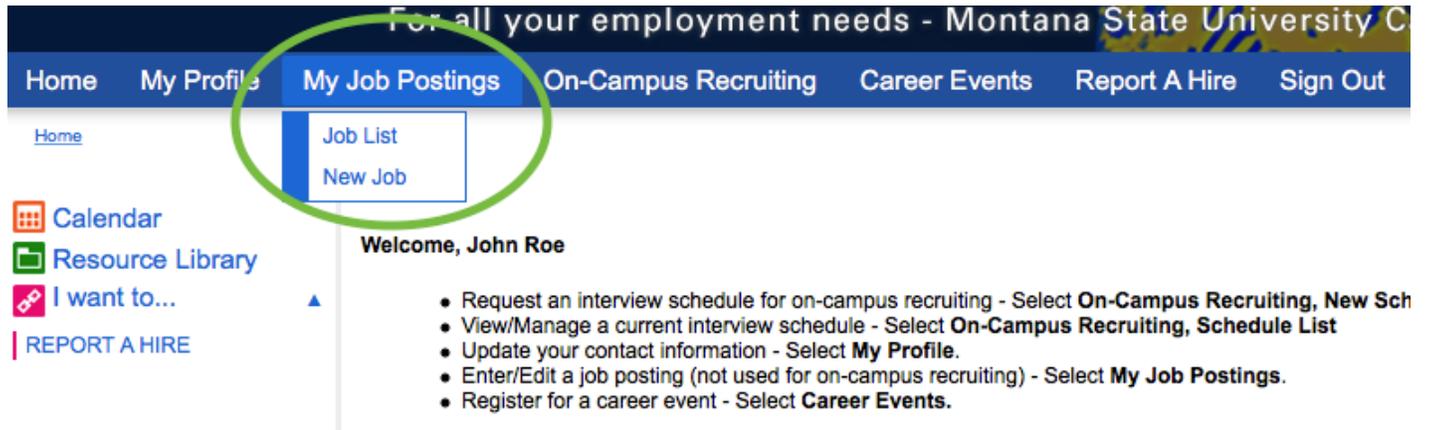
After selecting "New Job", the information page will appear.

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.

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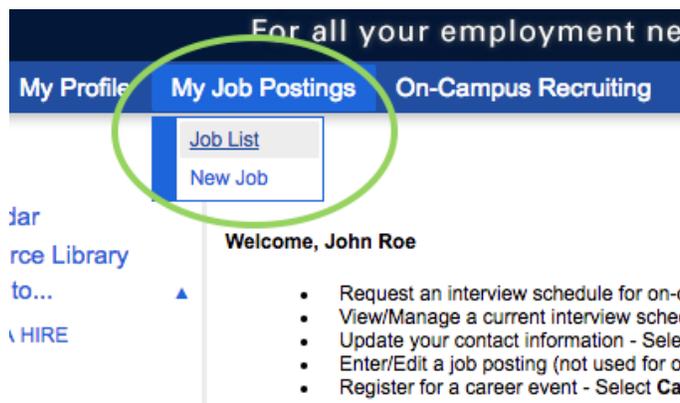
Click on the Job ID for the job you want to repost. A new page will open with the job details.

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

las

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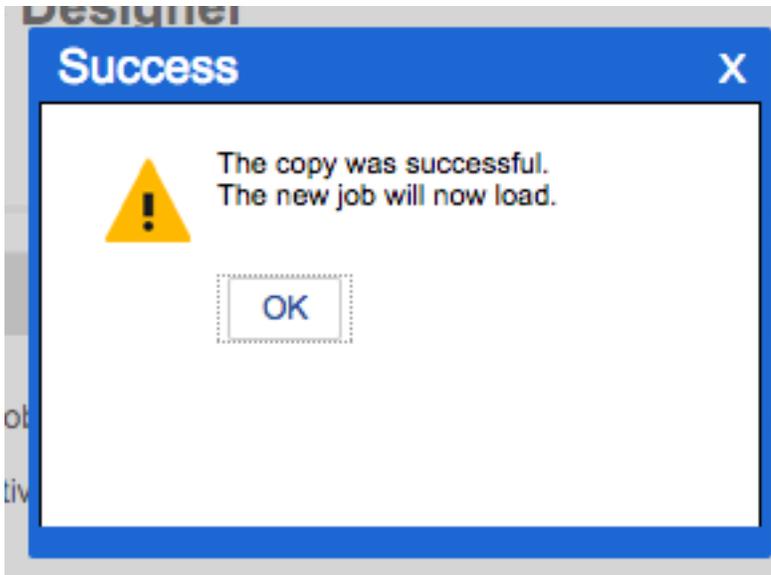
Once you have updated the new job listing, click the "Posting Information" tab, then hit "Save" to submit your new job post.

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.

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

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".
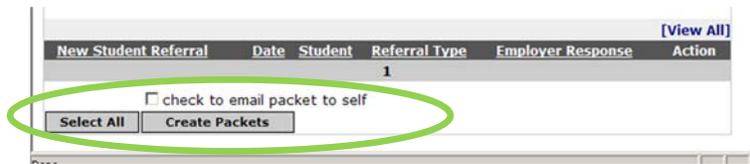
Report A Hire:

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.
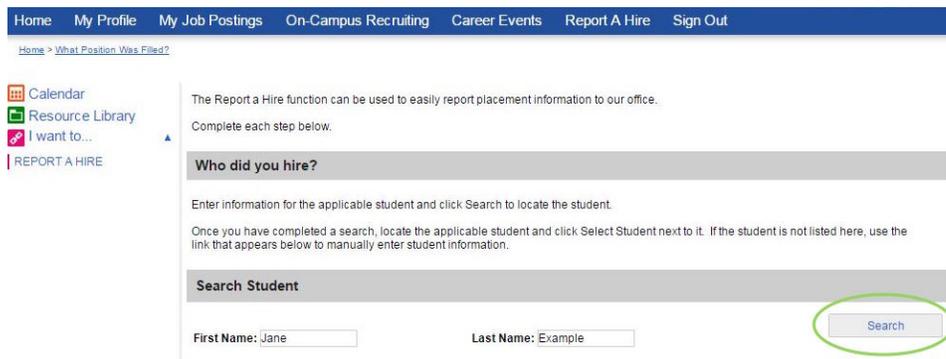
After you find the correct student, click the select student button.
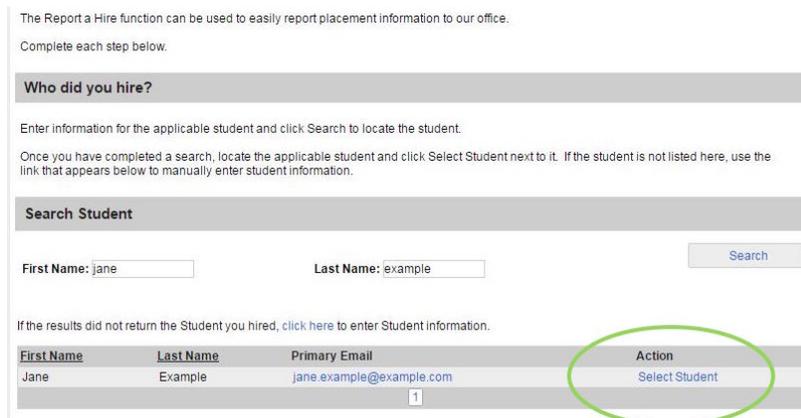
After selecting the student, select the job title that has been filled.

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

How to Build an Interview Schedule:

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

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

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

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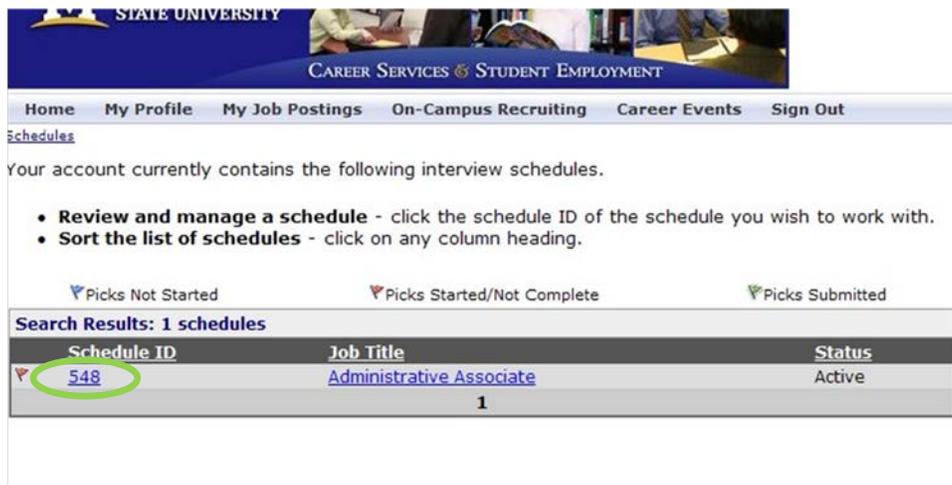
Scroll down to the bottom of page, then click on the session ID number.

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

How to View Resumes 'dropped' for a Preselect Interview:

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

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

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

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".

How to See Who Signed Up for an Interview:

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

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

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

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

How to Register for a Career Fair:

Hover over the "Career Events", then click on "Search".

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

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:	John
Middle Initial:	
*Last Name:	Roe
Address Line 1:	PO Box 174180
Address Line 2:	177 Strand Union
City:	Bozeman
State:	MT ▾
Zip Code:	59717
Phone:	406-994-7627
Alt Phone:	
Fax:	406-994-5488
*E-mail:	john.roe@example.com
Website:	www.montana.edu/success
Show Contact Info:	No ▾
*Overview:	
*Please select your display size:	▾
Additional Request Information:	
Logo (must be a jpg or gif):	Choose File No file chosen

Continue   Cancel

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: _____   Add

Continue

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.

Brought to you by your friends at
Career, Internship,
&
Student Employment
Services
177 Strand Union Building
Bozeman, MT 59717
406-994-4353
careers@montana.edu