ALLEN YARNELL CENTER FOR STUDENT SUCCESS

Career, Internship & Student Employment Services

HireABobcat Employer Guide

2017 Edition

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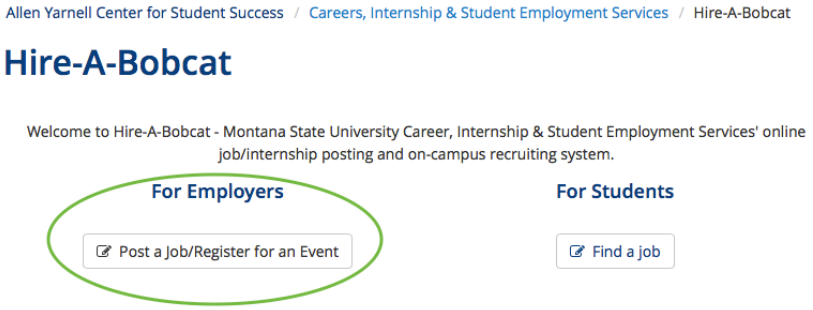
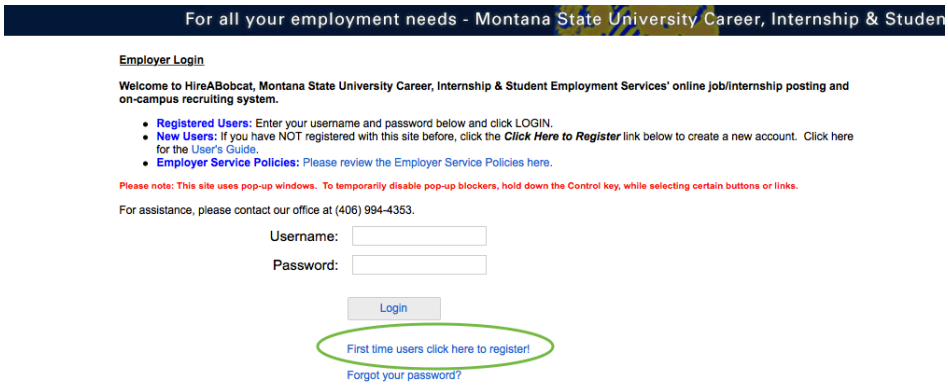
How to Log-in to Your Account:

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

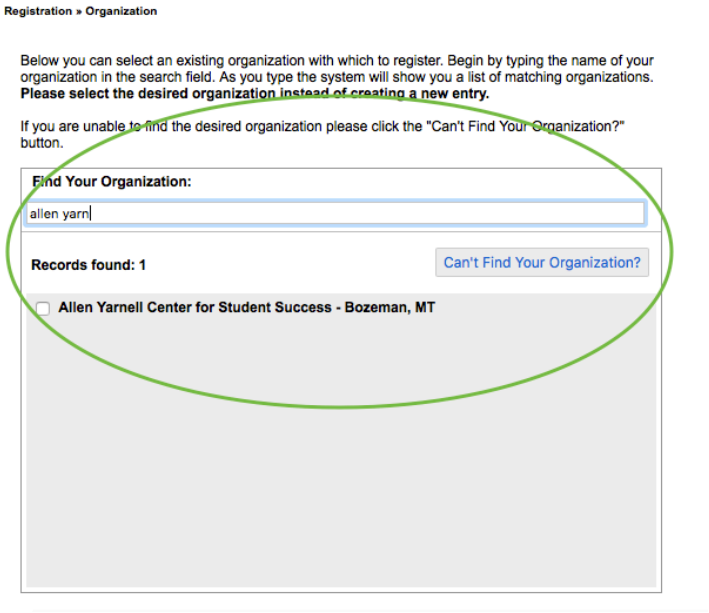


How To Register:

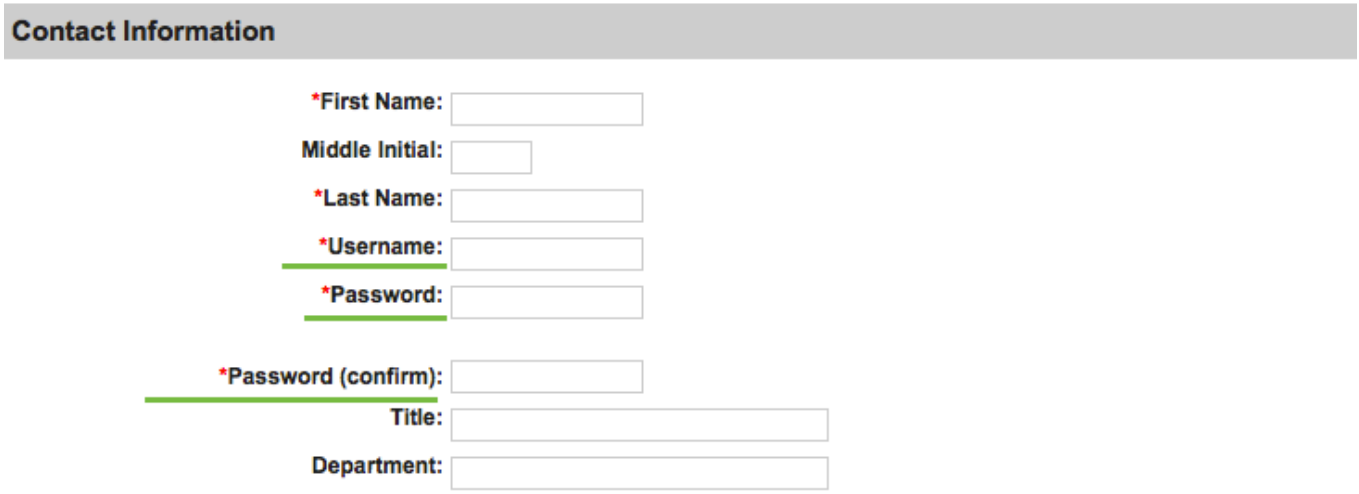
Go to www.hireabobcat.com. Click "Click here to register!".



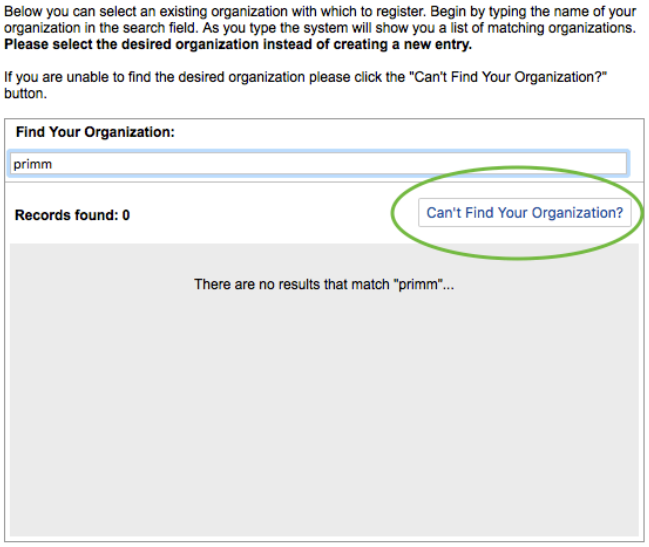
Enter your organization in the box provided. If your organization already exists, select it.
Click “Continue”. Hint: go slowly, it could take a moment to load.



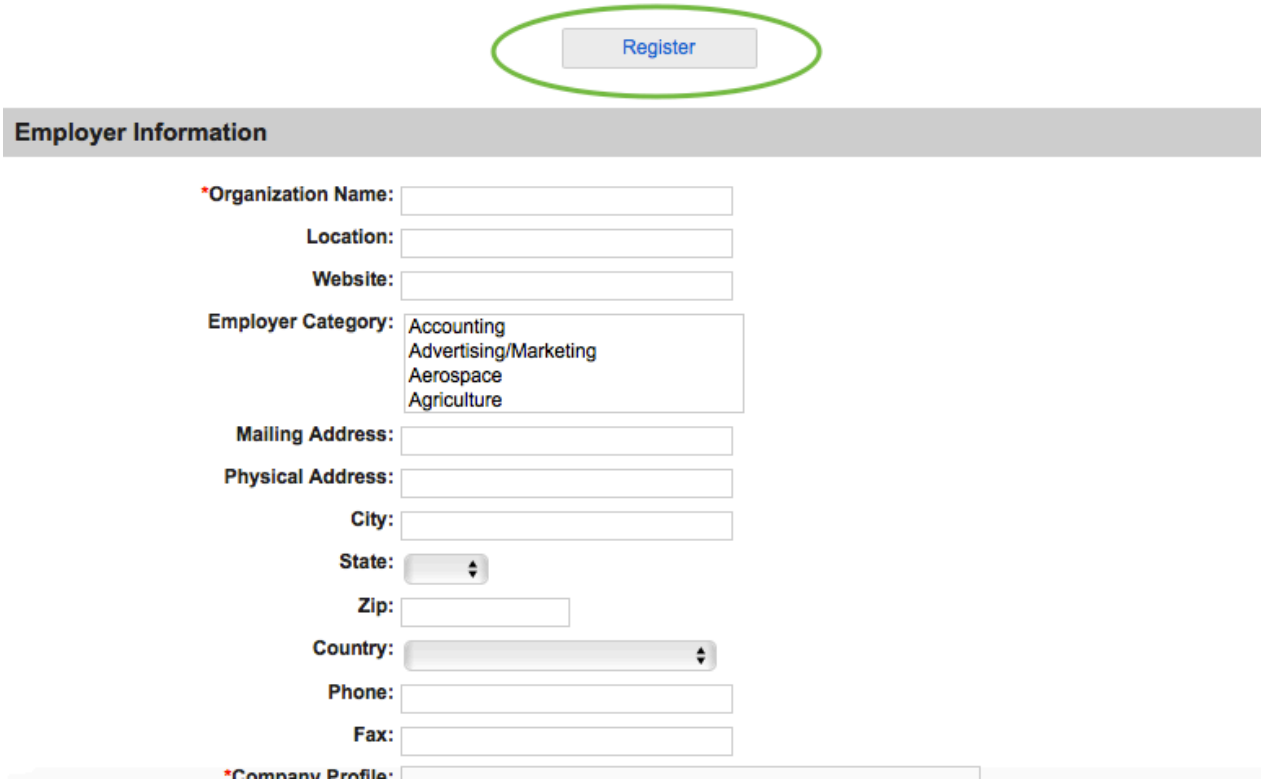
Scroll down the page and enter all of your information.
Note: Please remember your username and password, as you will use this every time you login.



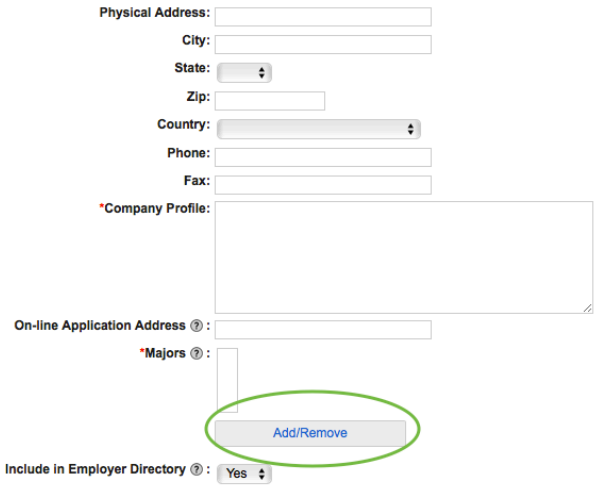
If your organization is not in the system, click “Can’t Find Your Organization?”.



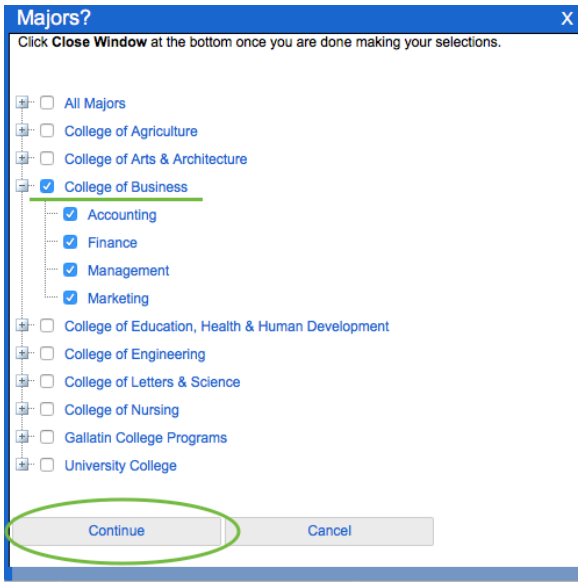
After entering all of your organization and contact information, click “Register” at the top of the page.



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



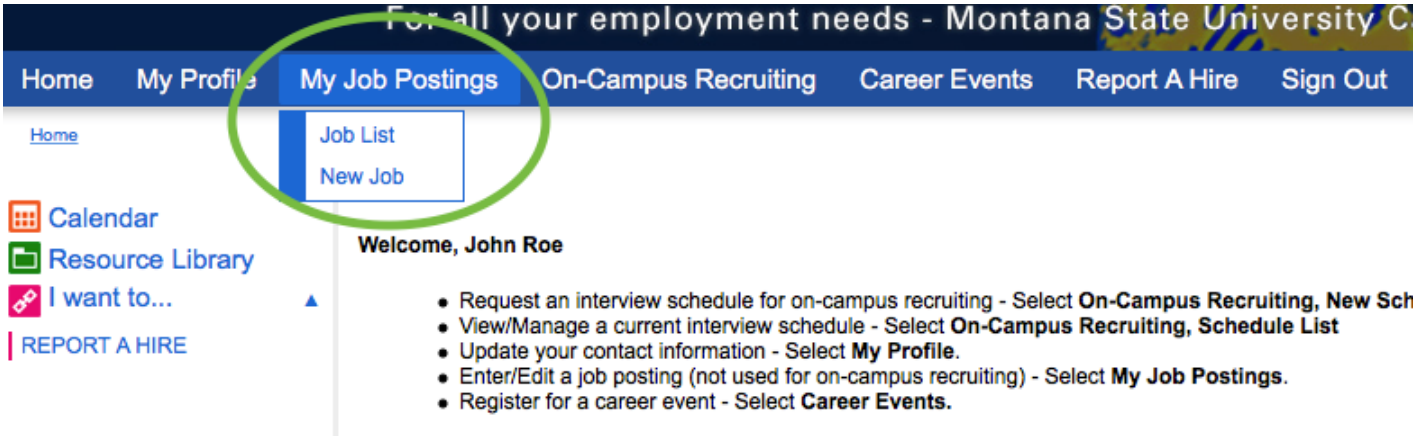
A new window will pop up with a list of different majors.



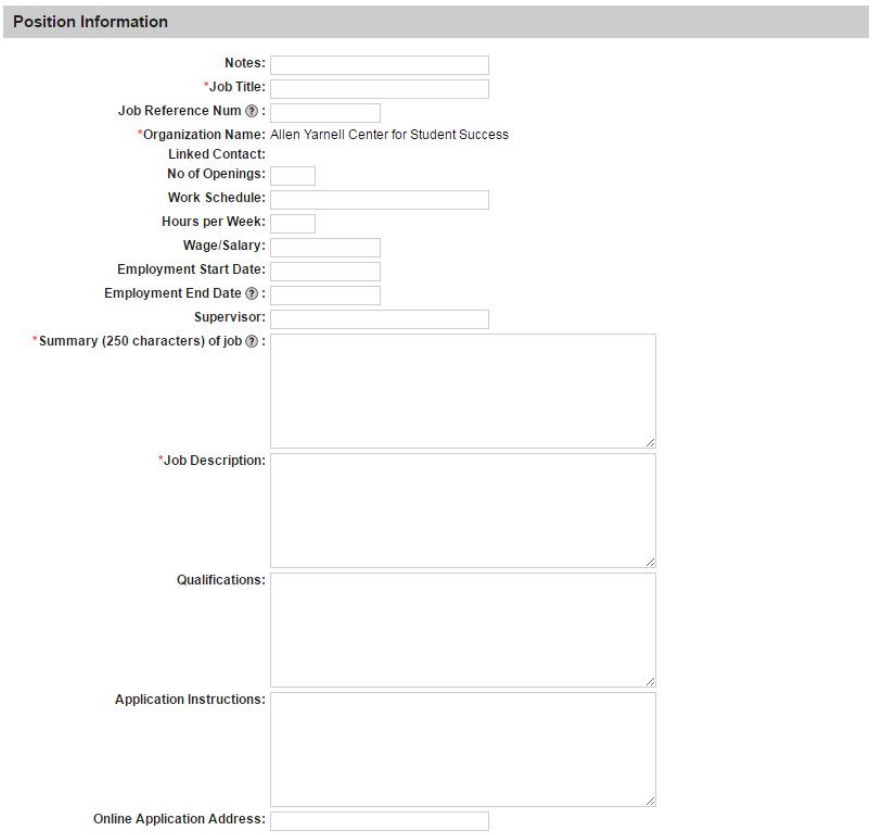
Click on the plus button in front of the department with the majors you are recruiting for. Then check the box right beside your major(s). After clicking your box of choice click the “Continue” button.

How to Post a Job:

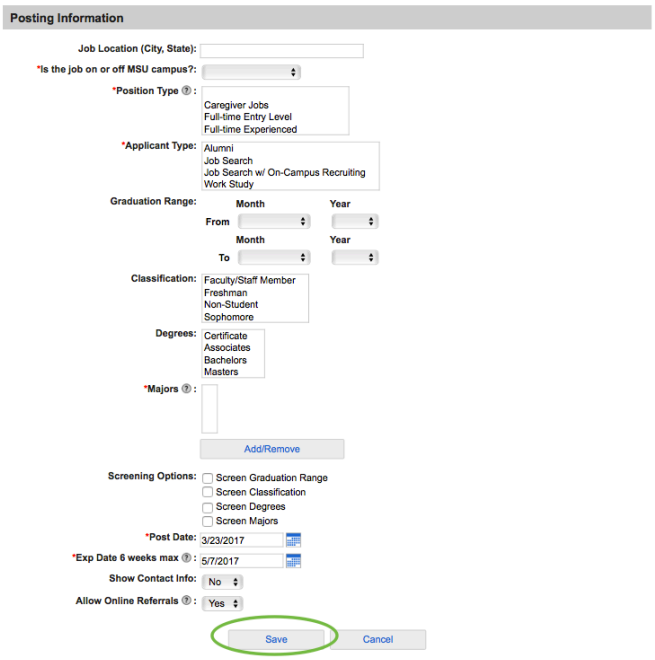
Hover over “My Job Postings”. On the drop down menu select “New Job.”



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.

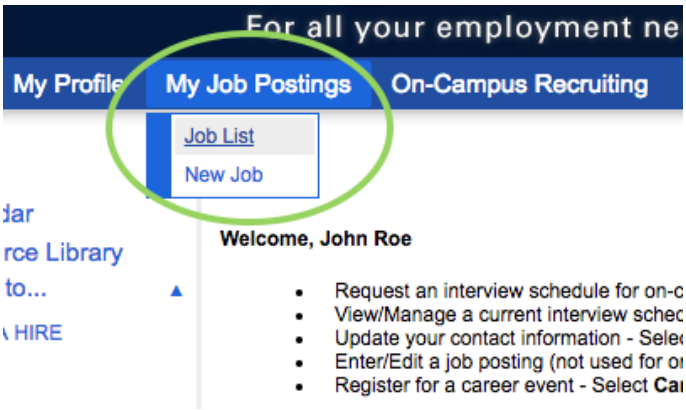


Post submission:

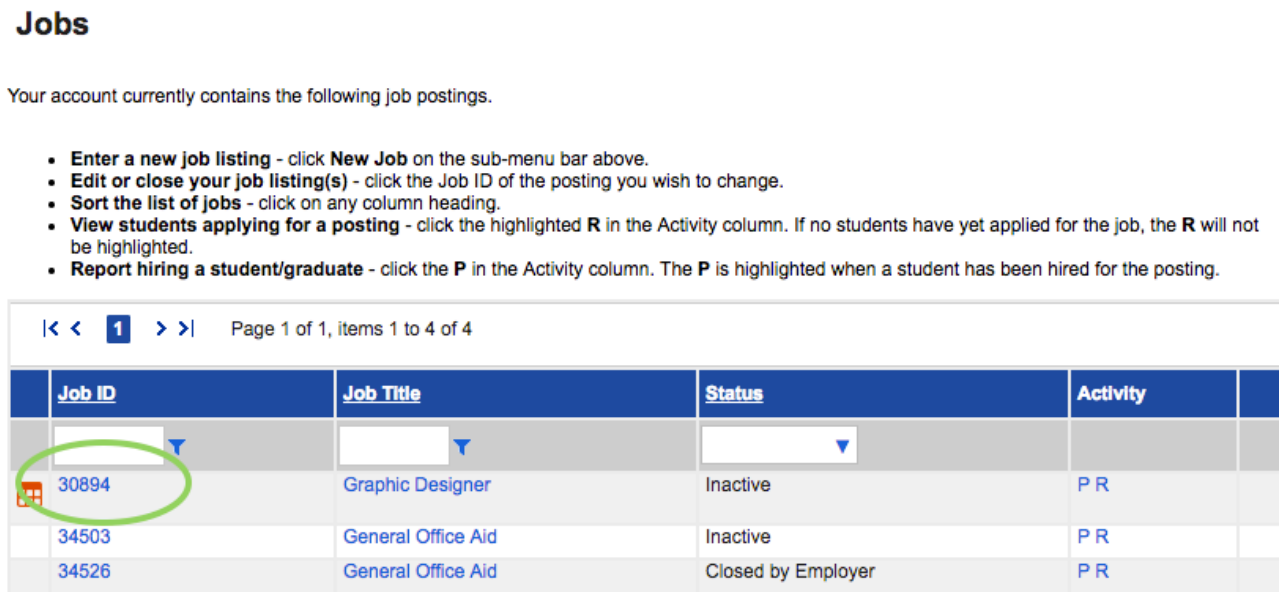
Please note we will review and post your position within 48 hours of submission (excluding weekends). This timeline could be extended if we have questions for you regarding your position and during times of high volume (i.e., beginning of the semester). A reminder: If you make any edits to your position **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:

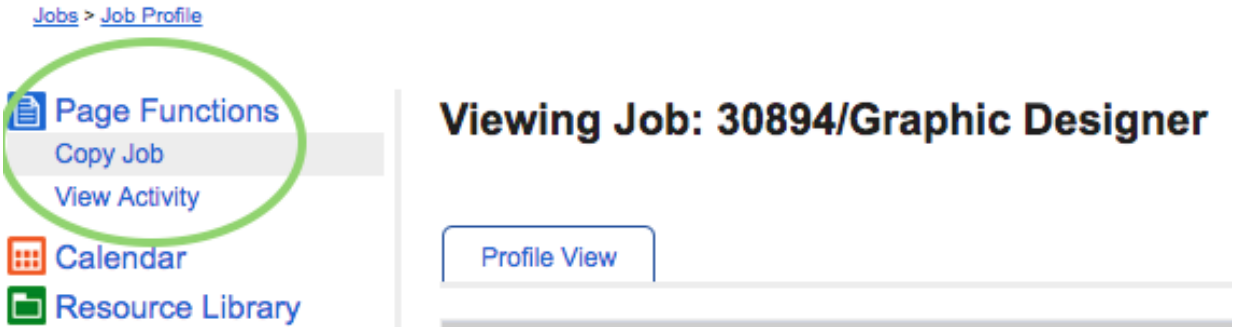
After 6 weeks you will receive an email notifying you that your job post will be expiring. If you wish to repost your job, log into your HireABobcat account and hover over “My Job Postings”. Click on “Job List”.



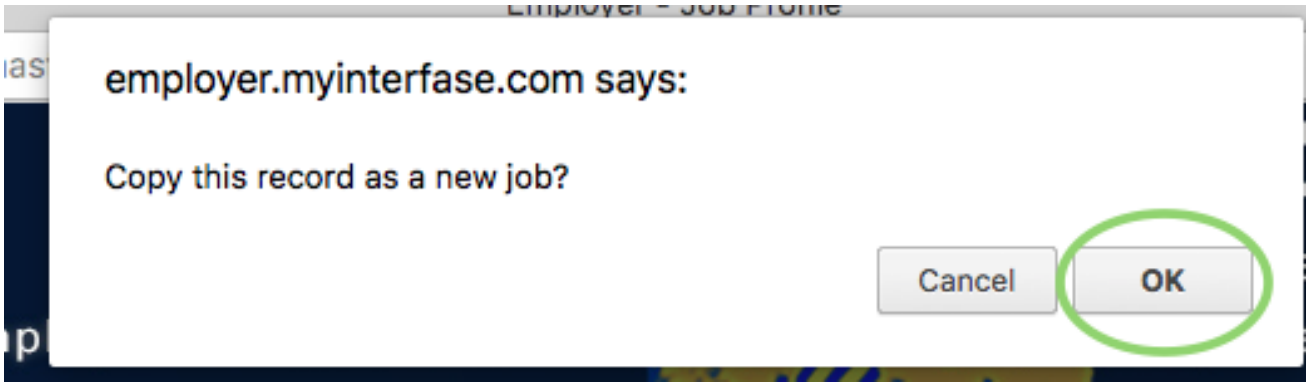
Click on the Job ID for the job you want to repost. A new page will open with the job details.



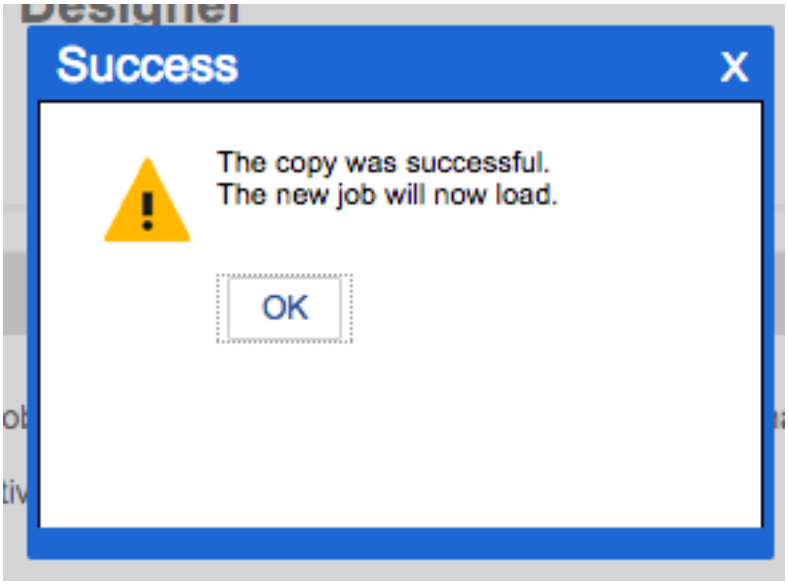
On the left side panel under “Page Functions” click “Copy Job”.



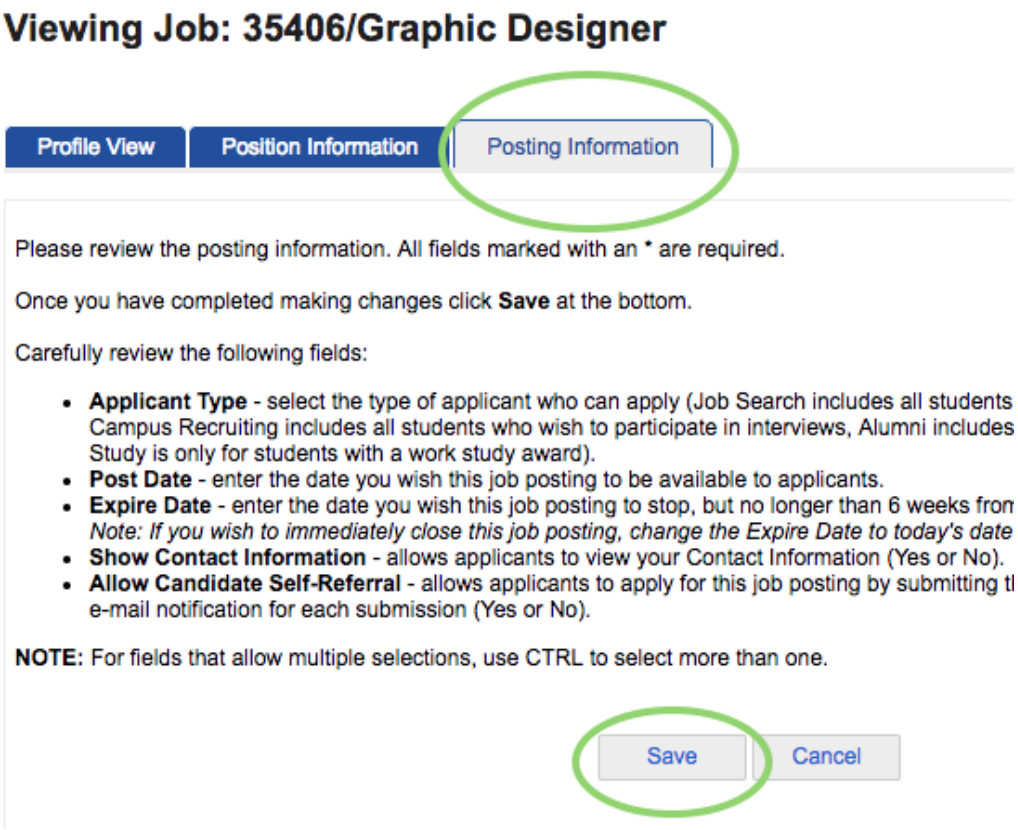
A new window will open, click “OK” to copy job.



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

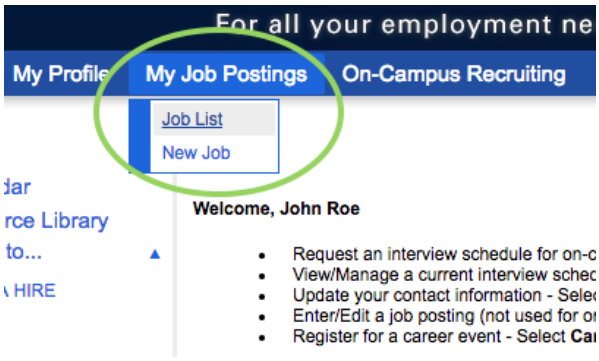


Once you have updated the new job listing, click the “Posting Information” tab, then hit “Save” to submit your new job post.

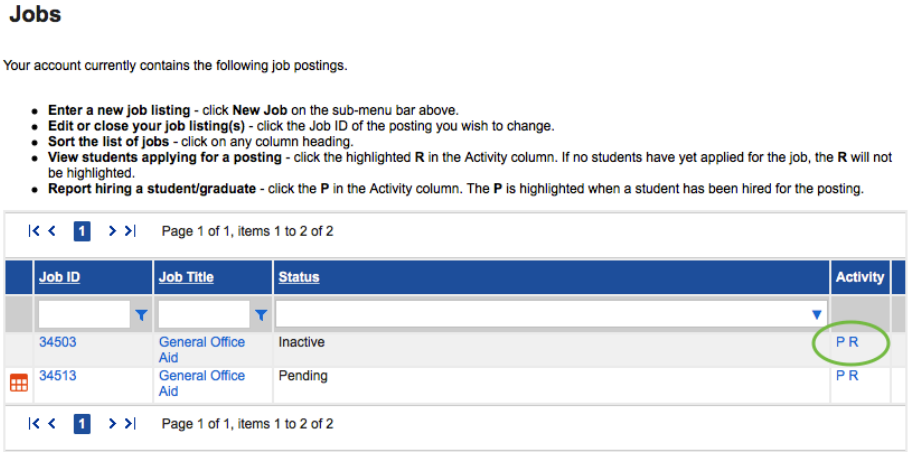


How to View Students Who Apply for a Job Posting:

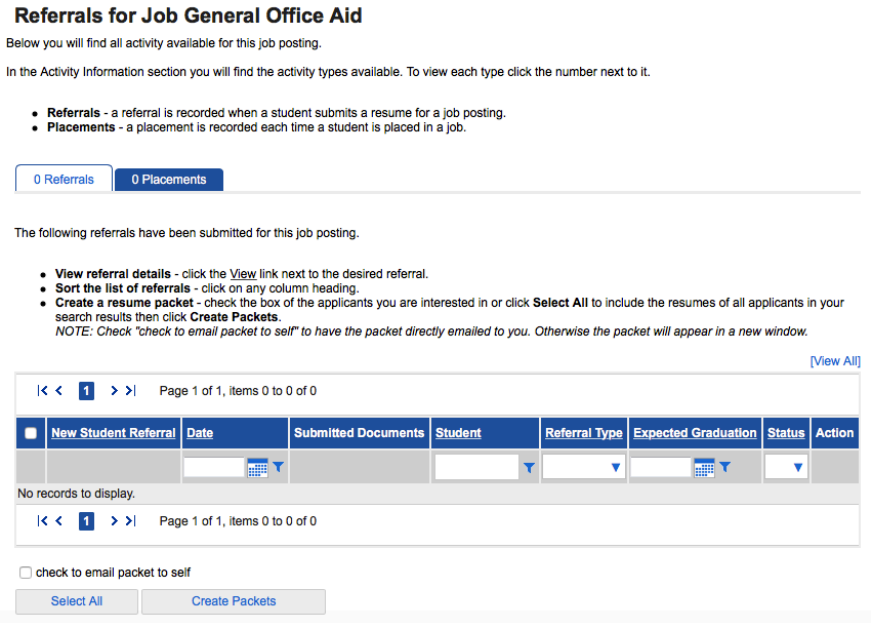
Hover over “My Job Postings”, then click “Job List”. This option is only available if “yes” was selected for online referrals on the original job post.



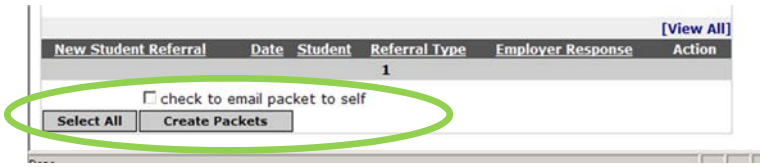
This page will display every job you have posted.



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

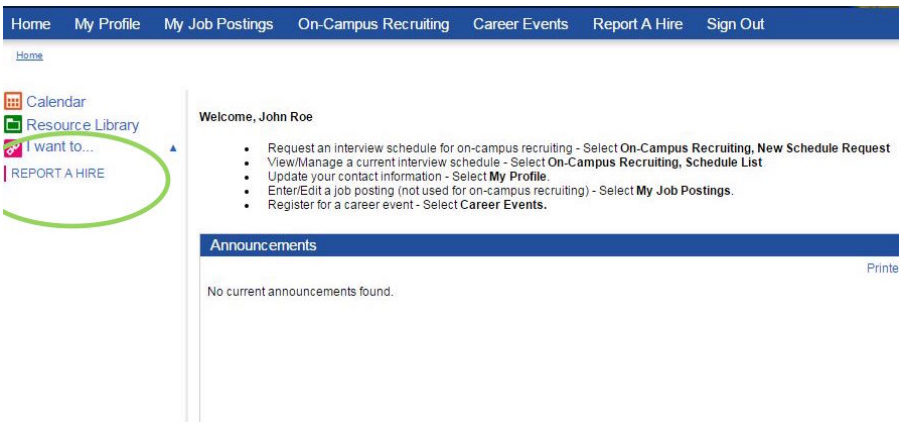


The students will be listed on that page. You can email yourself a packet of the resumes by clicking in the "Check to email packet to self" box, then click "Create Packets".

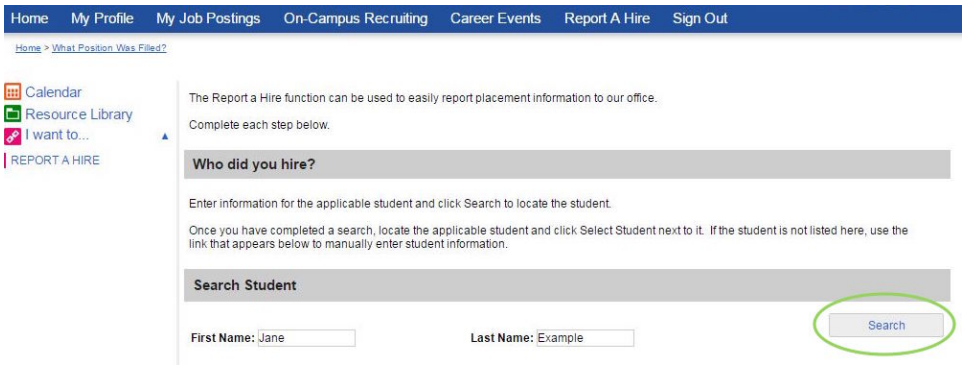


Report A Hire:

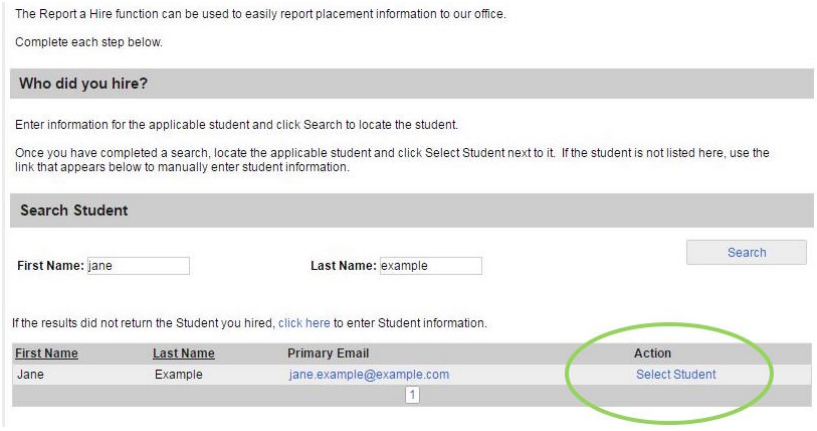
Login to HireABobcat.com, look on the left hand side of the screen and select "Report A Hire".



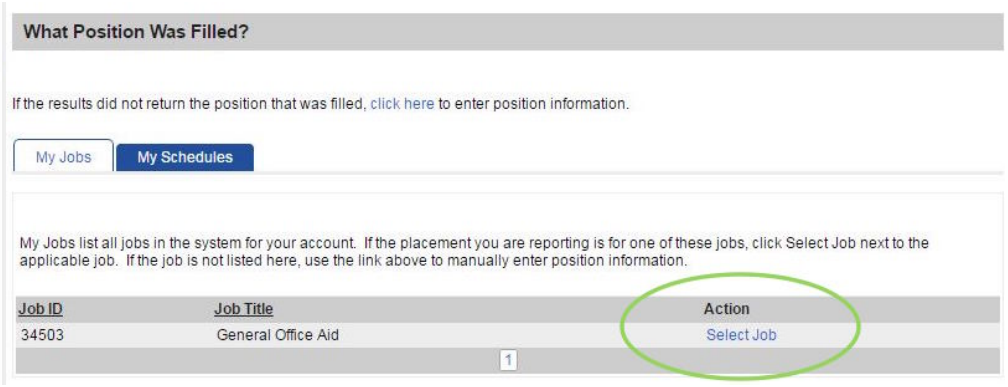
Enter the student's name into the search.



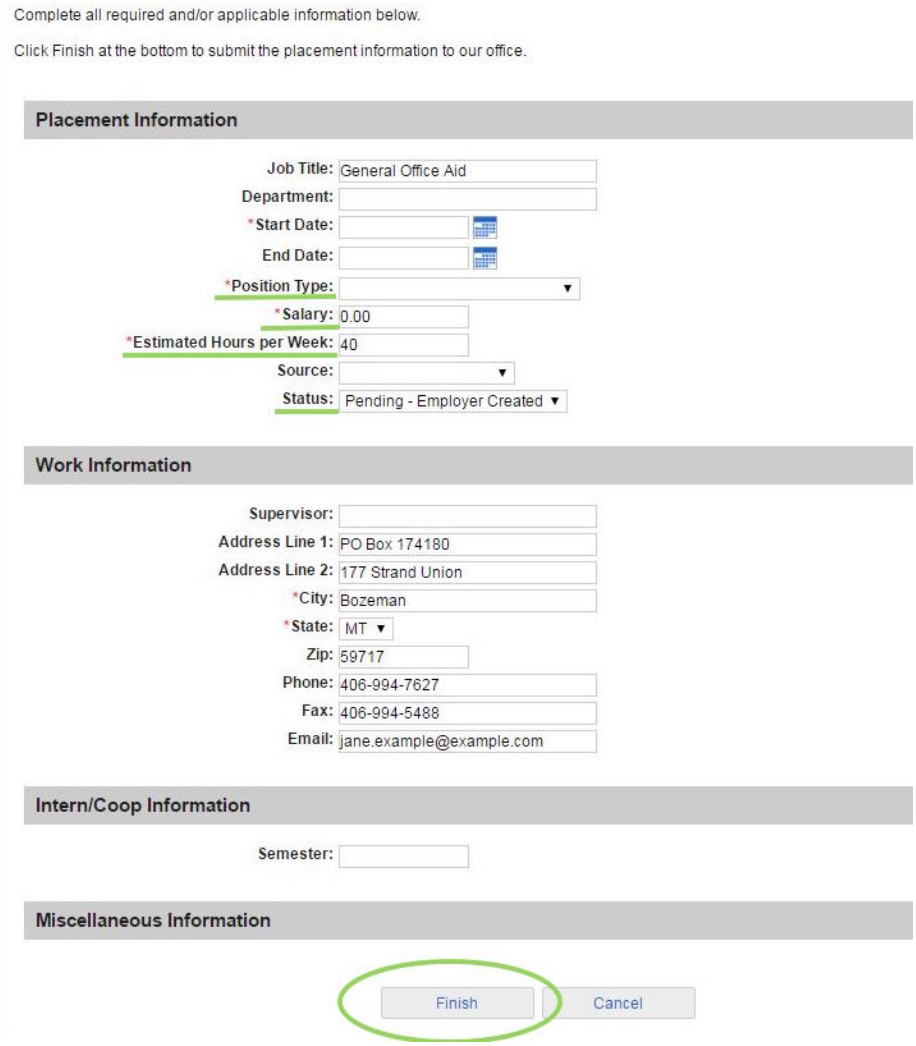
After you find the correct student, click the select student button.



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

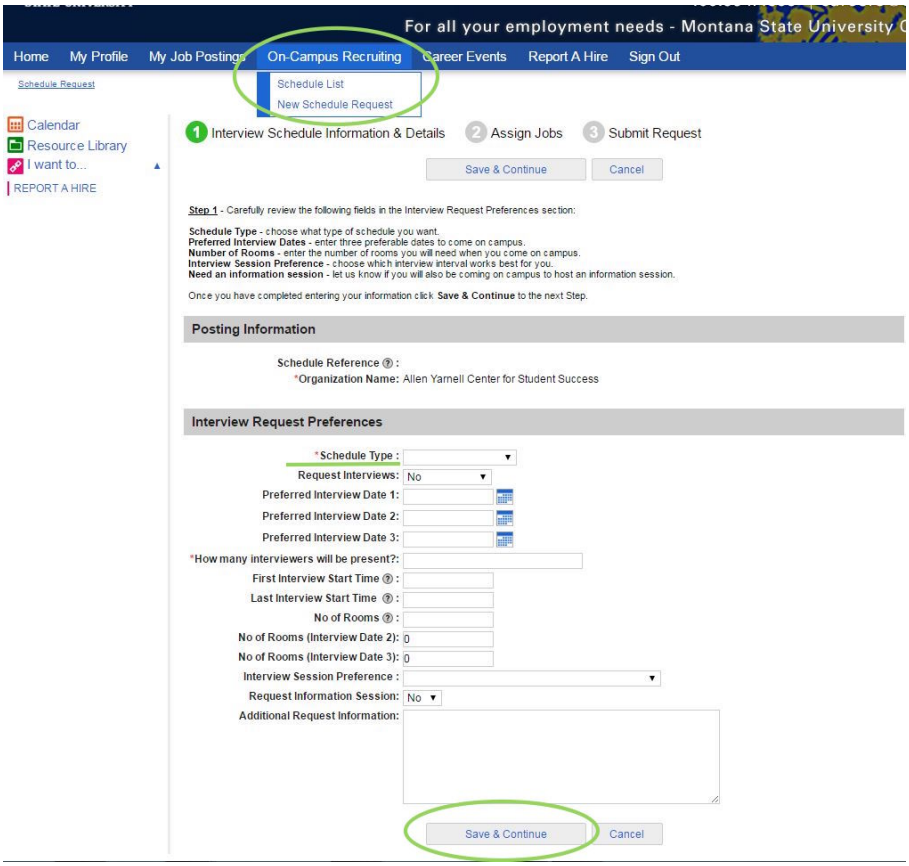


Fill out the required information including position type, salary, and estimated hours per week, select finish once information has been completed.

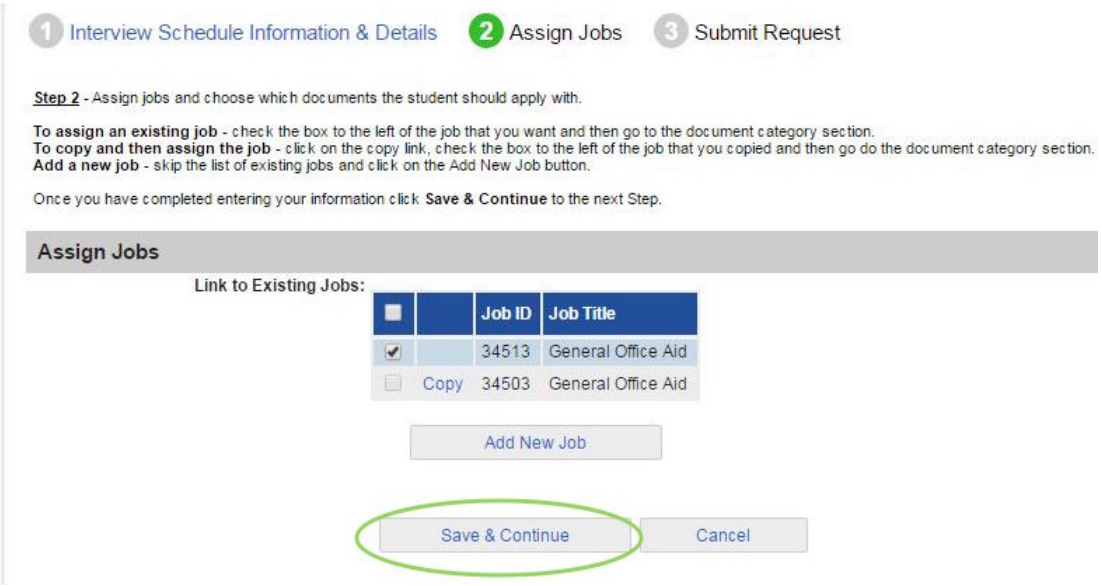


How to Build an Interview Schedule:

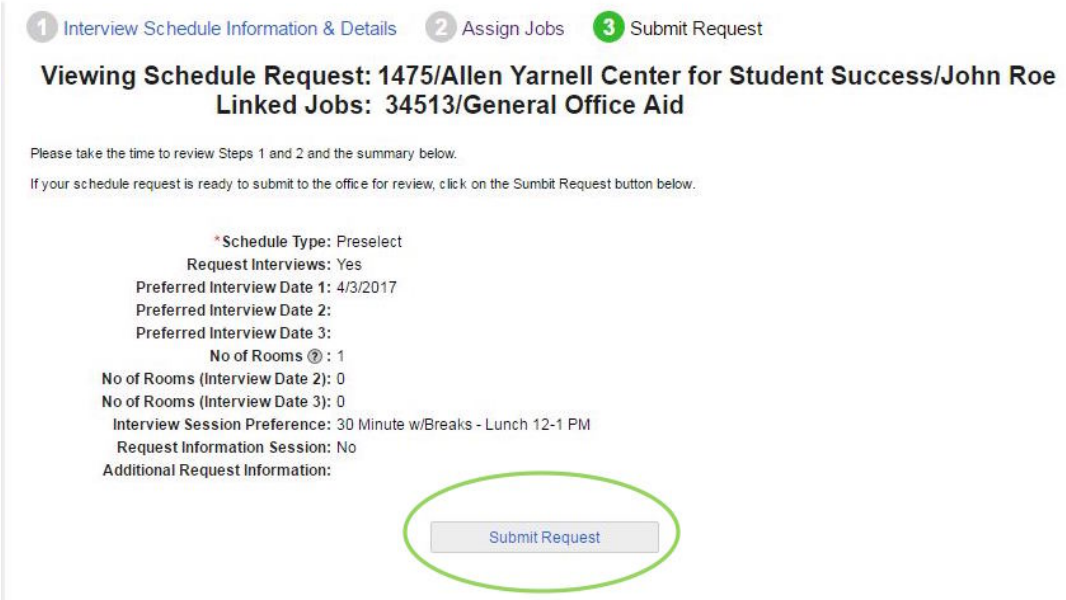
Hover over “On-Campus Recruiting” On the drop down menu select “New Schedule Request”.



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?

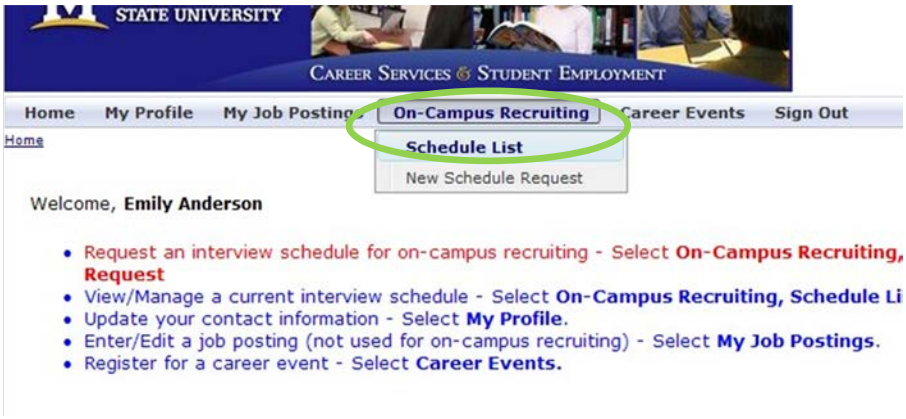
With a preselect schedule, students submit their resumes to you and you get to select whom you wish to interview.

What is an Open Schedule?

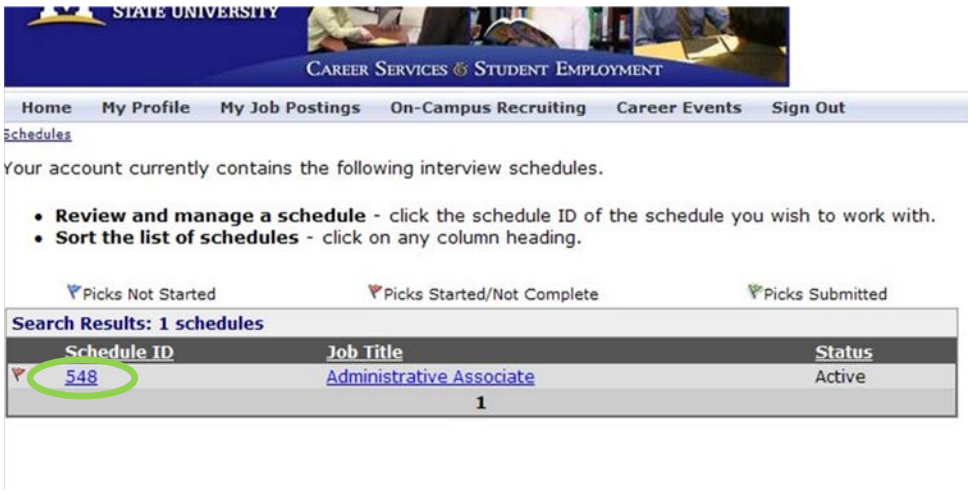
Students who meet the schedule requirements may sign up for an interview without your having to select them.

How to View Who Signed Up for an Open Schedule:

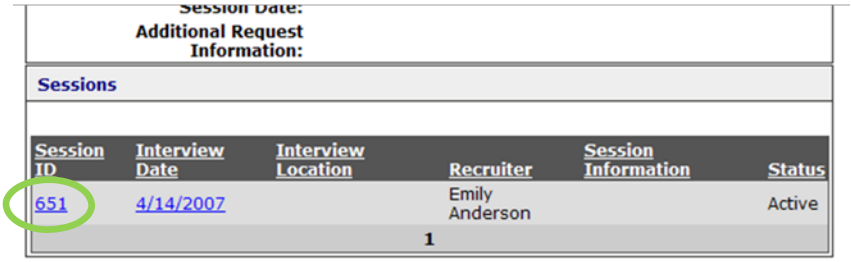
Hover over “On-Campus Recruiting”. Click “Schedule List”.



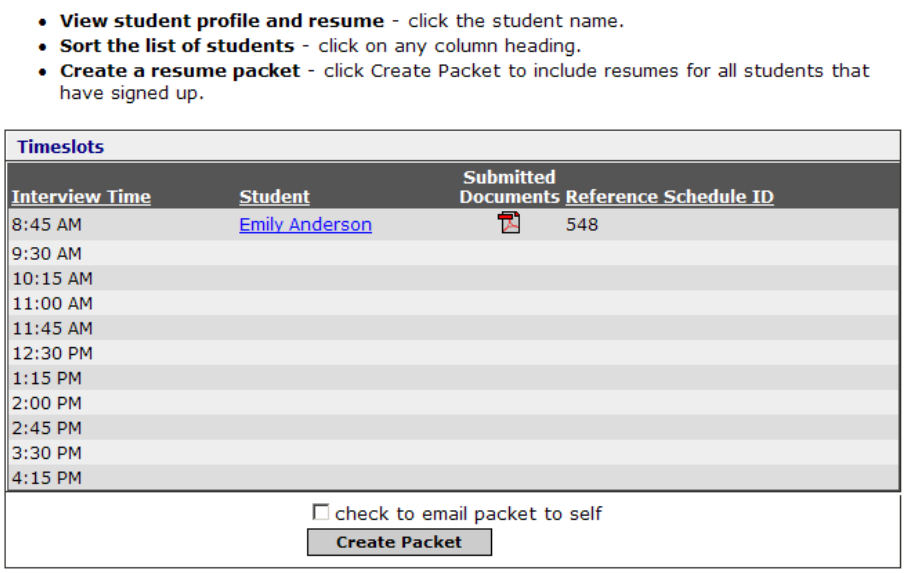
Select the schedule ID for the schedule you want to arrange.



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

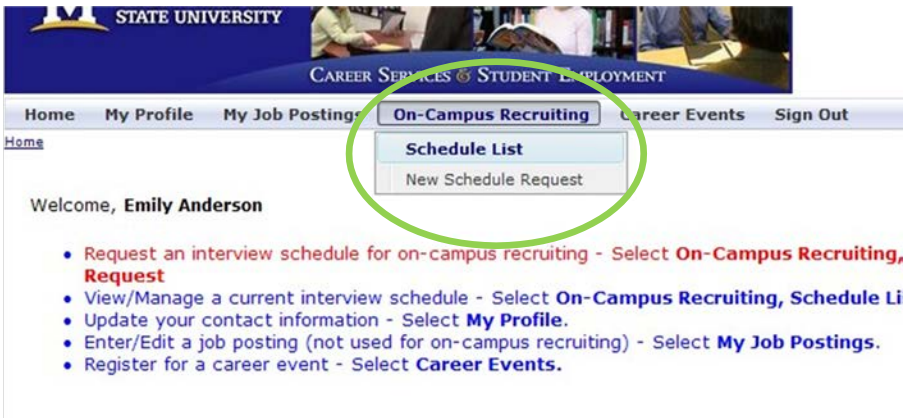


Scroll down the page to see who has signed up for an interview.



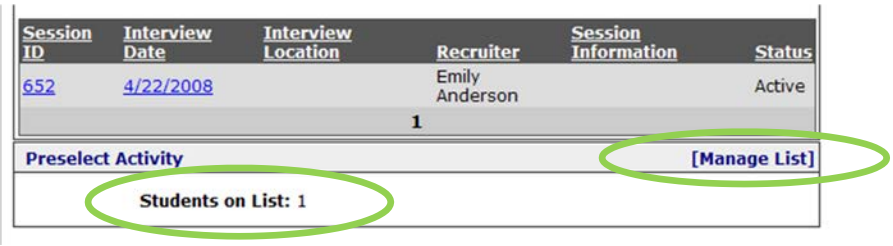
How to View Resumes 'dropped' for a Preselect Interview:

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

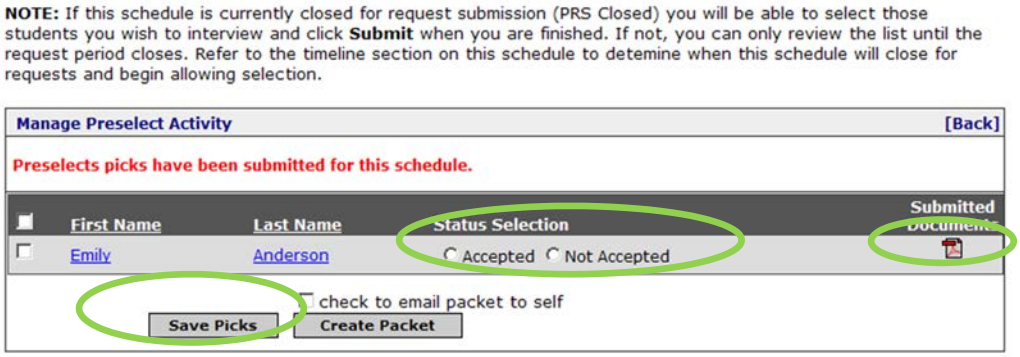


Select the schedule ID for the schedule you want to manage.

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

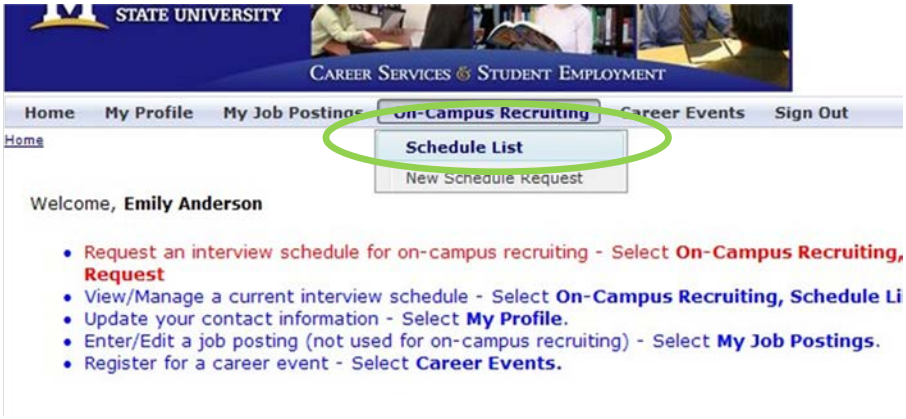


You can choose either “Accept” or “Not Accepted”, and then click “Save Picks”. If you would like to view the resume before accepting or not accepting a student, click on “Submitted Documents”.



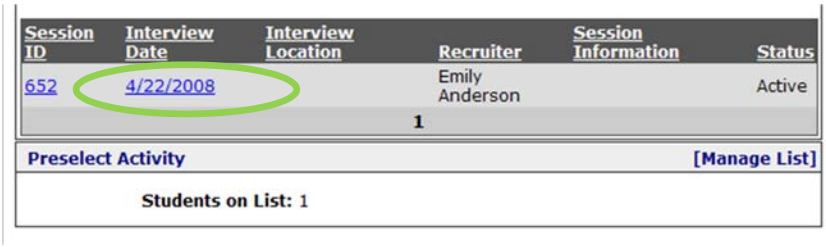
How to See Who Signed Up for an Interview:

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

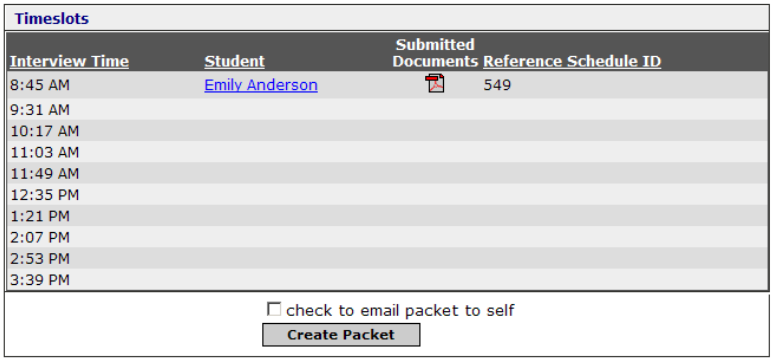


Select the schedule ID for the schedule you want to manage.

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

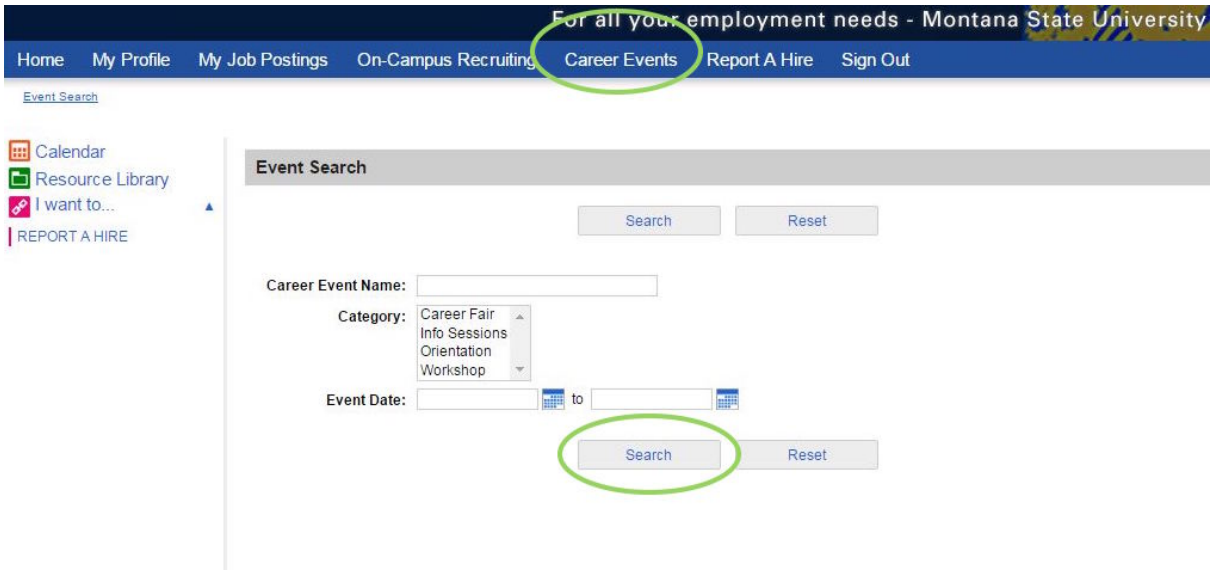


Scroll down to the bottom of the page and you can view who has signed up.

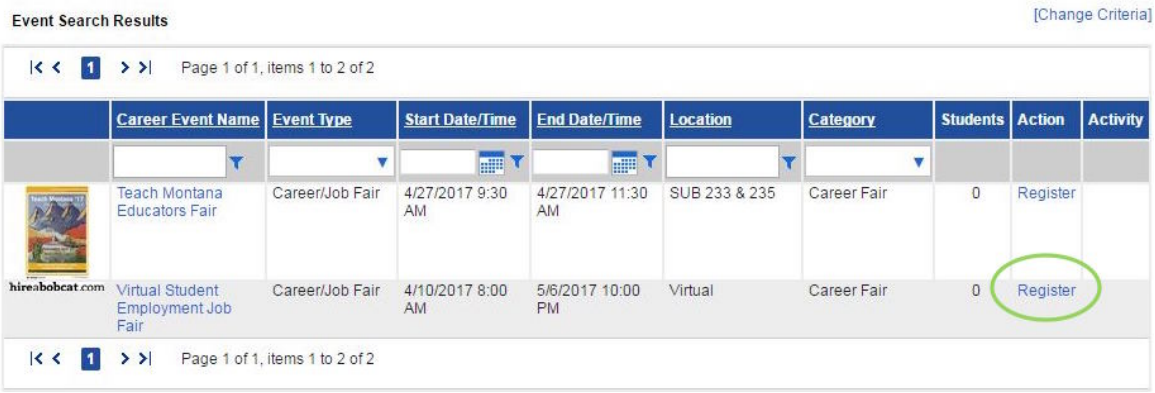


How to Register for a Career Fair:

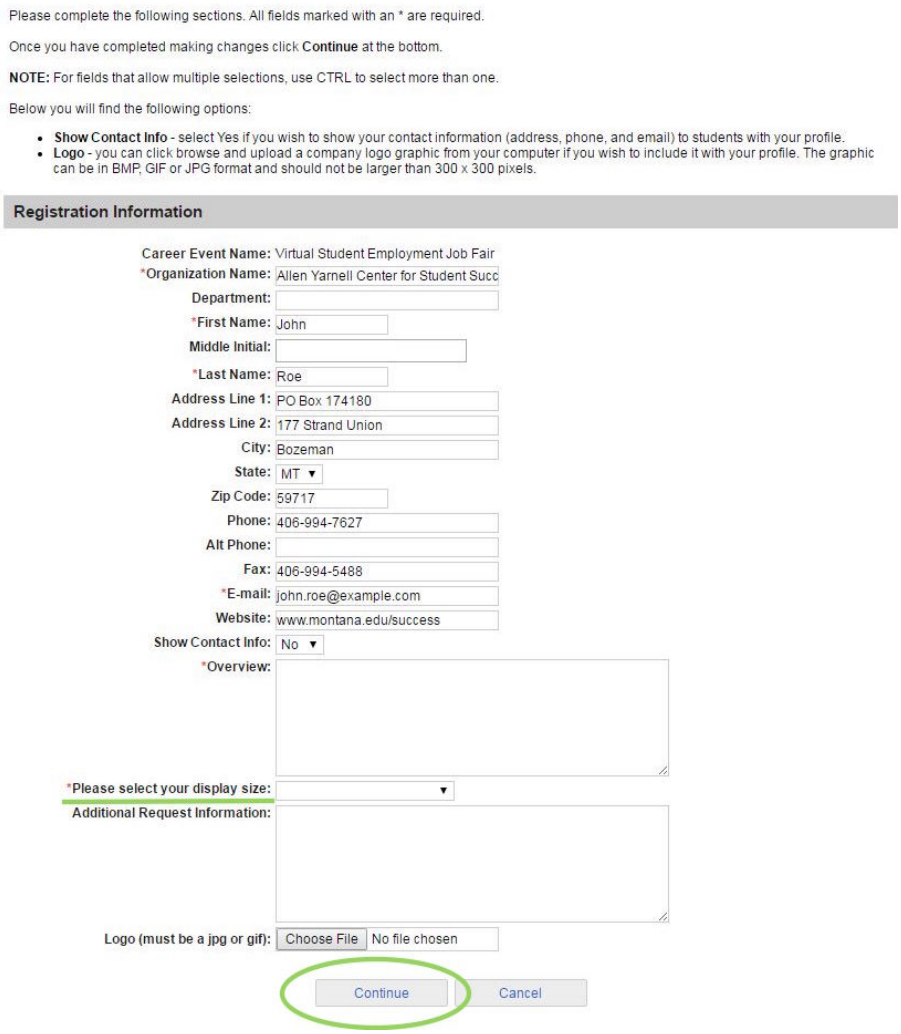
Hover over the “Career Events”, then click on “Search”.



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



Enter all of the information and then click “Continue”

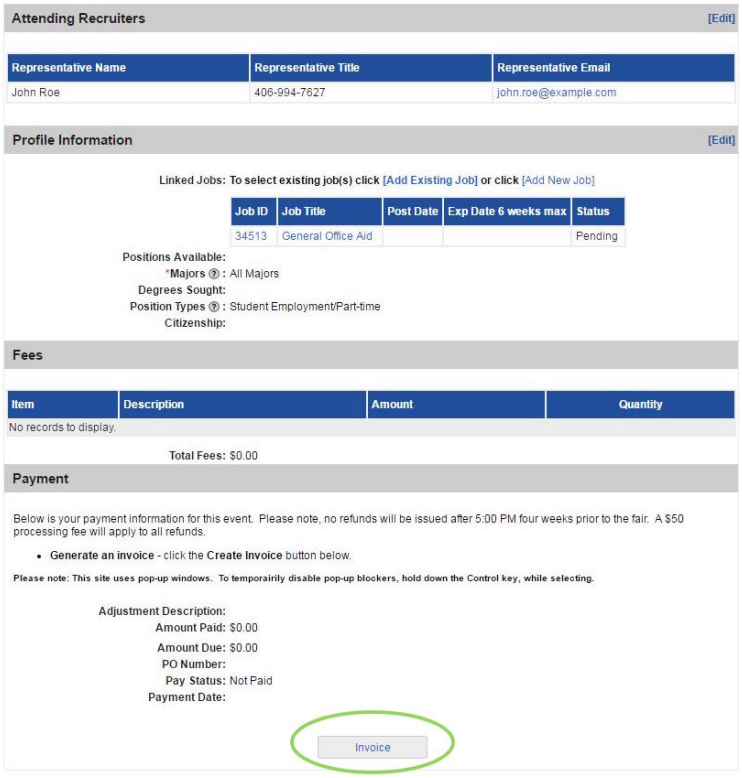


Be sure to enter the name, title, and email address of each representative. If you do not enter any representatives at this time, your name will automatically appear in the “Attending Recruiters” box with your phone number as your “Title”. Please edit this section. If you will not be attending the fair,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

Click “Continue” once the representative information is correct.

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.



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careers@montana.edu

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