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Where do I Start?

A. How do I Register for Bobcat CareerLink?

All Ohio University students (including regional campus students) who are currently enrolled are automatically registered for Bobcat CareerLink. Students who have requested confidentiality through the Registrar were not automatically uploaded. To gain access to the system, visit our office in 533 Baker University Center.

Alumni of Ohio University can register for Bobcat CareerLink by filling out this online Form. Your username is your OAK ID.

If you do not know your password, click on the “forgot my password” tab on the logon page.

The system will email you a password. Be sure to check your junk or spam mailbox for this password. If you experience trouble logging in please visit our office, 533 Baker University Center during Drop-In hours for assistance. If you are unable to stop by during our Drop-In hours, call 740-593-2909 for assistance.

B. Where do I log in to Bobcat CareerLink?

Students may visit the log in link from our homepage www.ohio.edu/careers or https://ohio-csm.symplicity.com/students/index.php

C. Changing your Password

The first thing you should do while completing your profile is to change your password to something you will easily remember. You may do this by 1) clicking profile 2) clicking password/preferences. You will need to enter the password sent to you by the system as your old password and enter and confirm a new password. Don’t forget to push save when you are finished.

**Important info about your password**

All passwords are encrypted and not viewable in the system. Make sure to choose a password that you will remember and be sure to write it down somewhere. If you forget your password, you will need to click on the forgot my password tab to have a new password emailed to you. Our office will NOT be able to tell you what your password is.
Bobcat CareerLink Homepage

A. Announcements: Important upcoming information including Career & Leadership Development Center Workshops and Career Fairs.

Shortcuts: A quick route to many of the most used Bobcat CareerLink features. This is also the best way to begin the process of scheduling an appointment.

Notifications: Notifications will automatically appear whenever you need to be aware of an important date. For example, if you have an upcoming on campus interview or registered to attend another event.

Log Out: It is a good idea to always use this method to exit Bobcat CareerLink and keep your information private.

B. Top Links on your Bobcat CareerLink Homepage

- Profile: This is where you may view and edit your personal and academic information.
  
  It is very important that you complete your profile pages thoroughly and accurately.

  All information you provide is confidential and used only by CLDC to better serve you. Employers or parties outside of Career & Leadership Development Center have no access to your account information. All information you provide is changeable by you, whenever necessary.

- Documents: This is where you can store up to a total of 10 documents which could include résumés, cover letters, transcripts, and other documents you may wish to submit to employers.

- Jobs & Internships: There are two separate job databases. Jobs are organized by whether they are posted by employers specifically for Ohio University Students and Alumni in the Bobcat CareerLink Job Postings section as well as jobs posted on the NACElink network in the NACElink Extended Job Search Section.

- Employers: Up-to-date information on all employers that are registered to use the Bobcat CareerLink system.

- Interviews: Review scheduled on campus interviews and interview requests. Your application and interview history are available here.

- Events: A complete calendar showing career fairs, workshops, Career & Leadership Development Center events, and employer information sessions.

- Calendar: Track and maintain your personal schedule.
C. How to Navigate Bobcat CareerLink

**When navigating through Bobcat CareerLink use the back button within the system rather than your internet browser back button**

**When logging in for the first time you must complete your profile before you will be able to navigate through Bobcat CareerLink**

Uploading Your Documents

A. How to Upload a Document
1. Click on the Documents tab
2. Click Add New
3. Enter a title for your document in the label box (i.e. YourlastnameRésumé)
4. Choose the document type
5. Browse to find the correct document
6. Click Submit
7. If you have more than one résumé, you will need to select the approved résumé as your default résumé that will go into the résumé book

B. Résumé Approval Process
CLDC wants all students and alumni to succeed in finding a job and the first step in doing so is to have a powerful résumé that effectively highlights the individual's qualifications.

Before a student is able to apply for positions or post their résumé in the résumé book on Bobcat CareerLink, their initial résumé must be approved by CLDC.

Within two business days of uploading a résumé into Bobcat CareerLink you will receive an email message placing your résumé in one of the three categories:

1. Résumé has been approved: The quality of the résumé is good and it has been placed in the Résumé Book that is shared with employers.
2. Résumé approved but needs work: The résumé has been approved for uploading to Bobcat CareerLink, but it would improve with some assistance. Please refer to the handout on résumé tips. Student should come to 533 Baker University Center during Drop-In Hours to have their résumé reviewed.
3. Résumé not approved: The résumé has not been approved at this time. To get the résumé to the standard that employers expect, refer to the handout for résumé tips. Also, student should come to 533 Baker University Center during Drop-In Hours to get help with their résumé. If a student is on a timeline and needs to have faster approval, please visit Career & Leadership Development Center at 533 Baker University Center during Drop-In Hours and meet with a counselor or contact us at (740) 593-2909.

*Make sure to allow enough time for the approval process for any approaching class assignment or job application deadline*
C. Posting your résumé into the résumé book
Your résumé will automatically be included in the Ohio University Student and Alumni Résumé Book. Employers will have access to this book to search and view student’s résumés. If you prefer not to have your résumé uploaded in the résumé book, change your privacy settings in your profile.

If you have more than one résumé, you will need to select the default résumé to be placed in the résumé book.

Employers use the résumé books to search for students or alumni for positions available within their organization. If you are not actively searching for a position you can change your settings to not have your résumé in the résumé book.

Searching/Applying for a Job, Internship or Co-op

A. Searching for a Job in Bobcat CareerLink
Under Jobs & Internships, you have a choice of Jobs you may choose to search under Bobcat CareerLink Job Postings or NACElink Extended Job Search. All jobs posted to the Bobcat CareerLink Job Postings section are posted specifically for Ohio University students and alumni.

Show Me will display different options to search by including jobs, internships, and jobs and internships that you specifically qualify for. You may also search by position type, job function, or key word.

The advance search feature provides you the ability to search for jobs using multiple criteria (location, major, work authorization, etc.) From the advanced search you can create and save search agents. Search agents will send you an automatic email whenever a job is posted meeting your search criteria.

B. Applying for a Job, Internship or Co-op
Some jobs posted on Bobcat CareerLink will allow you to apply for a position directly through the system. On the right side, click the apply box to select the résumé, cover letter, and other documents the employer wants you to submit.

Not all jobs posted on Bobcat CareerLink allow you to directly apply for a position and may require you to apply through another website.

Be sure to follow the job postings directions in regards to how to go about applying for that position.

C. Employer Database
This is a valuable tool that provides you with an overview and contact information for all employers that recruit at Ohio University. Current positions and On Campus Interview positions are displayed. You can search for a company by name, industry, or keyword search. You also have the option to save a favorites list to track employers that you like.
**Interviews**

A. **On-Campus Interviewing:**
   Gives you the opportunity to interview on campus with employers who have professional job openings, internships or co-ops. Interviewing takes place all three quarters of the academic year; however, the busiest quarters are fall and winter.

**Prescreen (Closed) Schedule:** Most employers will use “prescreening” to fill their interview schedules. This means that when you submit your résumé for an interview, your résumé will be forwarded to the employers for their review. The employers will select the candidates they wish to interview. The system will be programmed to allow only preselected candidates to schedule an interview time.

**Open Schedule:** Approximately 10% of the employers will use “open scheduling.” This means that any candidate who meets the employer’s criteria will be able to schedule an interview on a first-come, first-serve basis.

B. **Applying for On-Campus Interviews**
   Typically, an *e-newsletter* will be delivered to students/alumni who meet the requirements of on campus recruiting positions. This newsletter will include a list of employers and their job position(s). You will be able to click on the position of interest and it will take you directly to your Bobcat CareerLink login page. Once you log in you will see the job information, prescreen or open application dates, and qualifications for the positions.

**To apply for a job/internship available through on-campus interviewing:**
1. Click the *Jobs & Internships* button on the main navigation bar.
2. Click on the *Bobcat CareerLink Job Postings* button.
3. Under the *Show Me* pull down box select *All On Campus Interviews*
4. Click on the Job Title you wish to apply for.
5. On the right hand side of this page you will click on the apply button. Select which résumé and cover letter you wish to submit, the click the *Submit* button.

To apply for a job/internship/co-op position with an open schedule, you will follow the same procedure as described above. Once you have selected and submitted your documents, you will be able to sign up for an interview slot as part of the application process from the confirmation page.

C. **Scheduling on-campus interviews**
   **Prescreen (Closed) Schedules**
   You will receive an e-mail notification if the employer preselects you for an interview. You must then return to the Bobcat CareerLink site to schedule an interview.

D. **Selecting or Changing Interview Time Slots**
   **Selecting**
   From the *Interviews* tab, you may view any of your applications. All applications submitted for on-campus interviews will appear in the *Requested Interviews* section for at least 14 days. Once
an employer has accepted your job application, you may sign up for an interview schedule slot. To sign up for an interview schedule slot:
1. Click on the desired position.
2. Under “Options” click Schedule Interview
3. Click on the Time radio button associated with the time slot you desire.
4. Click on the Submit button.

If you have successfully signed up for the interview slot, you can view your interview under the Schedule Interviews tab.

Some prescreened schedules may not be filled through the prescreening process. Employers will often choose to “open” these schedules. In this case, you will be notified by e-mail with further instructions on how to sign up for available times. (If you set your profile to not receive email notifications you could miss important information regarding the application process.)

Changing
To change your time slot on an interview schedule:
1. Click on the Scheduled Interviews tab.
2. Click on the Reschedule button of the desired position.
3. Click on the desired time slot
4. Click Submit button

E. Canceling Interviews (Be sure to read the No Show/Late Cancellation Policy Located Below)
If you have previously signed up for an interview slot for a job/internship, you can cancel your interview up to two business days prior to the actual interview date. Simply click on the Schedule Interview tab and click Cancel on the desired position. It will bring up a pop up box asking if you are sure you wish to cancel. If so click yes. Note: You will not be able to re-apply for the position.

Should you need to cancel an interview within the two days prior to the interview, contact Career & Leadership Development Center at (740) 593-1394. If you acquire two “No-Show/Late Cancellations,” your Bobcat CareerLink privileges will be suspended for the remainder of the academic year.

F. No-Show/Late Cancellation Policy
You must cancel your appointment no later than two working days before the actual interview date. If you fail to provide the proper advance notice, you will be considered a “No-Show/Late Cancellation” and your Bobcat CareerLink privileges will be suspended until you do the following: you must, 1) meet with one of Employer Relations staff in Baker University Center Room 507 to review your situation, and 2) Bring with you a typed letter of explanation . In addition bring a business size envelope. The employer address should be typed – not hand written on the envelope. First class postage should be included.

Students using Bobcat CareerLink agree to abide by the Ohio University Code of Conduct. It is a violation to misrepresent your credentials in written or oral form. For the complete policy go to http://www.ohio.edu/careerandleadership under the “About Us” section to view Academic Misrepresentation Policy.
Code of Conduct

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