**How to HireABobcat (Powered by Handshake)**

**Step 1: Activate Your Account**

Every department on campus already has a HireABobcat account powered by Handshake. Each department is considered a company, and you would be an employer or recruiter. To activate your account, follow these steps:

1. **Visit the HireABobcat Website:**
Go to [HireABobcat.com](https://www.montana.edu/aycss/careers/hire-a-bobcat/employers.html) and navigate to the **Employers** page.
2. **Find Your Account Owner:**
	* The account owner in your department can manually add you as a representative or recruiter.
	* **Need Help?** If the account owner is unavailable, email **careers@montana.edu** for assistance.
3. **Tip for Alumni:**
If you're showing up as a student:
	* Use your **work email address** as your username when registering.
	* Contact our office to link your accounts so you can act as both an employer and a student.

**Step 2: Post Jobs and Register for Events**

Once your account is set up:

* **Post Job Opportunities:**
	+ Navigate to the **Jobs** tab to post new positions or duplicate existing postings.
	+ Use the **Create Job** button in the top-right corner to start fresh.
	+ Leverage HireABobcat’s AI tool for professional and engaging job descriptions.
* **Register for Events:**
	+ Visit the **Events** or **Fairs** tab on the left side of your dashboard.
	+ Browse and register for upcoming career fairs and events.

**Step 3: Engage with Students**

* **Connect with Candidates:**
	+ Use the **Messaging** feature to communicate directly with interested students.
	+ Schedule virtual or in-person events to showcase your department's opportunities.
* **Application Review and Interviews:**
	+ Review applications and schedule interviews directly through the platform.

**Step 4: Explore Additional Features**

* **Analytics:**
	+ Track the performance of your job postings and events.
* **Updates and Announcements:**
	+ Share departmental news and upcoming opportunities with students.

**Special Note: Hiring Undergraduate Researchers**

If hiring an undergraduate researcher:

* In the **Categorize Your Job** section, select **University Student Researchers** to help track student involvement.

**Hiring Metrics**

* **Application Status Updates:**
	+ Applications are automatically marked as **Reviewed** after you view them.
* **Record Hires:**
	+ Update a student’s status to **Hired** to ensure accurate tracking of hiring metrics.

**Need Help?**

For additional support:

ßEmail: **careers@montana.edu**