

HireABear

Baylor University

Career & Professional Development



How to Get Started

- Go to www.hireabear.com
- Click the HireABear Student & Alumni Login Button
- Enter your User Name and Password and login
- If you have never logged onto HireABear, your User Name is your full Baylor email address
 - o If you do not know your password, click "Forgot your password"
 - o Enter your full Baylor email address as your User Name
 - o The system will reset your password and email it to you
- Be sure to add Hireabear@baylor.edu to your contacts list in Outlook so email messages are successfully delivered to your inbox and not your junk email folder.
- If you have any problems or no longer have access to Your Baylor email account, contact Career and Professional Development at (254) 710-3771 for assistance.

My Account

Q. What is my profile?

- A. Your profile is the information that matches you to potential job opportunities and employers. It is also the information that will determine which jobs and interviews you qualify for. Make sure to keep your profile updated with the most recent information: GPA, classification, address, etc. If "Allow Employer Viewing" is set to "yes" in your profile, employers will see the skills and additional information sections as well as "resume" information from you profile (name, phone, email, major, GPA, graduation date).

Q. How do I update my profile?

- A. Find "My Account" on the top tool bar and select "My Profile" from the drop-down menu. To edit your information, click the blue "Edit" button on the right of each section.

Q. How do I upload my resume?

- A. • Find "My Account" on the top tool bar
- Select "My Documents" from the drop-down menu
 - Click on "Add" link

Q. How is my resume used in HireABear?

- A. You are able to apply for jobs and sign up for potential on-campus interviews by sending your resume to employers in the HireABear system. Also, if "Allow Employer Viewing" is set to "yes", employers are able to view resumes which meet their search criteria.

Q. How do I track my activities in HireABear?

- A. • Find "My Account" on the top tool bar
- Select "My Activity" from the pull-down menu
 - You will be able to view any referrals, schedules, placements, Job Agents, or Event Registrations that have taken place through your account.

Q. What are referrals?

- A. Any time your resume is given to an employer for a specific job, it is a referral. Referrals can only be made by you, unless "Allow Employer Viewing" is set to "yes" in your profile. An administrator referral means that a CPD staff member released the resume to the employer.

Employer Directory

Q. How do I contact an employer?

- A. Select "Employer Directory" on the top tool bar. Next, fill in the name of the company you are searching for or other search criteria. When you click on one of the results, a screen will appear containing that organization's address, telephone number, contact person, and the number of jobs, schedules, and events currently available with that organization. To view all employers that have opted into the Employer Directory, leave the search fields blank and scroll through the list of employers.

Job Search

Q. How do I find an internship, part-time job, or full-time job?

- A. Select the "Job Search" button on the top tool bar. Enter your internship or job criteria, click "Search". You can also simply scroll through the list without entering any information to see all jobs and internships which are available. After finding a job/internship you are interested in, click the name of the job to find out more information. To apply, either click the "Submit Resume" button on the top or follow the application instructions on the posting.

Q. How can I receive text messages or emails when job/internship opportunities are posted?

- A. Select "Job Search" and enter the search criteria. Then you can create a Job Agent which will email you when a new job is posted that matches your criteria. To set up a Job Agent, click the blue "Email me new jobs for this search" button at the top right of your job search results page. To receive texts, enter cell phone information in your profile and set text message field to "yes".

On Campus Interview Schedules

Q. Where can I go to learn more about the on-campus interview process?

A. Click "Resource Library." You can download a complete overview including step-by-step instructions for understanding the on-campus interview process here.

Q. After I upload my resume, how do I sign up for an interview?

A. From "On Campus Interview Schedules" on the top tool bar, select "Apply". Enter search criteria or simply scroll through the list. Once you have found an interview you are interested in, you will click the "Request Interview" link. You will be emailed to let you know whether or not the employer selected you for an interview. (Be sure to put Hireabear@baylor.edu on your approved email contact list so the message doesn't go to your junk email folder).

For a more complete list, the "Search/View All" section will show all schedules and will indicate why you didn't see a specific schedule in "Apply" (for example: no resume on file).

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clear, unrehearsed answers to interviewers.

Career Events

Q. Why should I register for a career event; why can't I just show up?

A. Many career events provide prizes and pizza. In order to get a good head count, you are asked to register. Also, when you register for a career event, that event is automatically placed on your own personal HireABear calendar on your home page, and you will be sent an email reminder as the date of the event approaches. When you register, it also allows us to get word to you if there are any last-minute changes to the event.

Q. How do I find out which employers will be at a job fair?

A. Click on "Career Events" on the top tool bar and then click on the "View Employers" link to the right of the event you want to learn about. You may search for companies based on certain criteria or simply scroll to view organizations that are signed up to attend.

Q. If I'm unable to attend a career event, can I still give my resume to a recruiter?

A. Absolutely! To submit your resume for an event, click on "Career Events" on the top tool bar and then click "View Employers" next to the event for which you want to drop your resume. When you find a company you would like to send your resume to, simply click on the organization's name and click on the button at the top of your screen that says "Drop Resume".

Career Tools



Q. Is there a way I can practice interviews online?

A. InterviewStream is an online video interviewing resource that allows you to choose from over 1,500 sample interview questions for a practice interview. To get to InterviewStream, select "Career Tools" on the top tool bar and select "InterviewStream" from the drop down menu. You can record yourself with a webcam doing a practice interview so that you can watch it later or email it to someone else to review.

Q. How do I apply for jobs in a foreign country?

A. Going Global provides a searchable database of worldwide internships and jobs. To access it, select "Career Tools" from the top tool bar and then select "Going Global" from the drop-down menu. You can search for country-specific resources and review corporate profiles for employers in 36 countries.

Q. Where can I go to access articles, advice, and other tools for my job search?

A. WetFeet is an online career resource site. To access it, find "Career Tools" on the top tool bar and then select "WetFeet" from the drop-down menu. You can find information on specific careers and industries, company overviews, salary research information, and view career-related videos.

Q. How can I look up career profiles and view sample resumes and cover letters?

A. Career Insider is an online career library where you can find sample cover letters and resumes along with information on specific careers and employers. To access the program, select "Career Tools" from the top tool bar and then choose "Career Insider" from the drop-down menu.

HireABear *continued*

You can download guides about specific career-related topics and look at a “Day In The Life” of series about professionals in a variety of top careers.

Q. Where can I find local business news from around the nation?

A. BizLink is an excellent resource for conducting a job search or for researching companies in a specific market. To access it, find “Career Tools” on the top tool bar and then select “BizLink” from the drop-down menu. You can access the most comprehensive coverage of local business news and information from major metropolitan cities across the country with American City Business Journals.

Q. How do I research an employer?

A. The Employer Directory provides information on many companies that recruit students from Baylor. Click the “Employer Directory” link at the top tool bar and search either by a specific company, location, industry, or other criteria. Company profiles are also available in Career Insider and WetFeet in the Career Tools section.

Quick Links

- *Report a Hire*—If you accept an internship or full-/part-time job, please be sure to report it in this section.
- *Task List*—Check your task list, especially when you’re participating in on-campus interviews, to see if employers are trying to communicate with you.
- *Saved Searches*—You can save your search criteria in the Employer Directory and Job Search sections. Then you can repeat the search without having to re-populate search fields. If you would like to set up a Job Agent, you will be emailed when jobs are posted that match your search criteria.

Resource Library

The Resource Library (located in the left margin of your HireABear account) contains many helpful job search resources, including general resume and cover letter tips, interviewing advice, and job search help designed for your specific major. You can download any of these documents by clicking on them.

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