

Hire A Bear



How to Get Started

- Go to www.hireabear.com
- Click the Hire A Bear students link
- Enter your User Name and Password and login
- If you have never before logged onto Hire A Bear, your user name is your full Baylor email address
 - If you do not know your password, click "Forgot Password"
 - Enter your full Baylor email address as your username
 - The system will reset your password and email you
- Be sure to add Hireabear@baylor.edu to your contact list in Outlook so email messages are successfully delivered to your Inbox and not your Junk Mail folder
- If you have any problems or have already graduated, contact Career Services at (254) 710-3771 for assistance



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 your 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 blue "Upload File" link

- Documents must be saved in Microsoft Word in order to upload

Q. How is my resume used in Hire A Bear?

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

Q. How do I track my activities in Hire A Bear?

- 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 Search Agents, or RSVPs 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 if "Allow Employer Viewing" is set to "yes" in your profile. An administrator referral means that a Career Services staff member released the resume to the employer.



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 click "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. After entering your internship or job criteria, click "Search". You can also simply click "Search" without entering any information to see all jobs and internships which are available

and match your profile. After finding a job/internship you are interested in, click the name of the job to find out more information. To apply either click on the red "Submit Resume" button on the top left or follow the application instructions on the posting.

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

A. Select "Job Search" and enter the search criteria, then you can create a Job Search Agent which will email you when a new job is posted that matches your criteria. To set up a Job Search Agent, click the blue "create Job Agent" button at the top right of your job search results page.

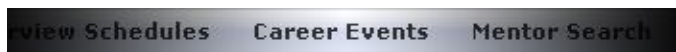


Q. Where can I go to learn more about the on-campus interview process?

A. On your Hire A Bear home page, scroll down to the resource library. You can download a complete overview including step-by-step instructions for understanding the on-campus interview process. Also, Career Services will host several orientation sessions at the beginning of each semester; you can RSVP for an orientation in the Career Events section of Hire A Bear.

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 click "Search". 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 us on your approved email contacts so the email doesn't go to your junk 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)



Q. Why should I RSVP 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 required to RSVP. Also, when you RSVP to a career event, that event is automatically placed on your own personal Hire A Bear calendar on your home page, and you will be sent an email reminder as the date of the event approaches. When you RSVP, 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?

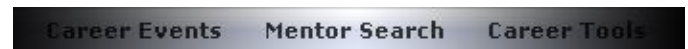
A. Click on "Career Events" on the top tool bar and then click on the "Search Employers" link to the right of the event you want to learn about. You may search for companies based on certain criteria or simply leave all fields blank and click the "Search" button to see every company that is currently 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 drop your resume for an event, click on "Career Events" on the top tool bar and then click "Search 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."

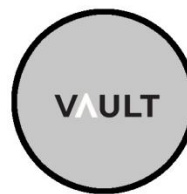
Q. How do I give my resume to a recruiter before a career event?

A. You may either drop your resume following the instructions above or find the employer in the "Employer Directory" and email your resume as an attachment to that recruiter.



Q. How do I ask a real recruiter advice about my job search?

A. Click on "Mentor Search" on the top tool bar and search for mentors based on certain criteria, or find a list of all of the mentors on Hire A Bear by simply clicking "Search" and leaving the fields blank. You can find each mentor's contact information by clicking on his or her name.



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 33 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. Vault 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 “Vault” from the drop down menu. 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. 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 Vault and WetFeet in the Online Tools section.

Q. Where can I watch a video about not scaring away employers during an interview?

- A.**
- Find “Career Tools” on the top tool bar
 - Select InterviewStream from the pull down menu
 - Click on the button at the bottom of the page that says “Check Out ScaryInterview.com”



Quick Links

- Report a Hire
 - If you accept an internship or full/part time job, please be sure to report it in this section.
- My 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 Search Agent, it will email you when jobs are posted that match your search criteria.

Resource Library

The Resource Library (located at the bottom of your Hire A Bear home page) 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.