



OHIO
UNIVERSITY

Division of Student Affairs
Creating Community, Cultivating Leaders

Bobcat CareerLink User Guide

Office of Career Services
533 Baker University Center
www.ohio.edu/careers
740-593-2909
career.services@ohio.edu

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](#)

You should have received an email with your log on information. If you are unsure if you received this email or happened to misplace it, click on the *forgot my password* tab on the log on page. Here, you will need to enter your Oak ID and you should receive another temporary password.

If you experience trouble logging in please visit our office, 533 Baker University Center during walk-in hours for assistance. If you are unable to stop by during our walk-in hours, call 740-593-2909 for assistance.

Where do I log on to Bobcat CareerLink?

Students may visit the log on link from our homepage www.ohio.edu/careers or ohio-csm.symplicity.com/students.

What If I was already registered with eRecruiting?

Students who were previously registered with eRecruiting will have to update their profile and upload a new resume.

Changing your Password

The first thing you should do while completing your profile is change your password to something you will easily remember. You may do this by 1) clicking *profile* 2) clicking *change password*. 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

Announcements: Important upcoming information including Career Services Workshops and Career Fairs.

Quick Links: 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.

Alerts: Alerts 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.

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 the Office of Career Services to better serve you. Employers or parties outside of Career Services 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 resumes, 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 services events, and employer information sessions.

Calendar: Track and maintain your personal schedule.

How do I Use 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****

Document Storage/Uploading Your Resume

Upload a combination of ten documents including resumes, cover letters, transcripts, and other documents to be used in your job search. Your stored documents are not viewable to employers unless you submit them when applying for a job.

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. YourlastnameResume)
4. Choose the document type
5. Browse to find the correct document
6. Click *Submit*

Posting your resume into the resume book

To make your resume viewable to all employers, you will want to post it in the resume book.

To add your resume to the resume book:

1. Click the *Opt-In Resume Book*
2. Choose which document you would like to post and click the *Select Resume Books* tab
3. Check the Ohio University Students and Alumni Box
4. Click *Submit*

Searching for a Job using 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.

You may search by a variety of qualifications.

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, industry or key word.

Advanced Search and Search Agents

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.

Applying for Jobs

Some jobs posted on Bobcat CareerLink will allow you to apply for a position directly through the system. On the right side, under application status, you can select the resume, 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 visit and apply through another website. Be sure to follow the job postings directions in regards to how to go about applying for that position.

Employer Database

This is a valuable tool that provides you an overview and contact information for all employers that recruit at Ohio University. Current positions, and On Campus Interview position 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.

Scheduling an Appointment

On your Bobcat CareerLink homepage you will find a quick link, Schedule an Appointment. After clicking on this link you will find a green box with instructions. You simply have to click on the date you would like to schedule an appointment and all available appointment times for that date will be listed by counselor. Recommendations as to what counselor you should sign up with will also be listed in the green box. Select a time and fill in the type of counseling appointment you are scheduling. Lastly, you will click submit. You will then receive an email confirmation and a reminder one day before your appointment. All counseling appointments are scheduled for the Athens campus. If you are a regional campus student and would like to schedule a counseling appointment, call the Office of Career Services at (740) 593-2909 for assistance.

On-Campus Interviewing:

Gives you the opportunity to interview on campus with employers who have professional job openings or internships. Interviewing takes place all three quarters of the academic year; however, the busiest quarters are fall and winter. More Information about how to participate in on-campus interviewing will be available this fall.

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/careers> and under the "For Students" section, click on the Academic Misrepresentation Policy link.