

Login and Registration

Go to: www.willamette.edu/dept/careers/vcc/

Registration: Follow the link on the Virtual Career Center website to JobCat. On the JobCat student login page, click the 'Register' button. Fill in all of the required information. You will then be sent an e-mail to the address you registered with. Click the link provided in your verification e-mail to confirm your e-mail address. Once you have done this your JobCat username and password will be e-mailed to you in a second e-mail.

Logging in: Once you have received your username and password, return to the JobCat student login page (can be accessed through the WU Virtual Career Center website or through the link provided in your 'login information' e-mail). Enter your username and JobCat-issued password in the login portal.

Changing your password: Your JobCat-issued password may be difficult to remember, so it is recommended that you change your password to something you won't forget. To do this, click the 'Profile' tab on the top navigation bar after you login and then select the 'Password/Preferences' tab on the lower navigation bar. Enter your old password and your new password, then be sure to click 'Save Changes.'

Browsing Jobs

Browsing for Jobs: Job postings can be found under the 'Jobs' tab on the main toolbar at the top of the homepage. Under the 'Jobs' tab, click 'JobCat Jobs.' Here you will see a list of all the jobs posted. Use the search function at the top of the page to find specific postings.



Viewing a job posting: Mouse over the job title to see full details, or click the title to see the full description.

Saved Jobs: Create a 'Favorites' list of the jobs you are interested in by clicking the star icon to the left of the job posting. You can view your Favorites by clicking on the 'Favorites' tab on the JobCat Jobs page.

Uploading and Submitting Your Resume to an Employer

Some job postings ask that you submit your resume or other application materials through JobCat rather than sending them by mail or e-mail. To do this, you will first need to upload your resume or other documents under the 'Documents' tab on the toolbar at the top of the page.

1. On the 'Documents' page, click the 'Add New' button towards the bottom of the screen.
2. Type a name for your document in the 'Label' box.
3. Then choose the type of document you are uploading (resume, cover letter, etc.).
4. Choose the file you wish to upload using the 'Browse' button and then click 'Submit.'

Note: All documents uploaded will be converted into PDF files. **This can take several minutes.** Your document is successfully uploaded when the 'Status' box reads "ready" instead of "converting."

5. Once your document has been successfully uploaded, return to the job posting for which you are submitting your document(s). Click on the large "Apply" button on the right side of the job description page. An "Application Status" bubble will appear. Choose the application materials you'd like to send from the drop-down list. *Note: Some employers will want you to apply in person or via e-mail. Be sure to read the "How to Apply" section after you click on the "Apply" button. If the "Apply" button does not appear, you cannot apply to this position via the JobCat system.*
6. View the jobs you have applied for by clicking on the 'Applications' tab on the JobCat Jobs page.

HOW TO APPLY
Application Process: Applications available at the Registrar's Office
Requested Documents:
• Resume
IMPORTANT DATES
Posted On: Aug 23, 2010
Applications Accepted Until: Sep 15, 2010