



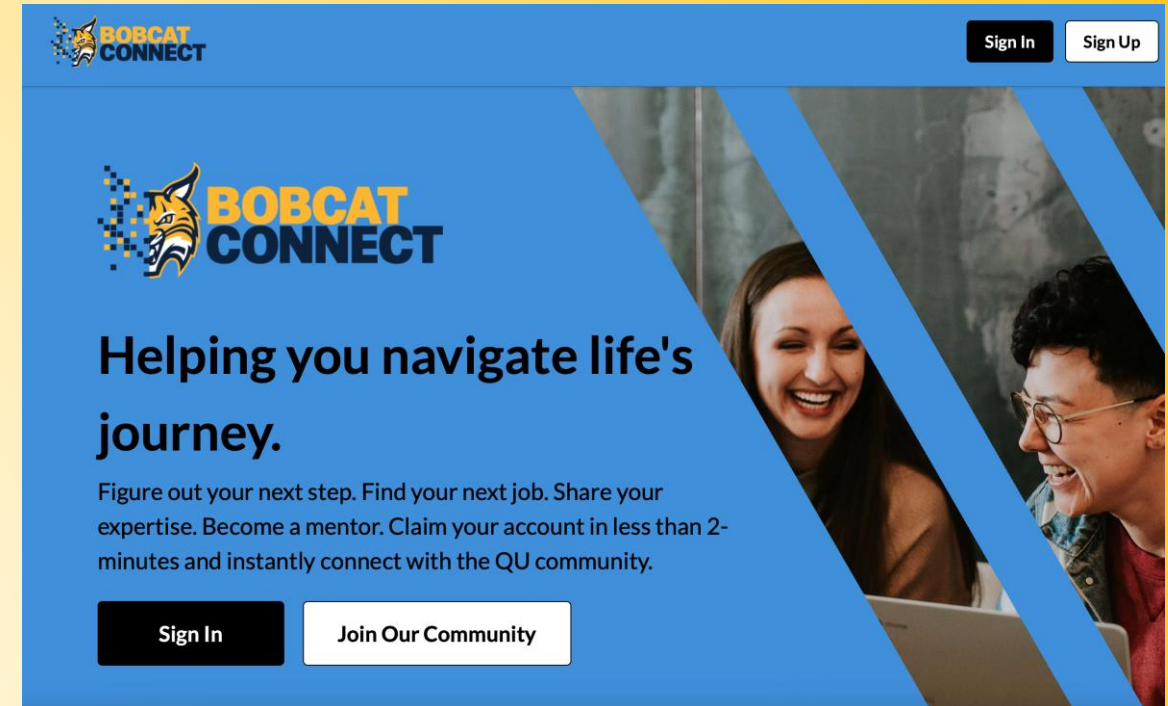
Bobcat Connect Quick Guide

<http://bobcatconnect.qu.edu>

Getting Started

1. Click Join Our Community and choose a sign-up method (email, QU username or social media).
2. Answer registration questions to customize your profile and get recommended alumni matches.
3. Visit User Preferences (found in the top right corner under your profile icon) to manage your privacy and availability settings. You can also sign up for text notifications.
4. Explore the platform, make connections with alumni, view job opportunities and find resources on career development
5. Check your email, text messages, and Bobcat Connect inbox for replies from alumni!

Read on for tips on finding alumni, sending messages and locating career development resources!



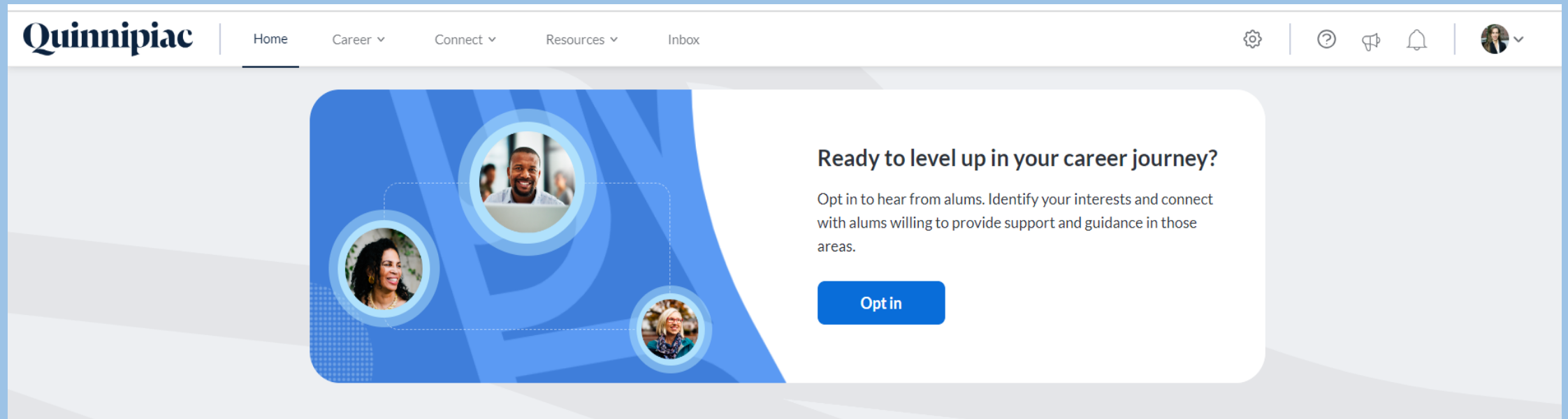
➡ [Watch a demo on the sign-up process.](#) (3 min)
*open in Chrome

Opt in to hear from alumni

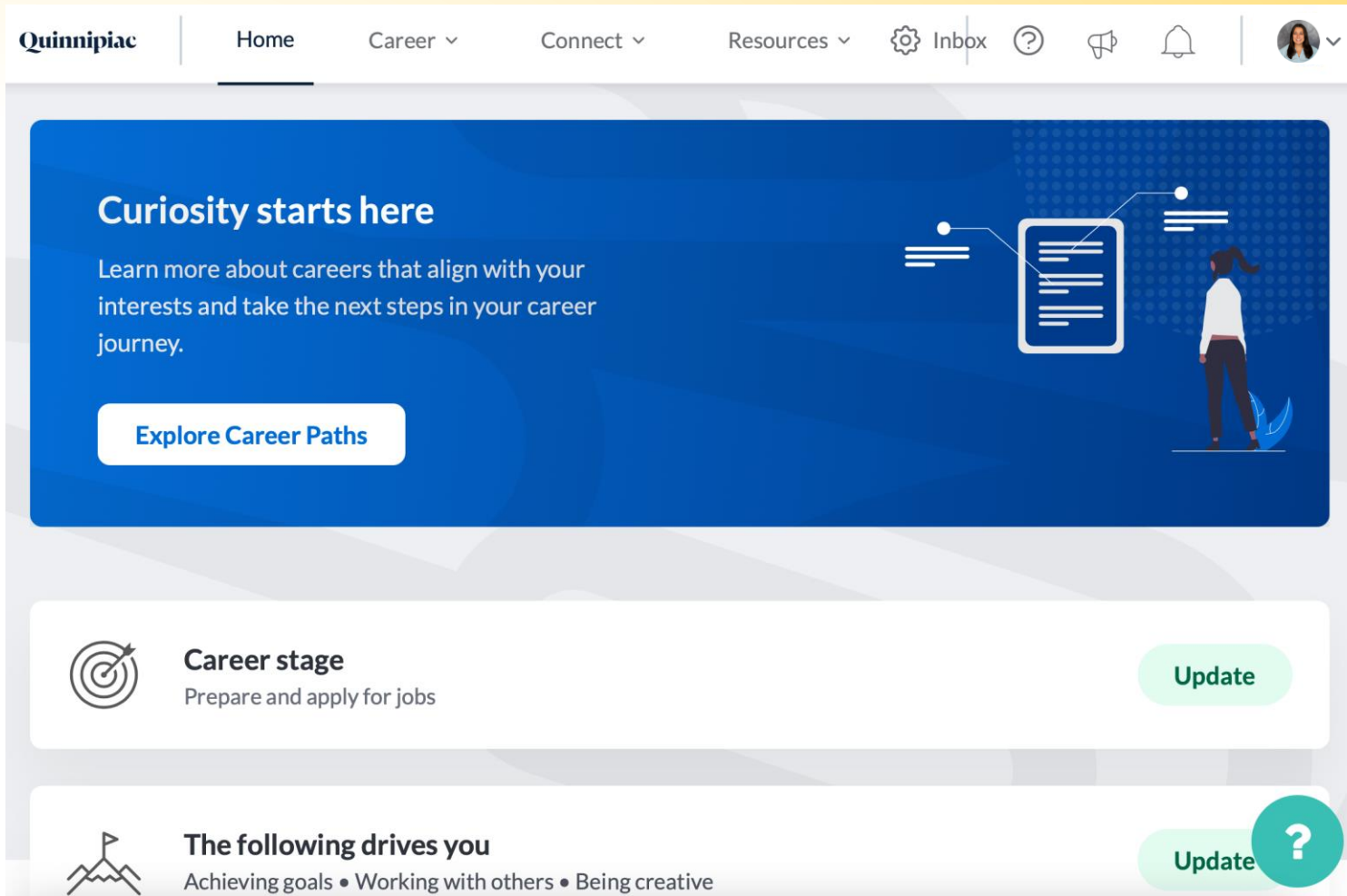
A new feature of Bobcat Connect allows alumni to reach out to you! For those who are nervous to message alumni first, this feature lets alumni make the first move in starting a networking conversation. If you are on the job hunt, this feature may also be beneficial as it lets alumni or recruiters find you.

How to hear from alumni

- Click on the blue button on your home page that says “Opt in.”
- For this feature to be most beneficial, indicate your help topic, major, and industry in your profile.
- Students with shared interests common will be recommended connections for alumni.



Homepage



Tabs and Features

At the top of the page, you will find a list of tabs to navigate the platform. Hover over each tab to access different features of the platform.

- Home
- Career (Career Paths & Jobs)
- Connect (Community & Groups)
- Resources
- Inbox

Click on your profile icon in the top right corner to access Preferences. Under preferences you can set your:

- Notifications
- Privacy
- Availability
- Calendar

Core features: Career Paths

Career Paths allows student to explore a wide array of career options based on their interests

Customized career guidance

Explore recommended careers based on the interests indicated in your profile.

Find what path is right for you

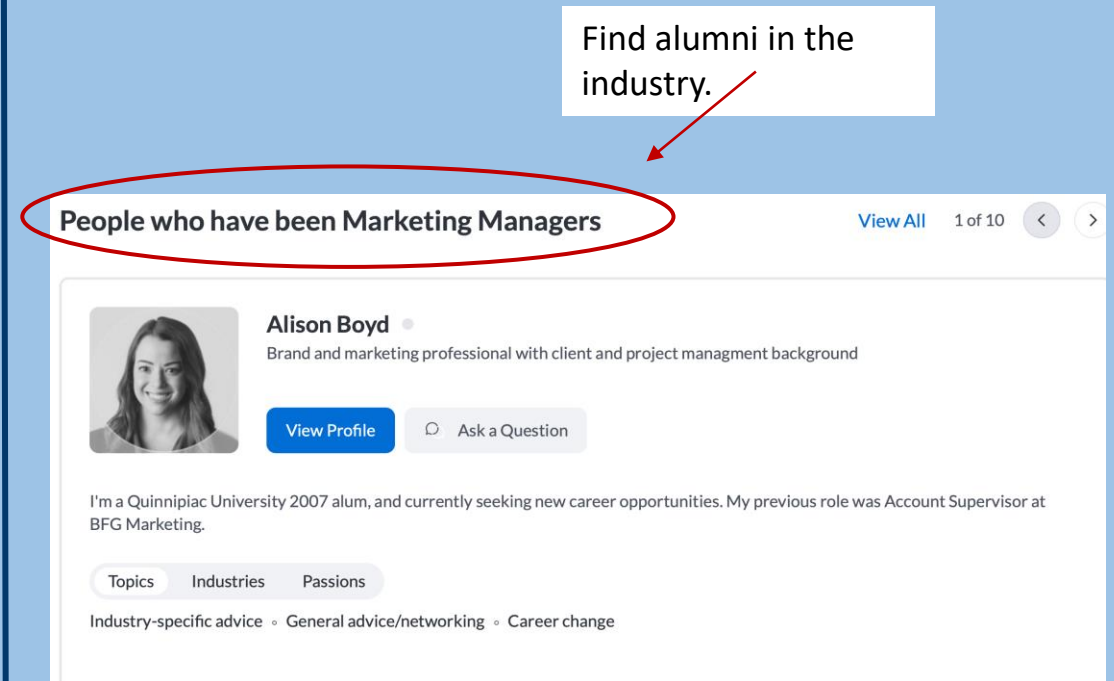
Explore descriptions, day-in-the-life videos, and salaries of various careers.

Put a face to the career

Recommended connections will appear under the career you click on. You can message the alum to learn more about their experience!

Find job opportunities in the desired path

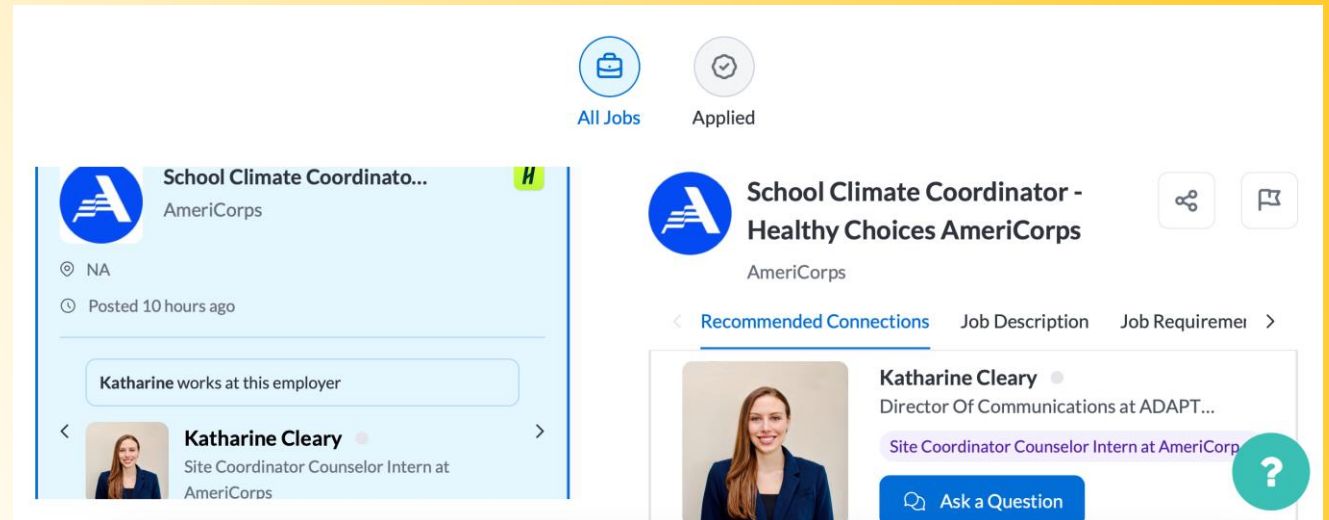
Discover active job opportunities under each career.



Core features: Jobs

Make your next career move on Bobcat Connect with the “Jobs” feature

- Find and apply to jobs directly on Bobcat Connect.
- Jobs posted on Handshake will appear in a dedicated Bobcat Connect Handshake feed if an alumni community member has worked, or currently works, at the organization with the open opportunity.
- Alumni may also post opportunities directly to Bobcat Connect.
- Message alumni to get an edge in the application process.



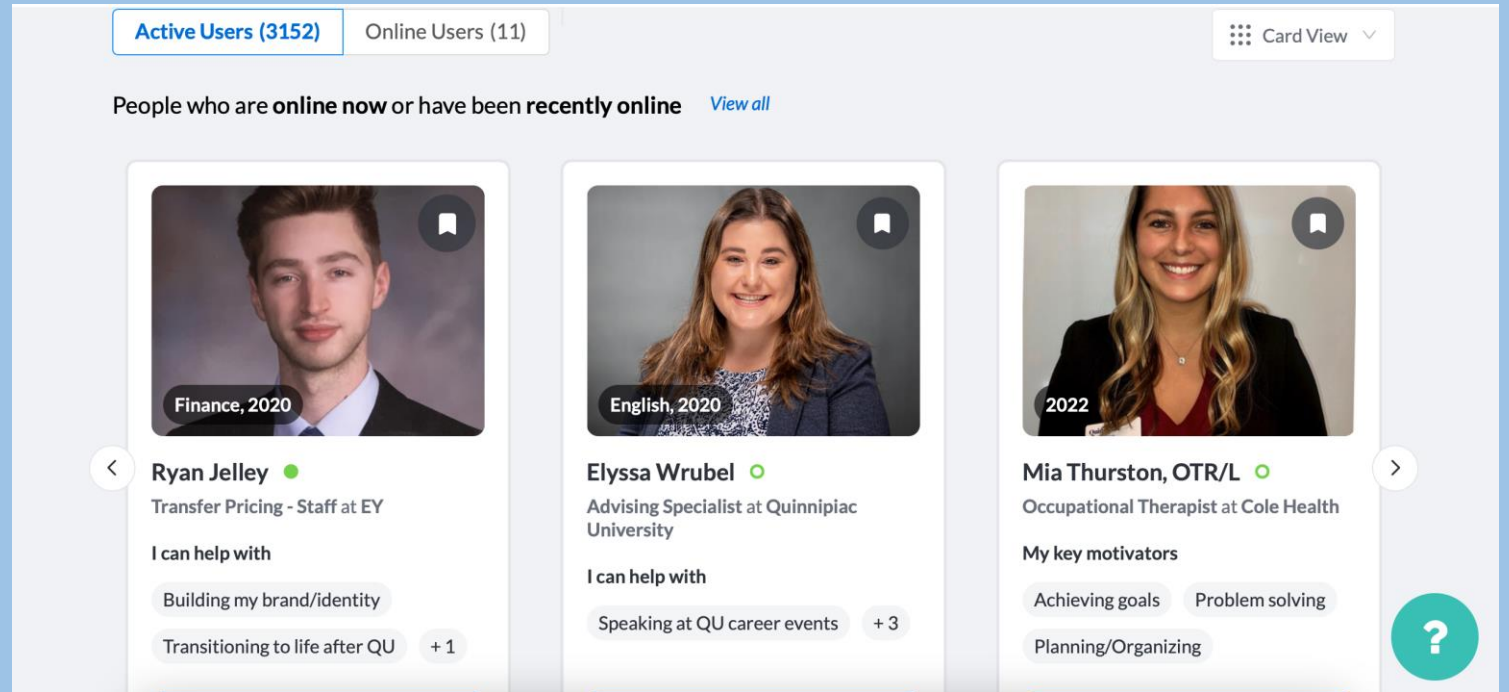
Core features: Community

Discover Alumni: Navigate to the “Community” tab inside the platform. Scroll through alumni profile cards or use filters to narrow down your search.

Use Filters: Filter by academic major, industry expertise, location, help topics and more! You can also search by keyword, bookmark alumni to connect with later and view those you’ve chatted with before.

Read Profiles: Click alumni profile cards and scroll through to discover more about them. Read sections like about me, career story, and hobbies to find commonalities and conversation icebreakers.

Map View: Switch to Map View to see alumni in locations all over the world.



➡ [Watch demo on how to explore the community.](#) (3 min)

*open in Chrome

Core Features: Resources


Access a multitude of career development resources

Pathways: Offers students interactive lessons on career-related topics like interviewing, finding mentors, and designing your life. Click “start pathway” to begin.


Articles and Videos: A large array of articles and videos are posted in the Resources tab about career development and navigating the Bobcat Connect platform.



Communicate with Alumni











Connect with John DeMezzo

 Pick a template and make it your own!

Career Exploration

Expand My Network*

Reconnect

        Help

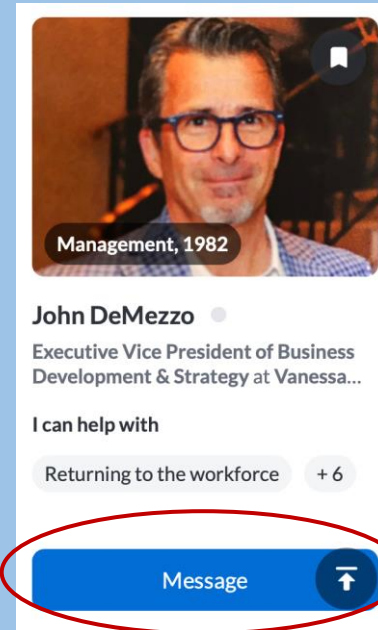
Hi John,

I was excited to see you're part of the Bobcat Connect network as I want to learn from alumni in the Management Consulting! Are you open to sharing your experiences and what you're currently working on as a Executive Vice President of Business Development & Strategy?

I know talking can be easier than typing – can we connect over video?

Hope to chat soon,

Jillian



Explain why you are reaching out.

Ask 1-3 specific questions.

Indicate how you'd like to communicate.

Reach Out: Click the "Message" button to begin your conversation or request to meet.

Customize Your Message: Use the templates provided for ideas then personalize, personalize, personalize!

Be Courteous: Remember to use professional language and thank alumni for their time. Don't leave alumni hanging for too long!

Check Your Inbox: You'll receive a platform notification, email and text when your connection responds to your message/meeting request.

➔ [Watch a demo on sending a message in Bobcat Connect.](#) (2 min)
*open in Chrome

Video Links / Recap

- [The sign-up process.](#)
- [Explore the community.](#)
- [Send a message in Bobcat Connect.](#)

Questions? Email the platform admin at kristina.galligan@qu.edu.