

Ohio Wesleyan Student Assistantship Program

2017-2018 / STUDENT APPLICATION INSTRUCTIONS

Please print a copy of these application instructions

1. Log in to BishopLink (<https://www.myinterfase.com/owu/student/>)
 - a. **If you've previously used StAP/BishopLink**, your password will remain the same.
NOTE: If you have forgotten your password you will be able to select "forgot password" on the login page. A new password will be sent to your email (please allow a few hours for email notification or you may call the StAP office for assistance).
 - b. **If you are new to StAP/BishopLink**, please click on **'Click here to register!'** to set up an account.
 - i. Fill in your information on the registration page. Click on **'Register'** when you're done.
 - ii. Your account will be activated as soon as it is approved by the StAP administrator.
2. Download and Save a copy of the StAP Application to your computer
NOTE: StAP Applications are located on StAP website at <https://www.owu.edu/about/offices-services/office-of-career-services/students/student-assistantship-program/>
3. Review StAP positions by doing the following:
 - a. Select **'Job & Internship Search'** at the top of your screen
 - b. Scroll down to **'Position Type'** and select **'StAP'**, **then click Search**
 - c. Click on positions to review a description
NOTE: *You may want to print a copy of the qualifications/application for positions of interest as you will need this information to complete your application.*
4. After reviewing StAP positions, scroll over **'My Account'** and select **'My Documents'**
5. Follow instructions on the screen to add a new document
NOTE: You must upload the following documents into BishopLink in order to apply for a StAP position:
 - ✓ **Completed StAP Application**
 - ✓ **Resume**
 - a. **Your StAP Application will need to be approved by the StAP admins before you can proceed.** This will occur as soon as possible, but please keep it in mind.
 - b. **If you do not have a resume you can:**

- i. Use Optimal Resume to create a new one. (You can access it at <http://careers.owu.edu/> in the quick links section of the page. You will need to create an account to use this service.)
 - ii. Visit the Career Services website at: <http://careers.owu.edu/> for additional help.
 - iii. Visit the Career Services Office.
6. After uploading documents go back to 'Job & Internship Search' -> 'Position Type' -> 'StAP', **then click Search**
7. Click on positions to which you would like to apply (**up to 3**)
8. If all documents are uploaded correctly you will be able to click on '**Submit Resume**', then 'Select Documents,' and you can choose your documents from the provided drop-down menus. You will also be able to type a personalized message to each StAP position Supervisor .

NOTE: BishopLink will automatically display the document types that are required for StAP positions, and you will be able to choose among the documents you've uploaded in each of these categories.
9. **You must upload the documents to each StAP position (up to 3) separately.** A separate survey regarding position rankings will be sent out later. Supervisors will contact you to set up an interview once the application deadline has passed.
10. **Please note:** In order to confirm an official position you will receive an email from OWU StAP.