

# Welcome to CyHire

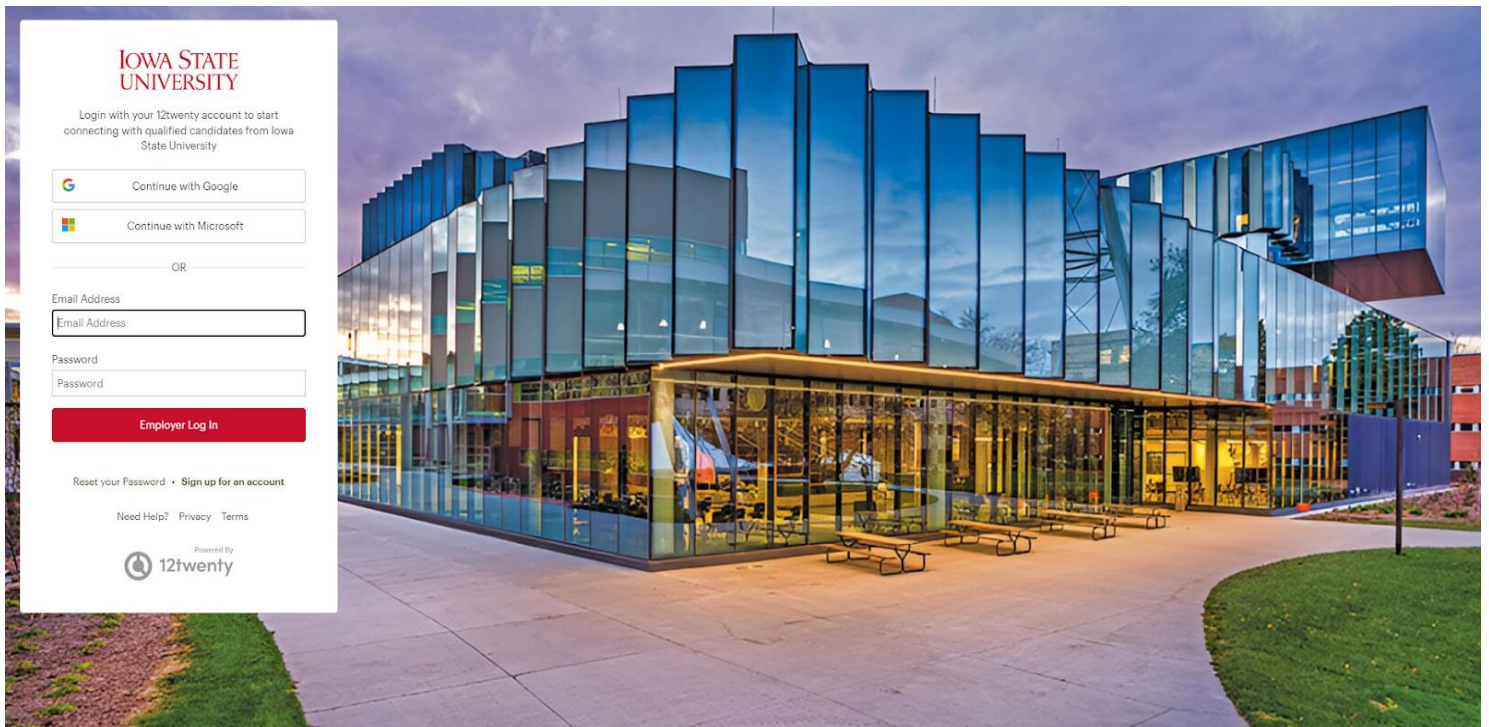


The Student Employment Center in the office of student financial aid is collaborating with ISU Career Services to house all student employment opportunities in one system for the first time. This includes post-graduate, internship and part-time student jobs. Students will use it to find employment opportunities that fit their specific job criteria, and faculty, staff and off-campus employers can post positions for part-time employment on or off campus, internships and post-grad employment opportunities.

# Sign Up

## 1. New to CyHire?

- Start Here: <https://iastate.12twenty.com/hire>
- Select Sign up for an Account



## 1. Returning to CyHire?

- Start Here: <https://iastate.12twenty.com/hire>
- Login using your previously established username and password

# Sign up for an account

## 1. Complete account creation form

- If you are an ISU employee, posting for a position on campus, please select “I am an employee of Iowa State University.”
- Employer Field:
  - ISU employees MUST use the following
    - ISU - Department Name (Ex. ISU - Office of Student Financial Aid)
- Finish entering data, agree to “terms” and click “Create Account”
- If you are an ISU employee looking to post a position for personal use, please create an account using personal credential, following our [off-campus employer help guide](#)

## Welcome to CyHire!

We're glad you are joining us! Get started by creating an account.

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Work Email Address*	<input type="text" value="Work Email Address"/>
Share my email with candidates	<input checked="" type="checkbox"/>
Password	<input type="password" value="Password"/> <ul style="list-style-type: none"><li>• Minimum 10 characters</li><li>• An uppercase letter</li><li>• A lowercase letter</li><li>• A special character (!,@,#,\$,%,&amp;,*')</li><li>• A number</li><li>• Example: ThisSchool10\$</li></ul>
Confirm Password	<input type="password" value="Confirm Password"/>
I am an employee of Iowa State University	<input type="checkbox"/>
Employer*	<input type="text" value="Employer"/>
Address*	<input type="text" value="Street Address"/>
Country*	<input type="text" value="-- Country --"/>
City*	<input type="text" value="City"/>
Postal Code*	<input type="text" value="Postal Code"/>
Your Job Title*	<input type="text" value="Your Job Title"/>
Phone Number*	<input type="text" value="Phone Number"/>

I agree to the Terms of Service and Privacy Policy. \*

Create Account

# Sign Up for an account

1. Once you have created your account, a verification code will be sent to the email address you provided.
2. Input the email verification code into the “**Email Address Verification**” pop up that appears to finalize the account creation process.

***Note:** This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.*

**Email Address Verification** [X]

**Verification Code**

A message with a verification code has been sent to Mitchell.megan487@gmail.com. Please enter the code to continue.  
Missing the email? Please check your spam folder.

[Resend Email](#) [Need Help?](#)

Cancel Submit

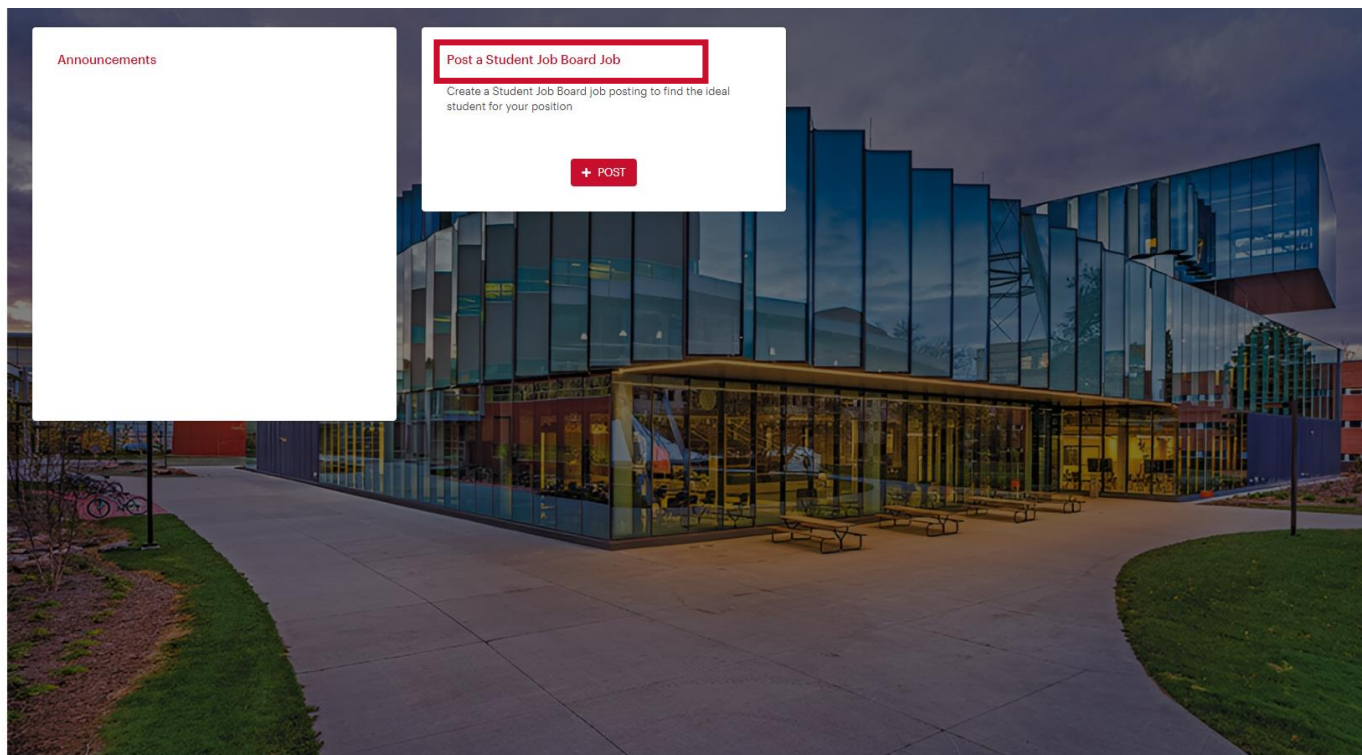
I agree to the Terms of Service and Privacy Policy, \*

Create Account



# Homepage-Dashboard

1. Following verification, you will proceed with log in.
2. After arriving at the homepage-dashboard as shown below, you will have access to several important features of CyHire.
  1. Announcements
  2. **Post a Student Job Board Job**
  3. Job Listings & Interviews

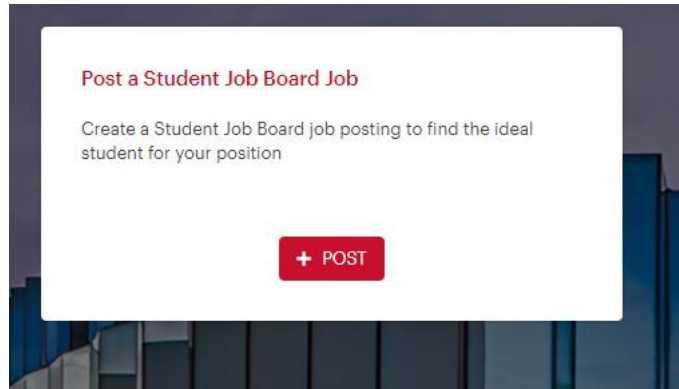


*If you do not have the announcements or post a student job board job box, please email [studentjobs@iastate.edu](mailto:studentjobs@iastate.edu) for assistance.*

# Post a Job

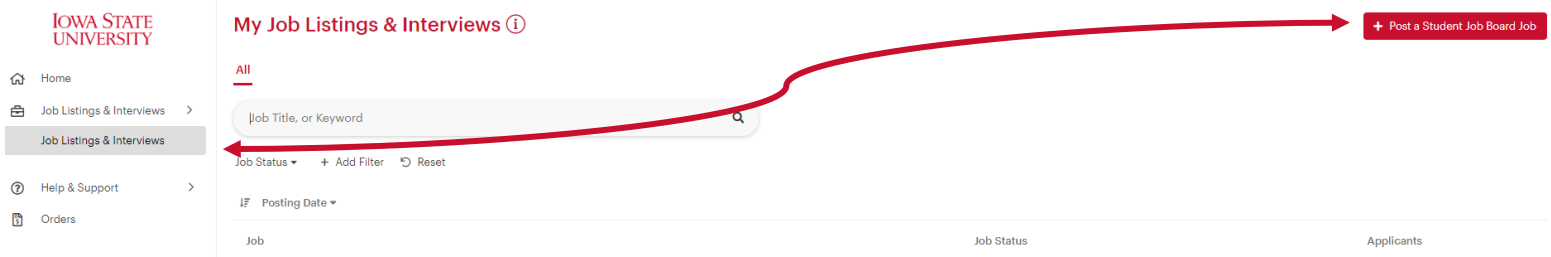
For posting a part-time student job:

From the homepage, click on the “Post a Student Job Board Job” button



or

Navigate to the Job Listings & Interviews tab on the left-hand menu bar and click on “Post a Student Job Board Job” on the top right corner of the page.



# Post a Job

Complete the form with all required information about your job opening

- Enter as much information about your open opportunity as possible to ensure it is promoted to the right-fit talent.
- Candidates often set up “job email alerts” based on their target industry, function, practice area, and location preferences. If your opportunity matches their preferences, it will be featured and promoted in the email alert.

**On Campus employers**, please create your employer title using the following naming convention;

- ISU-Department Name (ISU-Office of Student Financial Aid)

**Location Type:** choose “specify location (s)” for all job postings

## Create Student Job Board Job

Cancel

Save Draft

Next

### Job Details

Employer*	<input type="text" value="Employer"/>
	<input type="checkbox"/> Hide Employer Name from Applicants
Position Title*	<input type="text" value="Position Title"/>
Type of Job	-- Type of Job --
Salary Range	<input type="text" value="Min"/> <input type="text" value="Max"/> -- Currency -- <input type="text" value="Per Year"/>
Location Type*	Specify Location(s)
Location*	-- Please Select a Country -- <input type="text" value="City"/>
	+ Add Additional Location
Industry*	-- Industry --
Job Function*	-- Job Function --
Preferred Years of Experience	<input type="text" value="Preferred Ye"/>
Work Authorization Requirement ?	-- Work Authorization Requirement --
Work-Study Required?	<input type="radio"/> Yes <input type="radio"/> No
On Campus Position	<input type="radio"/> Yes <input type="radio"/> No

# Post a Job

**Application Methods:** Choose the method for which you prefer students apply. You must choose one of the following options.

**Apply Via This Site:** If this option is selected, you will be required to have an applicant upload at least one document of your choosing. A resume is the most common, but you can add additional documentation requirements too.

## Application Method(s)\* ⓘ

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site\*  Yes  No

Apply via External Link ⓘ  Yes  No

Apply via Email ⓘ  Yes  No

## Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?
Resume	Resume	<input checked="" type="checkbox"/>

+ Add Document Type

**Apply Via External Link:** If this option is selected, you will be required to include a link to an external website or a link to an external application.

## Application Method(s)\* ⓘ

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site\*  Yes  No

Apply via External Link ⓘ  Yes  No

External Job URL

Format: <http://www.sampleurl.com>

External Job ID

Apply via Email ⓘ  Yes  No

**Apply Via Email:** If this option is selected, you will be required to include a valid email for applicants to apply.

## Application Method(s)\* ⓘ

Which application method(s) would you like to require? At least one application method must be selected as "Yes".

Apply via This Site\*  Yes  No

Apply via External Link ⓘ  Yes  No

Apply via Email ⓘ  Yes  No

e.g. sample@domain.com

Format: sample@domain.com



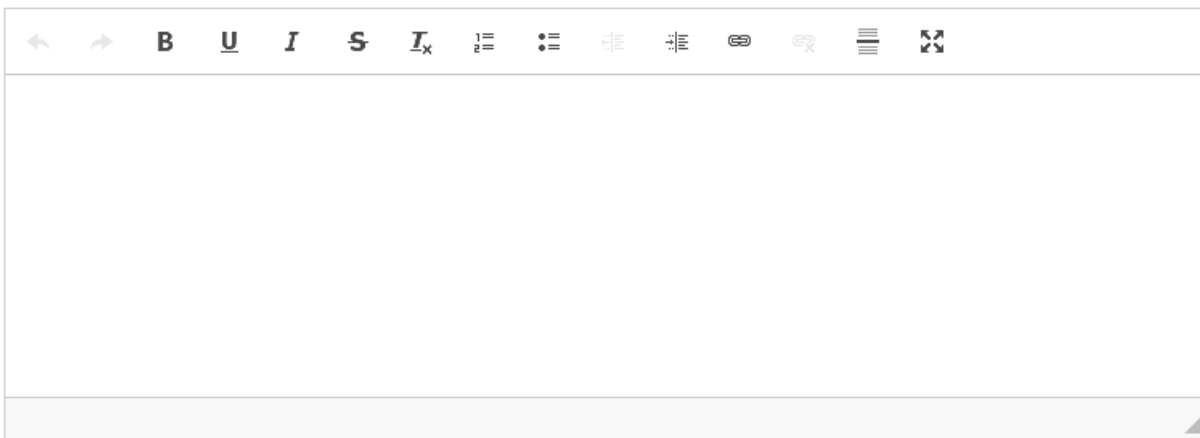
# Post a Job

**Job Description:** Include a relevant job description, including important details about job duties, responsibilities, requirements, schedule expectations, etc.

**Attachments:** You may also include any applicable attachments to display. (Ex. Job advertisement flyer)

## Job Description

Job Description\*



A rich text editor interface for the job description. It features a toolbar with icons for undo, redo, bold, underline, italic, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, table, and fullscreen. Below the toolbar is a large, empty text area for entering the job description.

## Attachments



A dashed rectangular box containing a cloud icon and the text "Drop files to attach, or browse", indicating where to upload job advertisement flyers or other attachments.

# Post a Job

**Application Document Requirements:** You may choose to require applicants to submit relevant employment documents.

- By marking the checkbox, you will require the document to be submitted.
- Click the X to remove a document from being requested

## Application Document Requirements

Request or require students to submit below documents when applying to this job:

Document Type	Document Display Name	Is Required?	
Resume	Resume	<input checked="" type="checkbox"/>	✕
Cover Letter	Cover Letter	<input type="checkbox"/>	✕
Transcript	Transcript	<input type="checkbox"/>	✕
Recommendation Letter	Recommendation Letter	<input type="checkbox"/>	✕
Writing Sample	Writing Sample	<input type="checkbox"/>	✕

+ Add Document Type

*Please note, unless you selected "Apply on this site" as the method of application, application documents are not a requirement of your job posting.*

*Application Document Requirements are subject to review. Please reach out to [studentjobs@iastate.edu](mailto:studentjobs@iastate.edu) with questions or concerns*

# Post a Job

**Job Dates:** Complete the job dates section according to your specific application deadlines and anticipated job dates and schedule.

**Please note,** as the employer, you will have access to return to CyHire and edit this information at anytime. If your deadline is approaching and you have yet to fill your position, simply edit the deadline date/time to allow for an extension. If you fill your position prior to the application deadline and would like the job posting to end, edit the deadline to the date/time of closing. If you do not make edits to this section, your job posting will no longer be visible to applicants once your deadline has passed.

Time Zone*	Central Time (US & Canada) (UTC-06:00) ▾
Application Begins On*	05/09/2024 12:00am
Application Deadline*	06/08/2024 11:59pm
How do you plan on reviewing your applicants?*	<input type="radio"/> I will review applicants as they come in, and may close the job posting early <input type="radio"/> I will wait until the end of the application period to review all of the applicants
Anticipated Job Start Date	MM/DD/YYYY
Job Schedule *	-- Select a Value -- ▾
	<input type="text" value="Search"/>
	<input type="checkbox"/> <b>Select all</b>
	<input type="checkbox"/> Part time, flexible hours
	<input type="checkbox"/> Part time, fixed hours
	<input type="checkbox"/> Summer, flexible hours
	<input type="checkbox"/> Summer, fixed hours
	<input type="checkbox"/> Temporary, flexible hours
	<input type="checkbox"/> Temporary, fixed hours

# Post a Job

**Interview Details:** Please select yourself as the interviewer and choose the interview format that you prefer.

## Interview Detail

If available, please specify the interviewer(s) below.

Interviewer

-- Select a Contact --

Interview Format

-- Select a Value --

## Primary Job Contact:

- Save time by clicking the **“Use my Information”** button in the “Primary Job Contact” box (if you are the main point of contact for the job opportunity.)
  - If you are not the primary job contact, please enter alternative information.
- You can also make selected contact information **“visible to students.”** This isn’t required but can be valuable information for candidates applying for the job.

## Primary Job Contact

Use My Information

Name\*

Name

Make Visible to Students

Title\*

Title

Make Visible to Students

Email\*

Email

Make Visible to Students

Phone\*

Phone

Make Visible to Students

Address\*

Address

Make Visible to Students

Is Alumnus

Yes  No

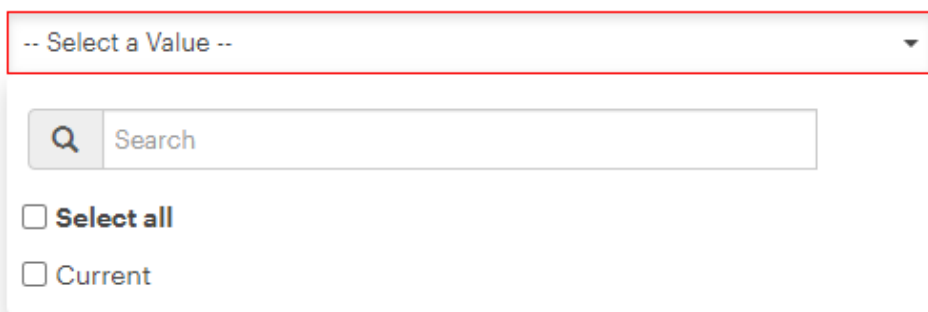
# Post a Job

**Eligibility:** ONLY select the student group “Current” If this is not the only choice selected, your position may be hidden from certain student populations, limiting your applicant pool.

## Eligibility

The criteria below determines who can view and apply.

Student Group\*



-- Select a Value --

Search

Select all

Current

**Save or Submit:** At the top of your posting form, you may choose to save a draft or submit

- Saving as a draft will leave your position in pending status and will not be visible to applicants.
- Submitting your form will route your form to our admin team for review and approval.
  - Once reviewed, you will receive email confirmation that your position has been approved. From there, your job will be promoted to qualified candidates and applicants will be directed to submit their application materials according to your “Application Method” instruction.
  - If your form is rejected, you will receive an email outlining required adjustments.
  - Pending forms are reviewed daily. Please reach out to [studentjobs@iastate.edu](mailto:studentjobs@iastate.edu) with questions.

**Create Student Job Board Job**

Cancel

Save Draft

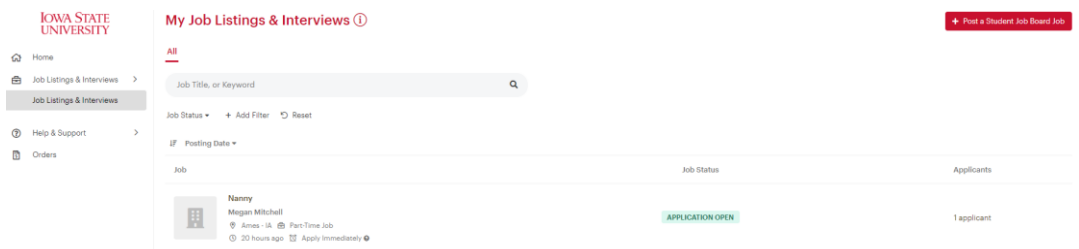
Submit



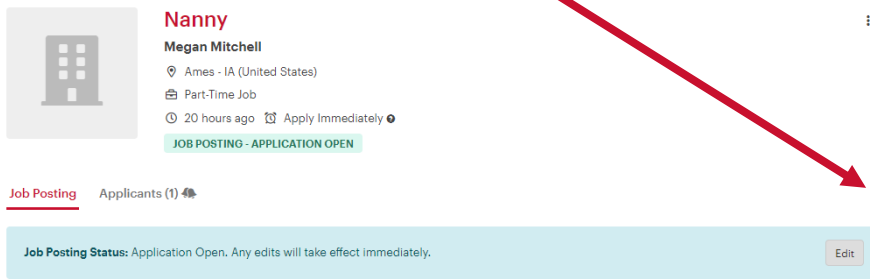
# Job & Applicant Review

While your job is pending review, we encourage you to explore the additional CyHire features available to you.

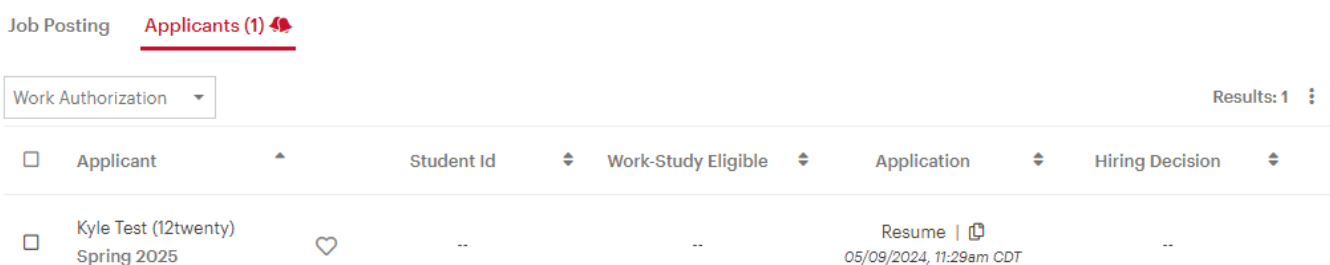
**Job Posting Review:** On the job Listings and Interviews tab, you will see a list of your past, present or future job postings. You can view both the job status and the number of applicants for each position.



**Job Editing:** Clicking on a position will give you access to viewing the current job details as well as the ability to make any desired edits.



**Applicant Review:** By selecting applicants, you can view information associated with each completed applicant and sort according to your needs.



# User Profile Editing

While your job is pending approval, we encourage you to complete your profile to enhance your digital brand within CyHire. This will help attract top talent to job openings.

Keeping your account information updated is easy and allows us to better support you with your hiring needs.

The screenshot displays the Iowa State University CyHire user interface. On the left, a navigation menu includes 'Home', 'Job Listings & Interviews', 'Help & Support', 'Orders', 'Account Settings' (highlighted with a red box), and 'Log Out'. The main content area is divided into two columns. The left column contains an 'Announcements' section. The right column features a 'Post a Student Job Board Job' button and a 'Password' field with an 'Edit' link. Below these are the 'Account Settings' section, which includes 'Account Info' (with 'Edit' link), 'Name', 'Employer Name', 'Job Title', 'Phone Number', 'Street Address', 'City', 'Country', 'Postal Code', 'Time Zone' (with 'Edit' link), and 'Payment Information' (with '+ Add new card' link). A 'Profile Photo' placeholder is shown with the name 'Megan Mitchell'. A red arrow points from the 'Account Settings' link in the navigation menu to the 'Account Settings' section on the right.

Click "Edit" next to the section you want to manage and update.

- Password
- Account info