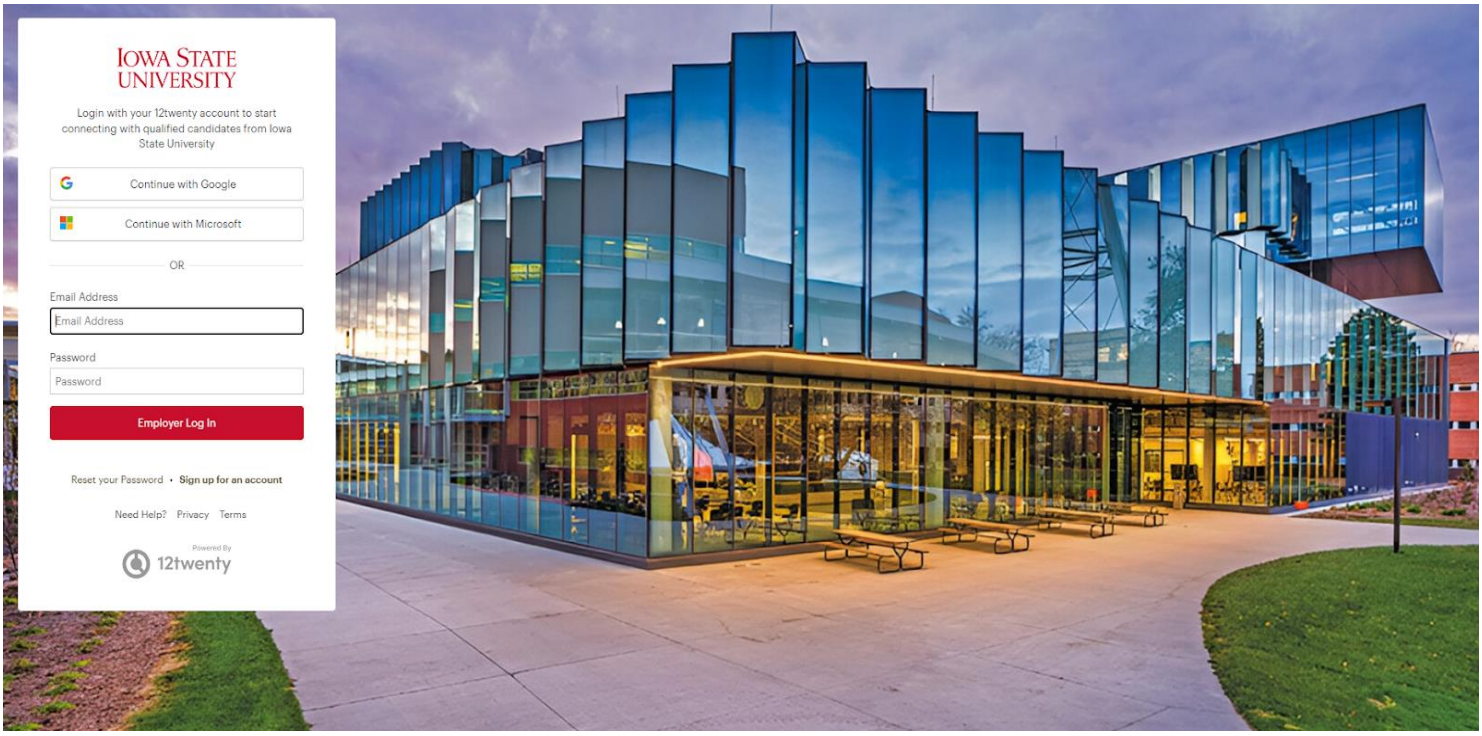
Welcome to CyHire

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

- In the employer field, if your company has previously been established in the system, please choose its name form the pop up. If not, proceed to entering the employer's name of your choosing.
  - Not a company but a personal job poster instead? Please use your name for the employer title instead.
- Finish entering data, agree to “terms” and click “Create Account”

Welcome to CyHire!

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

First Name* — First Name

Last Name* — Last Name

Work Email Address* — Work Email Address

Share my email with candidates — ☑

Password — Password

- *Minimum 10 characters*
- *An uppercase letter*
- *A lowercase letter*
- *A special character (!,@,#,$,%,^,&,*)*
- *A number*
- *Example: ThisSchool10$*

Confirm Password — Confirm Password

I am an employee of Iowa State University — ☐

Employer* — Employer

Address* — Street Address

Country* — -- Country --

City* — City

Postal Code* — Postal Code

Your Job Title* — Your Job Title

Phone Number* — Phone Number

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

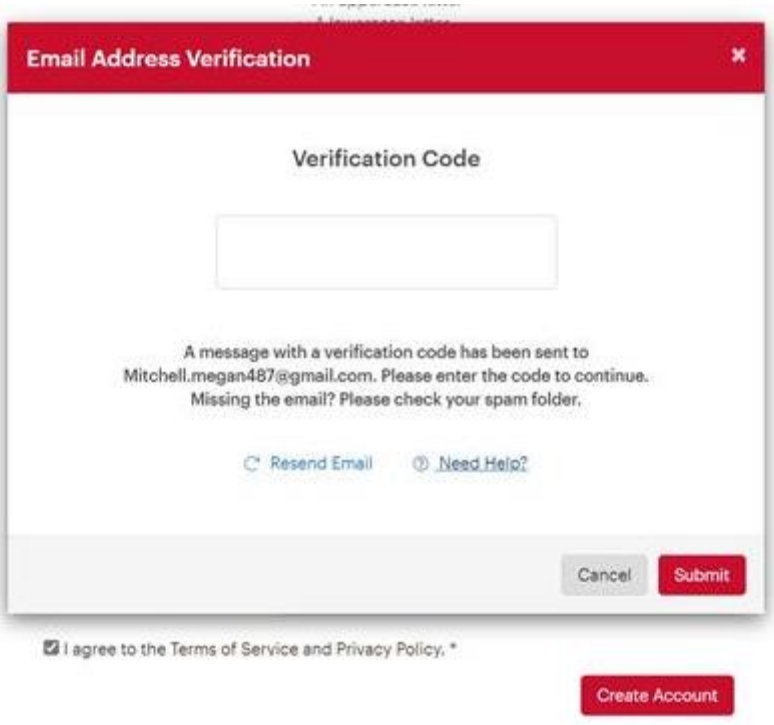
Create Account

Sign Up for an account

1. Once you have created your account, a verification code will be sent to the email address you provided.

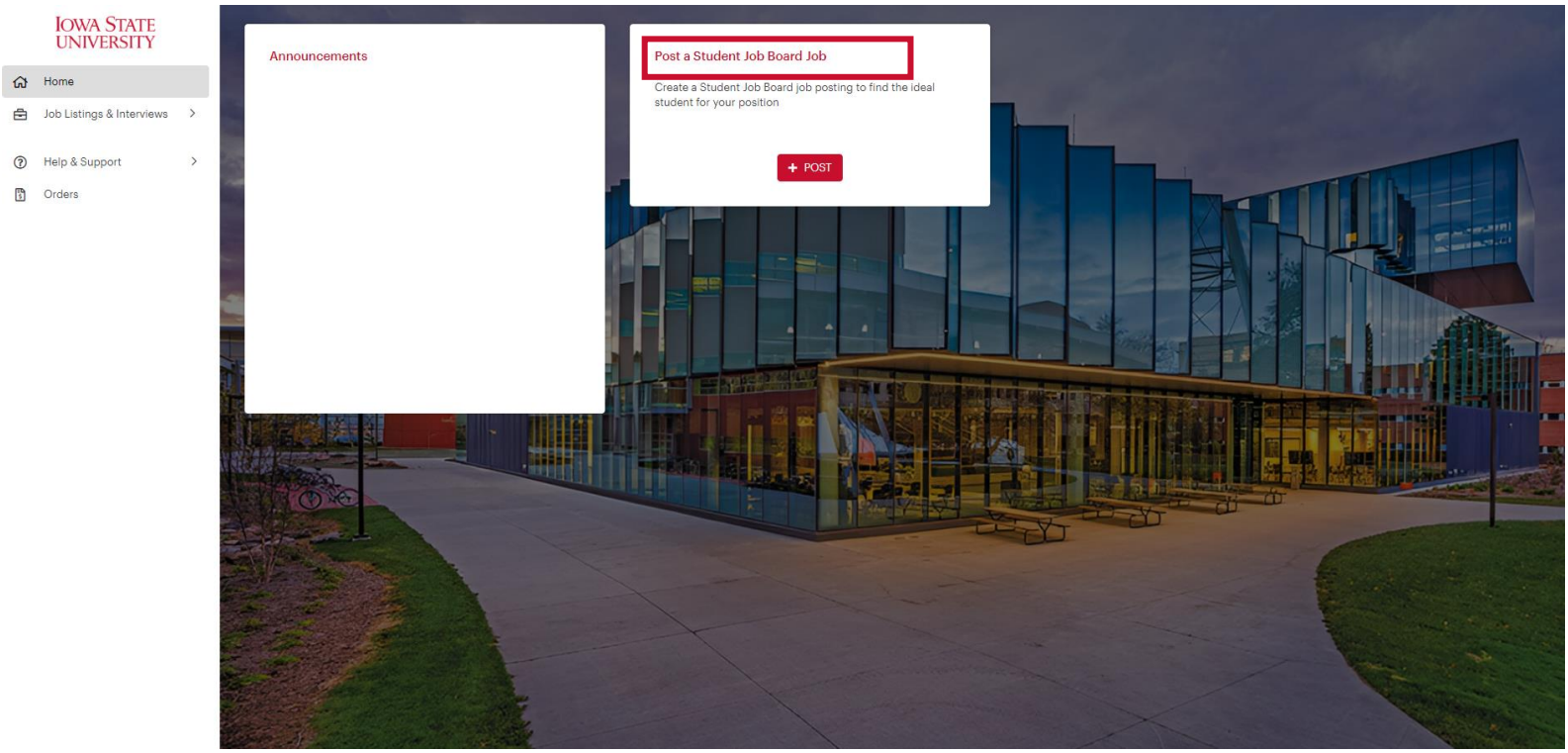
2. Input the email verification code into the "Email Address Verification" pop up that appears to finalize the account creation process.

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.*



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

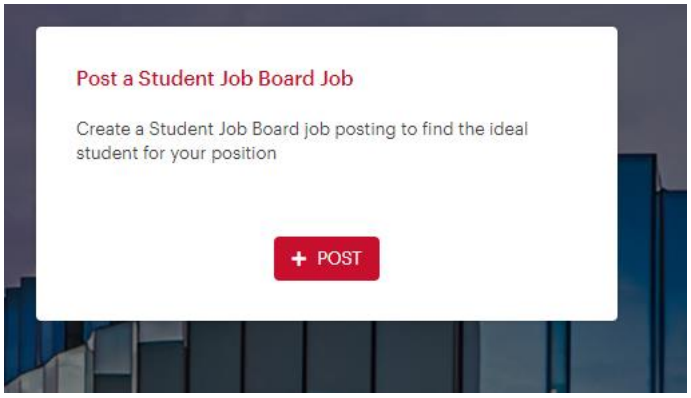


If you do not have the announcements or post a student job board job box, please email studentjobs@iastate.edu for assistance.

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

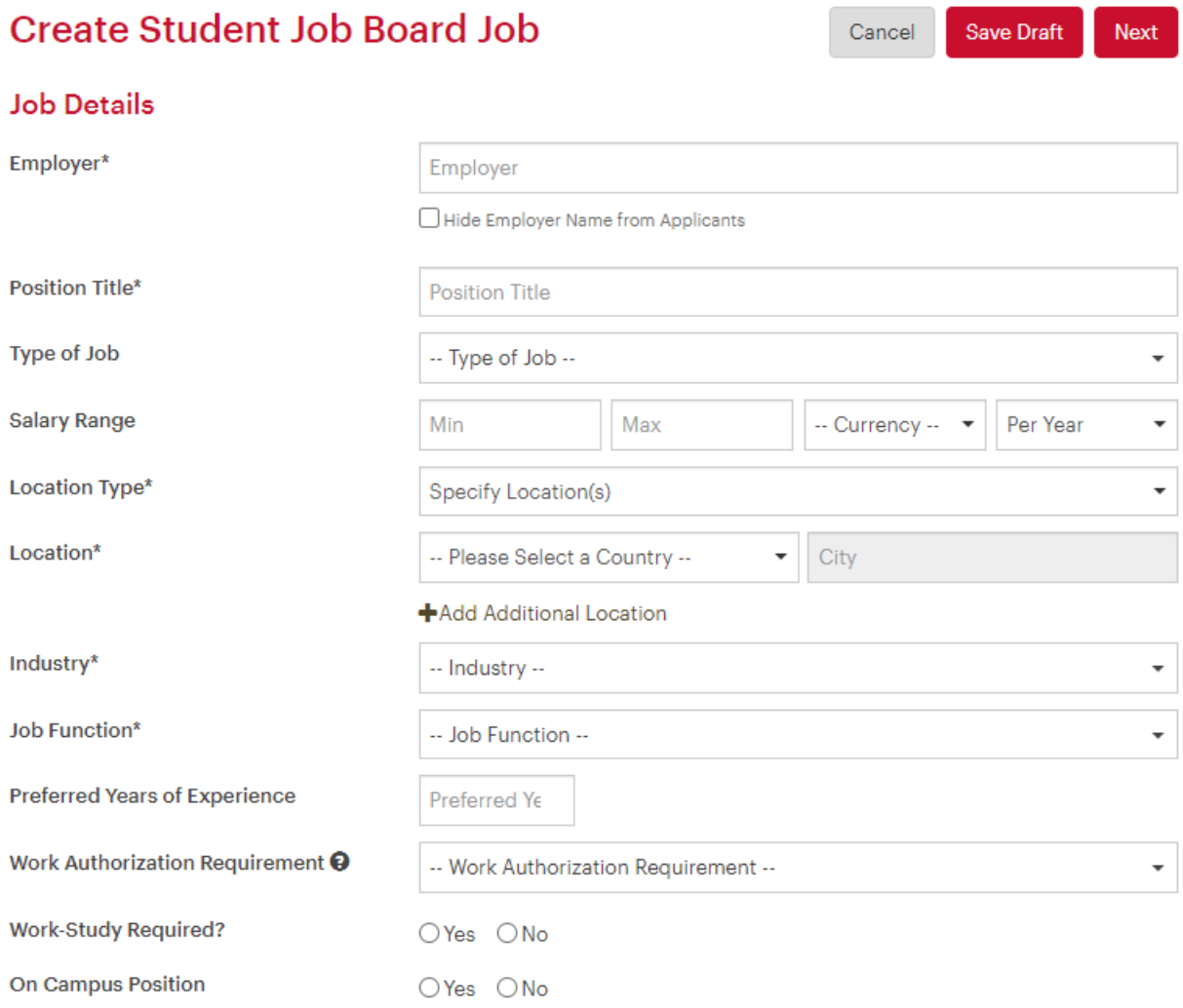
Complete the form with all required information about your job opening

- 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)

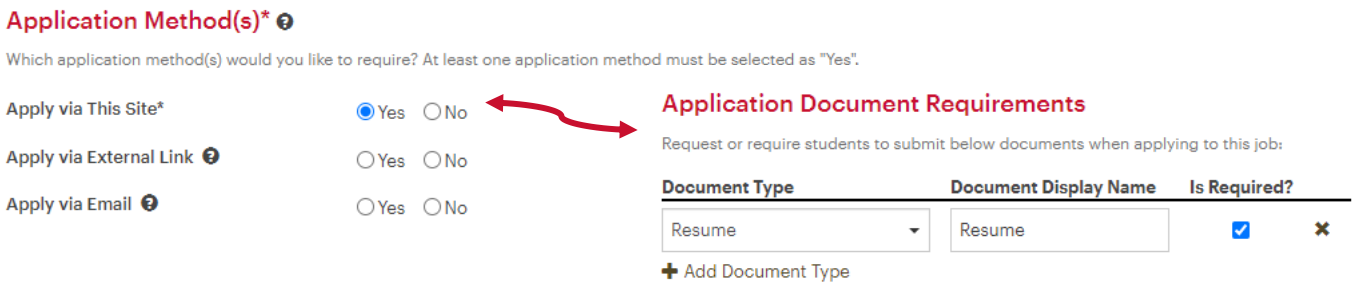
Location Type: choose "specify location (s)" for all job postings



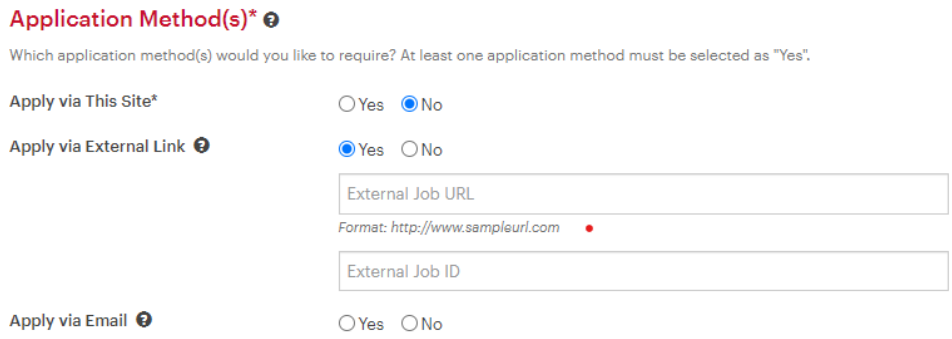
Post a Job

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

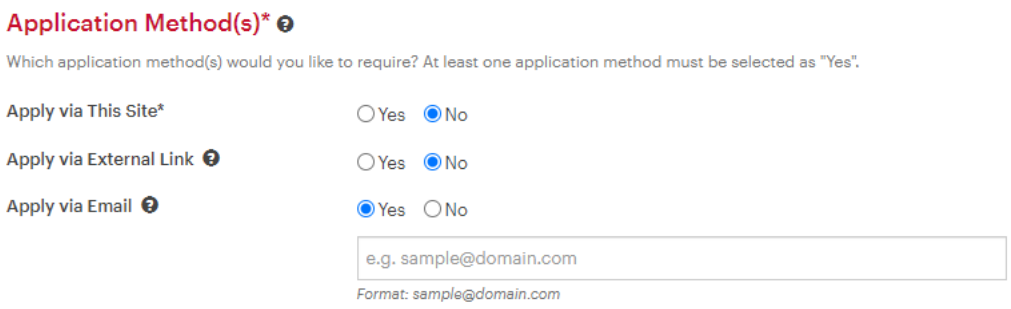
Apply Via This Site: If this option is selected, you will be required to have an applicant upload at least one document of your choosing. A resume is the most common, but you can add additional documentation requirements too.



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.



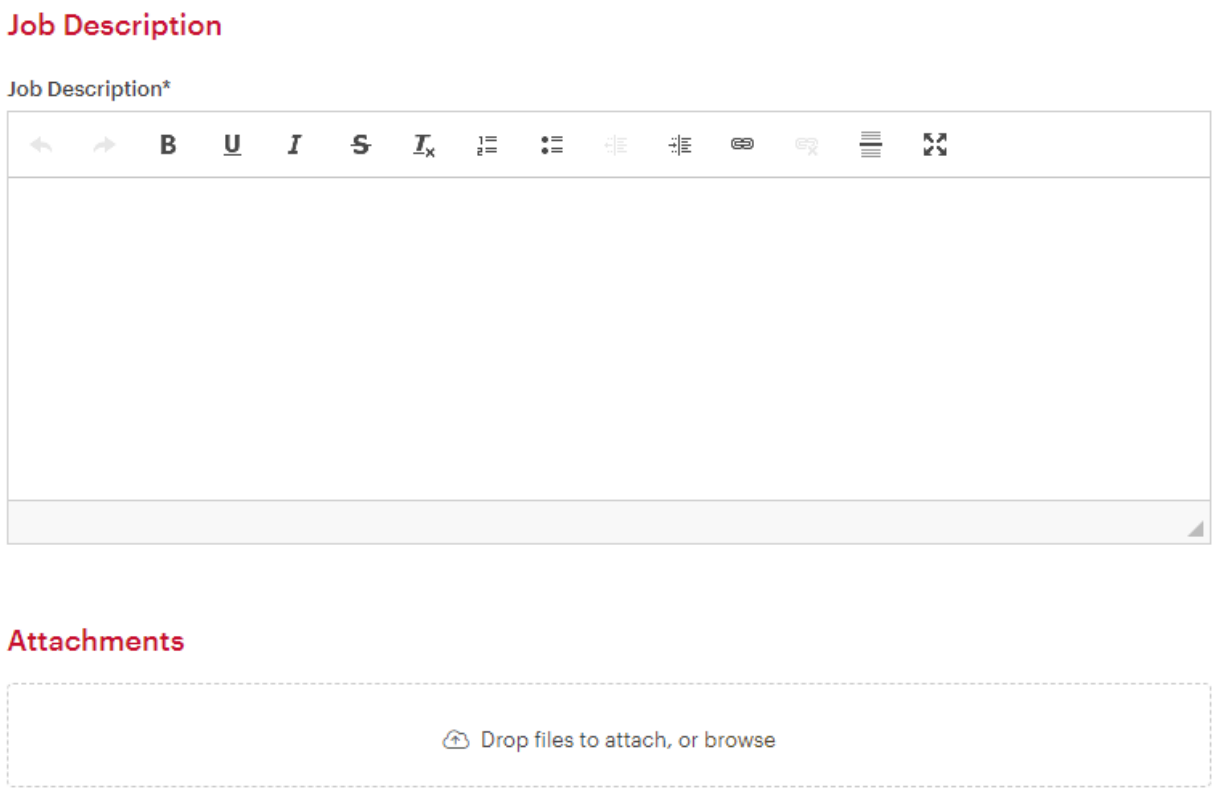
Apply Via Email: If this option is selected, you will be required to include a valid email for applicants to apply.



Post a Job

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

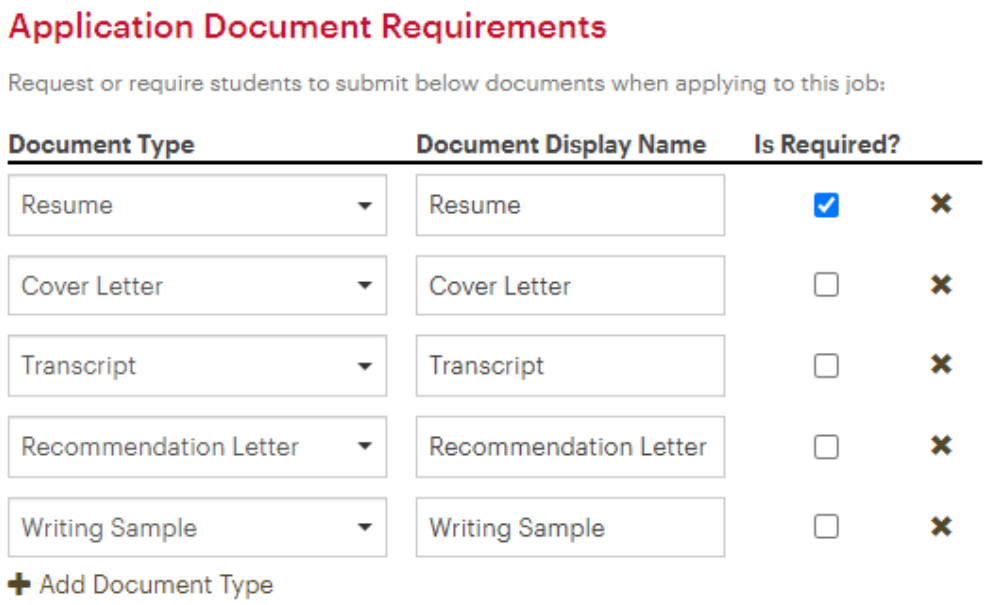
Attachments: You may also include any applicable attachments to display. (Ex. Job advertisement flyer)



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



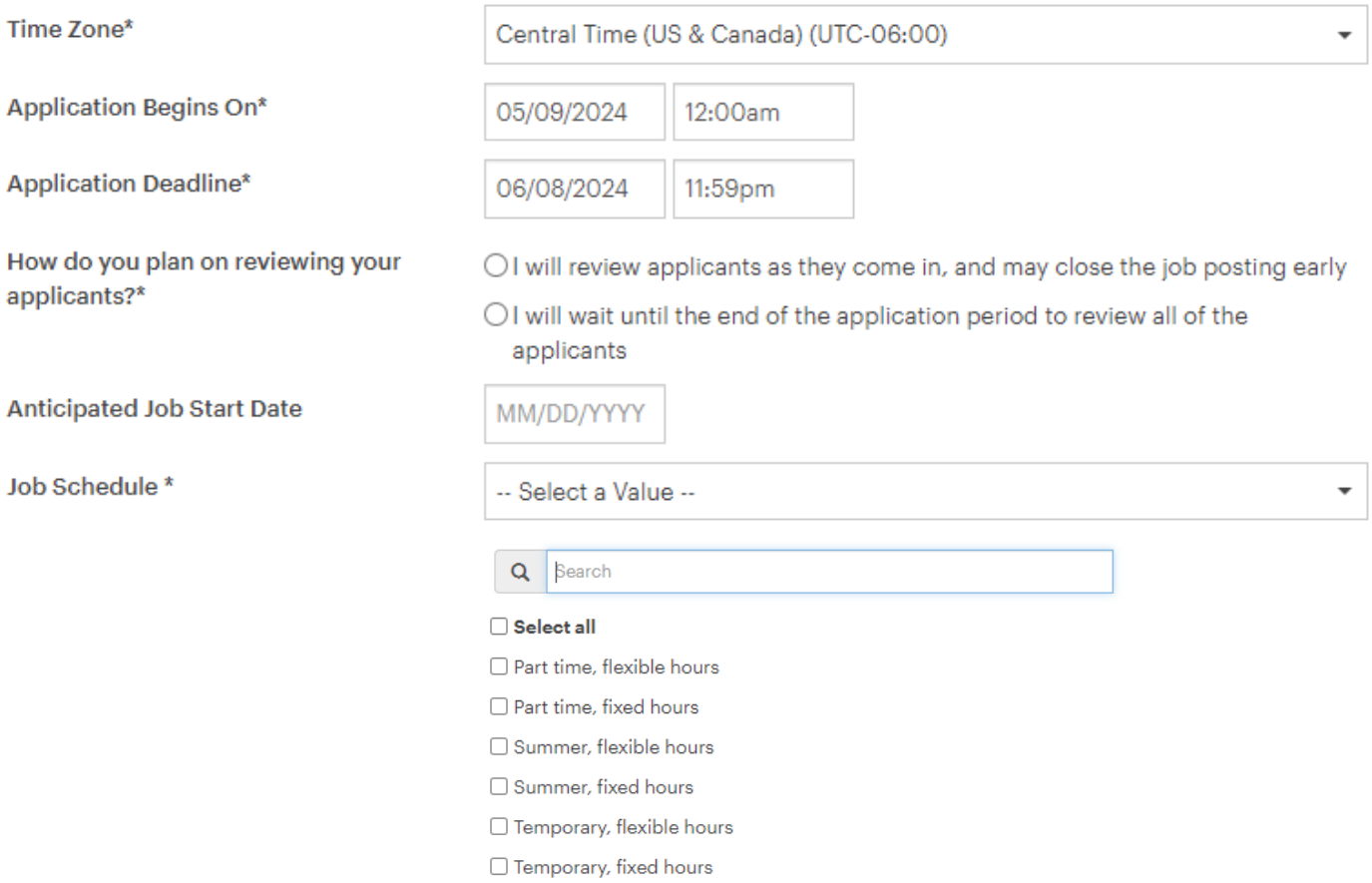
Please note, unless you selected "Apply on this site" as the method of application, application documents are not a requirement of your job posting.

Application Document Requirements are subject to review. Please reach out to studentjobs@iastate.edu with questions or concerns

Post a Job

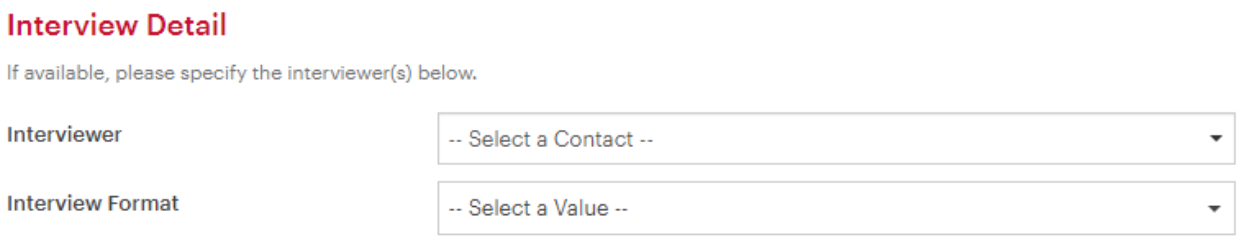
Job Dates: Complete the job dates section according to your specific application deadlines and anticipated job dates and schedule.

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.



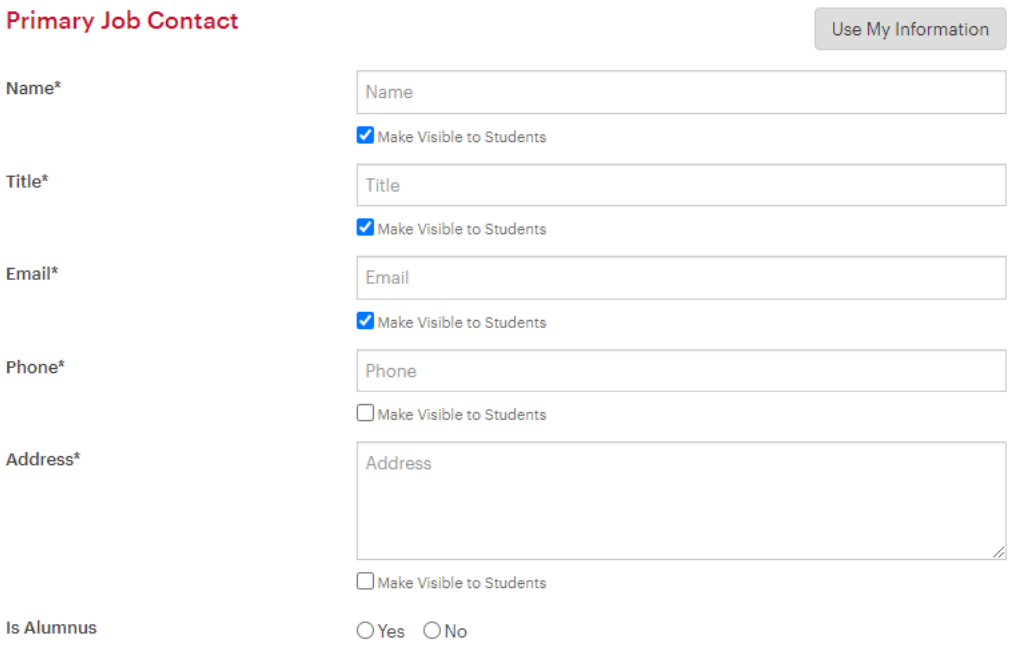
Post a Job

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



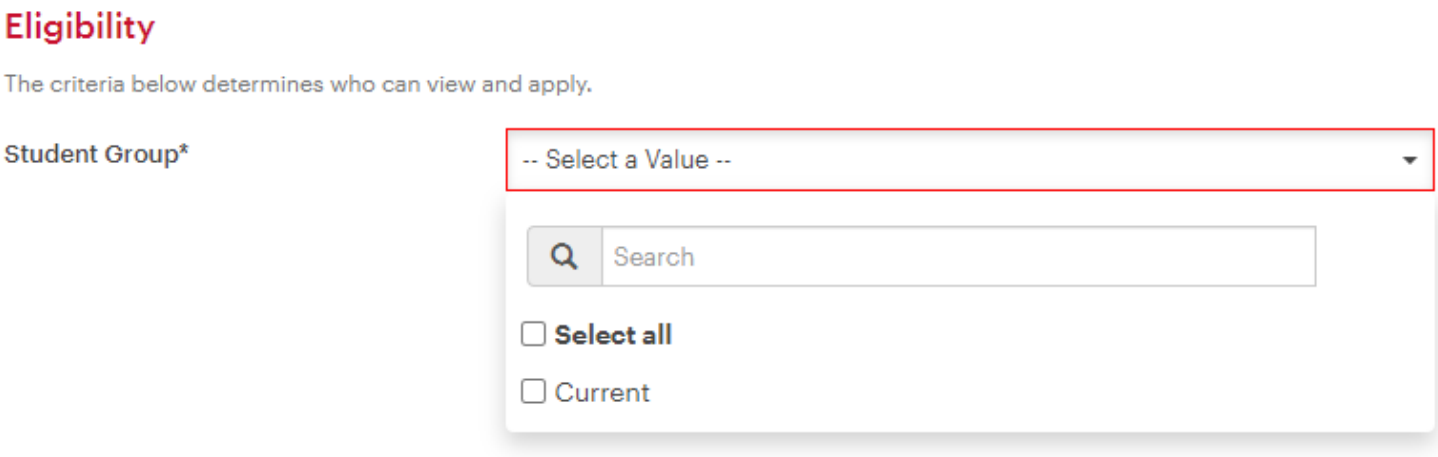
Primary Job Contact:

- 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.



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.



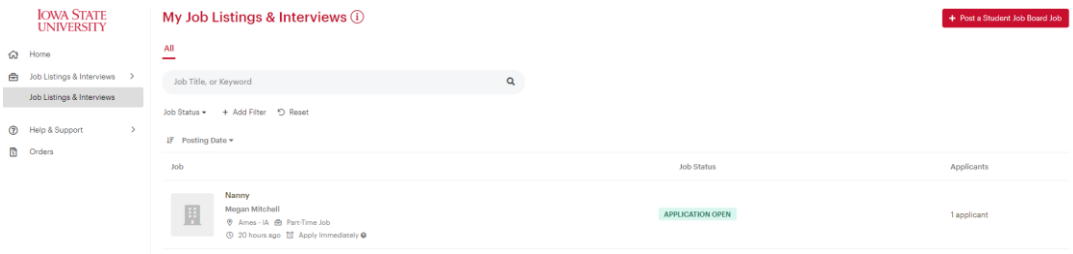
Save or Submit: At the top of your posting form, you may choose to save a draft or submit

- 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 with questions.

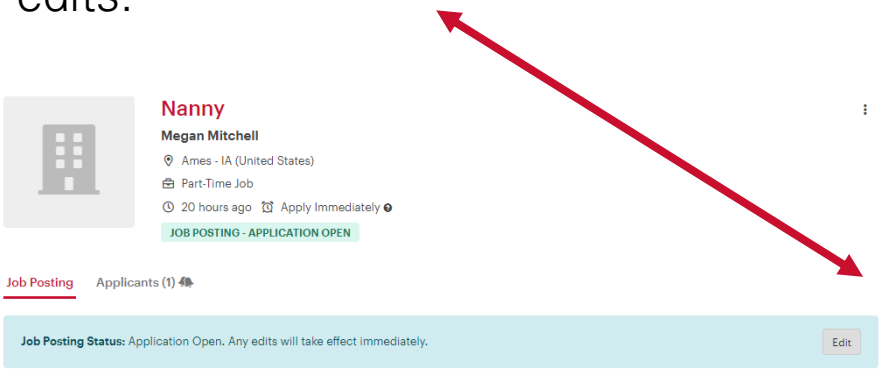
Job & Applicant Review

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

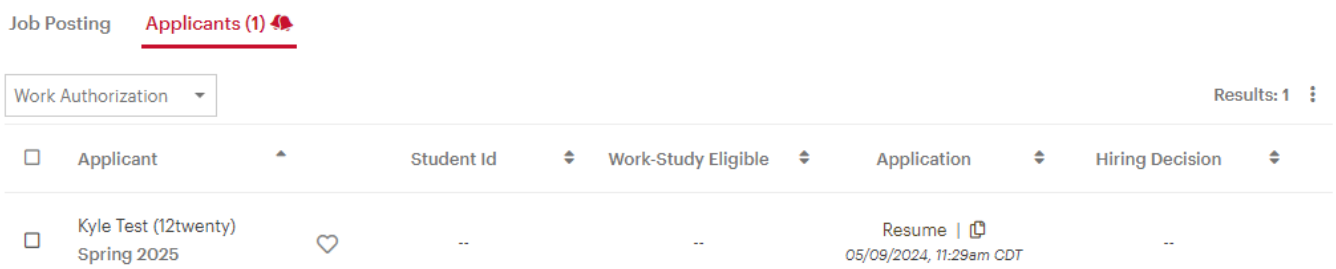
Job Posting Review: On the job Listings and Interviews tab, you will see a list of your past, present or future job postings. You can view both the job status and the number of applicants for each position.



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.



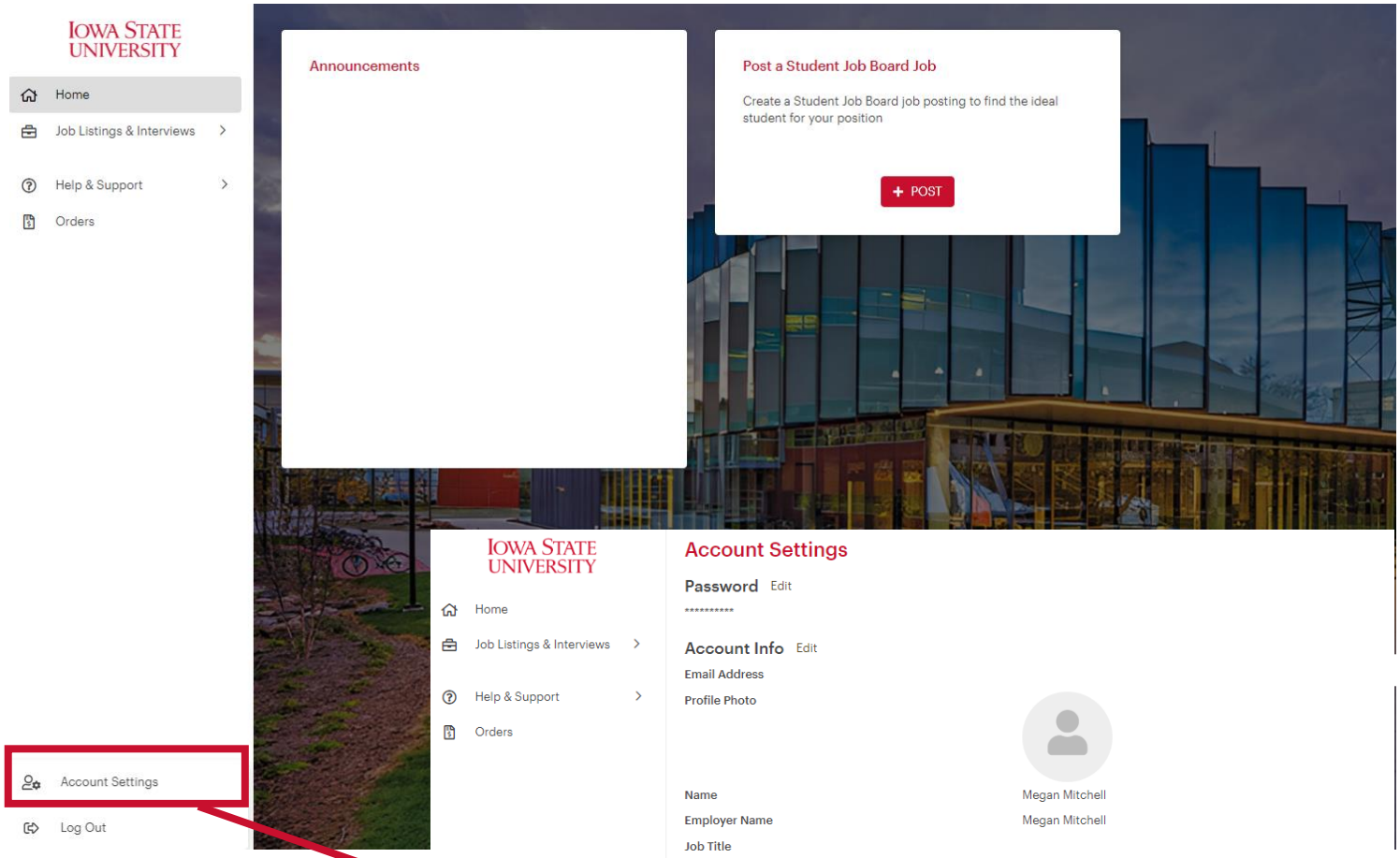
Applicant Review: By selecting applicants, you can view information associated with each completed applicant and sort according to your needs.

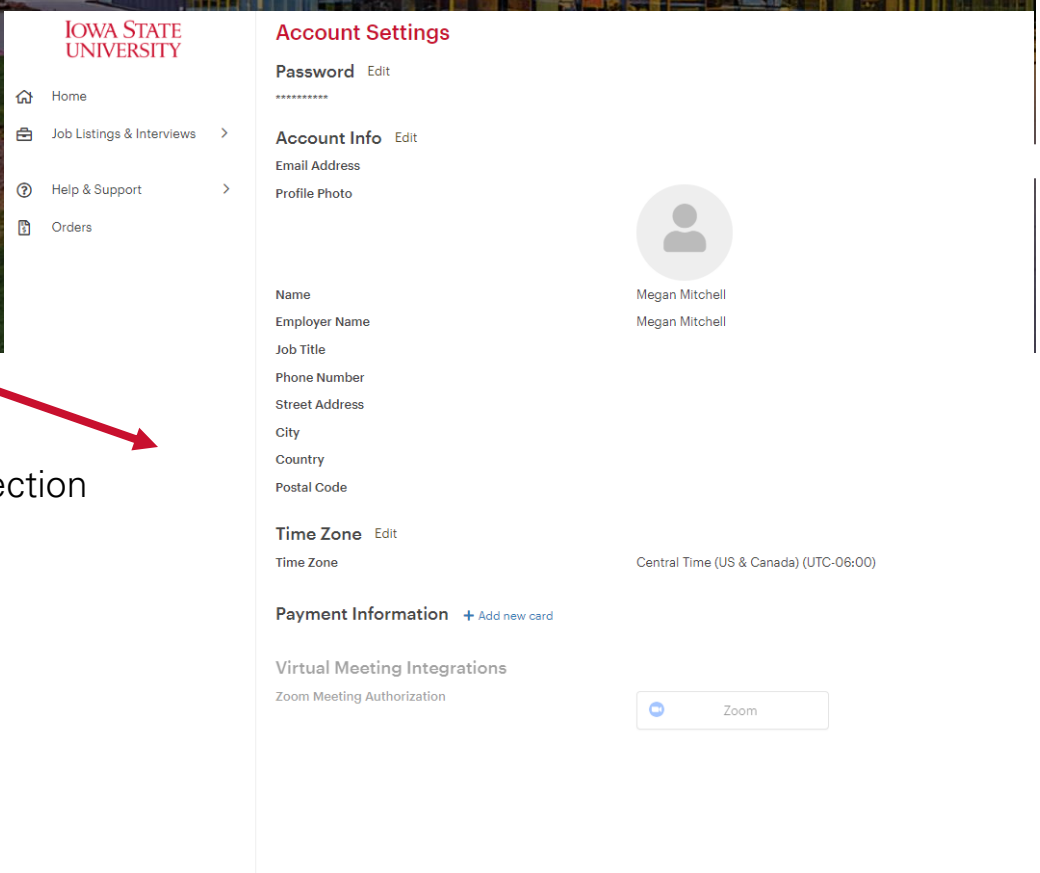


User Profile Editing

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.





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

- Password
- Account info