

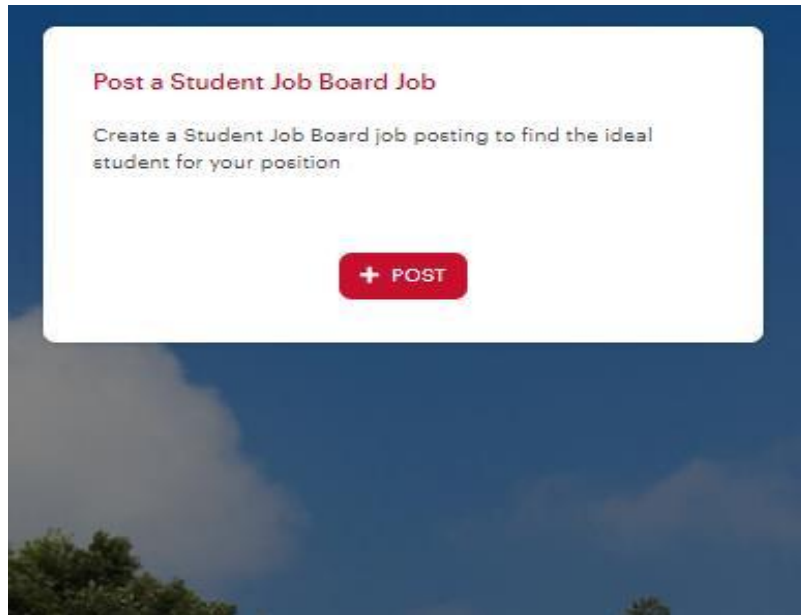
Posting a Student Job Board Job

Two Job Posting Forms In CyHire:

- Post a Job: Use this function to post internships, Co-Op opportunities, and post-graduation roles.
- Post a Student Job Board Job: Use this function to post part-time, seasonal, or temporary employment.

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.



Posting a Student Job Board 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.

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*	<input type="text" value="-- Type of Job --"/>
Salary Range	<input type="text" value="Min"/> <input type="text" value="Max"/> <input type="text" value="-- Currency --"/> <input type="text" value="Per Year"/>
Location Type*	<input type="text" value="Specify Location(s)"/>
Location*	<input type="text" value="-- Please Select a Country --"/> <input type="text" value="City"/>

Salary Range, Pay Rate is required for all student employment postings.

- Type in the pay rate of your choice.
- Select Per Month, Per Week, Per Hour, or Flat Fee Per Project from the drop down
- List a pay range if pay is negotiable

Location Type: choose “specify location (s)” for all job postings and a selection pop down will display. Select United States then type in your City & State.

- Positions must be within 60 miles of Ames, IA
- Remote positions are required to have a local presence. (office location within 60 miles of Ames, IA)
- Remote positions must provide all equipment required

Industry: Specify the broad sector, such as engineering, technology, or education.

Job Function: Define the specific role or type of work the position entails.

Posting a Student Job Board Job

Application Methods: Choose the method for which you prefer students apply. You must choose one of the following options but can select multiple options if that works best.

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

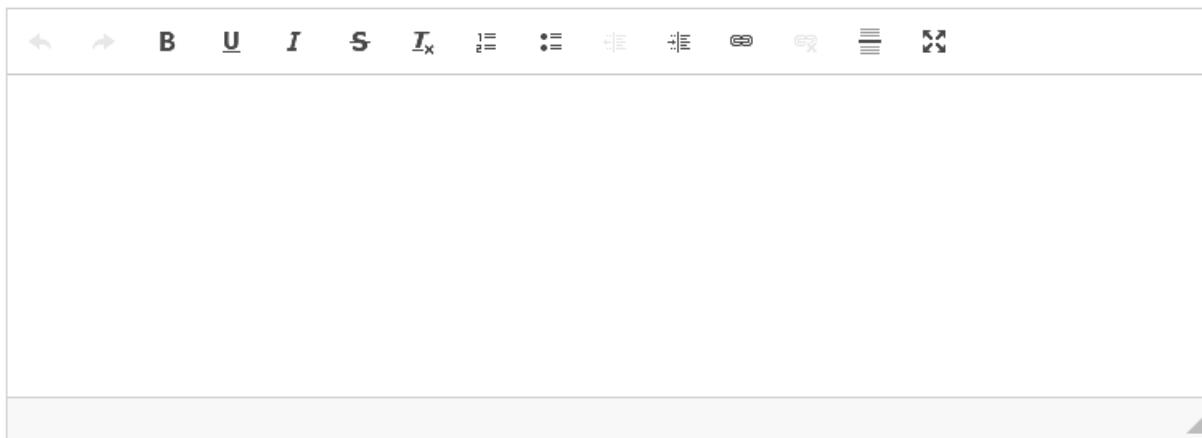
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Job Description: Include a relevant job description, including important details about job duties, responsibilities, requirements, schedule expectations, etc.

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

Job Description

Job Description*



A rich text editor interface for entering a job description. The editor has a toolbar at the top with icons for undo, redo, bold (B), underline (U), italic (I), strikethrough (S), link (Ix), bulleted list, numbered list, decrease indent, increase indent, link, unlink, table, and fullscreen. Below the toolbar is a large, empty text area for writing the job description.

Attachments



A dashed rectangular box containing the text "Drop files to attach, or browse" with a small upload icon to the left of the text.

Posting a Student Job Board 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
- You can add your own options, like class schedule

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 with questions or concerns

Posting a Student Job Board 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 any time. If your deadline is approaching and you have yet to fill your position, simply edit the deadline date/time to allow for an extension.

Ending Job Postings: 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"/> Select all
	<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

Posting a Student Job Board 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.

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

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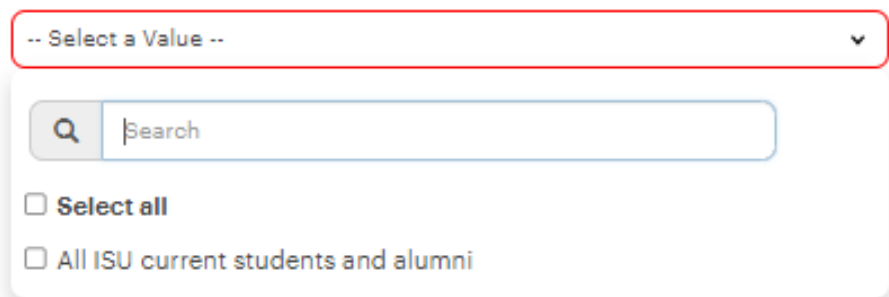
Eligibility: Select the student group “All ISU current students and alumni” This allows your posting to be viewed by current ISU Students.

- Alumni only have access to the professional job board

Eligibility

The criteria below determines who can view and apply.

Student Group*



The screenshot shows a dropdown menu for selecting a student group. The dropdown is currently open, displaying a search bar and two options. The search bar contains the text "Search" and a magnifying glass icon. Below the search bar, there are two checkboxes: one for "Select all" and one for "All ISU current students and alumni". The "All ISU current students and alumni" option is selected.

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.

Create Student Job Board Job

Cancel

Save Draft

Submit