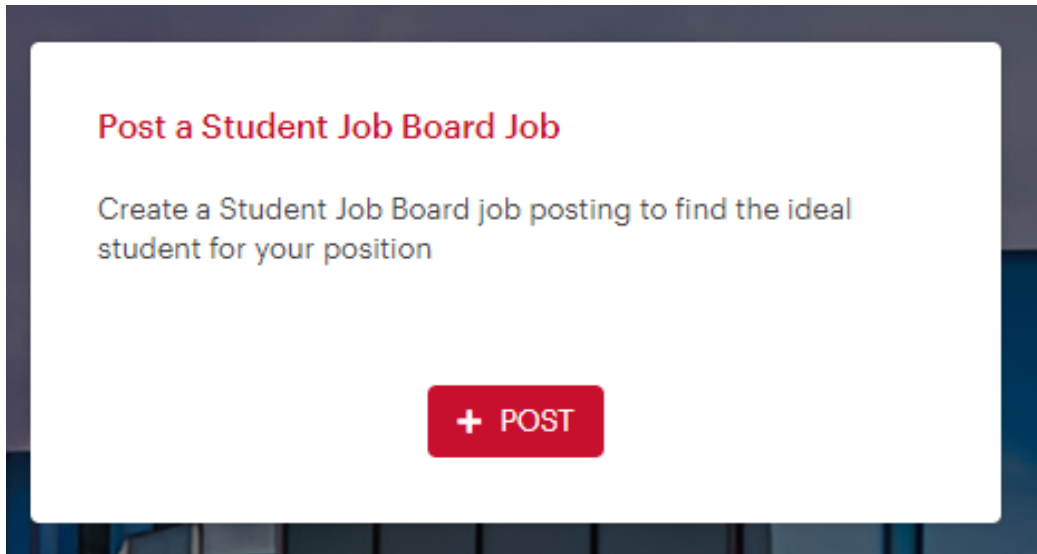


Posting a Student Job Board Job

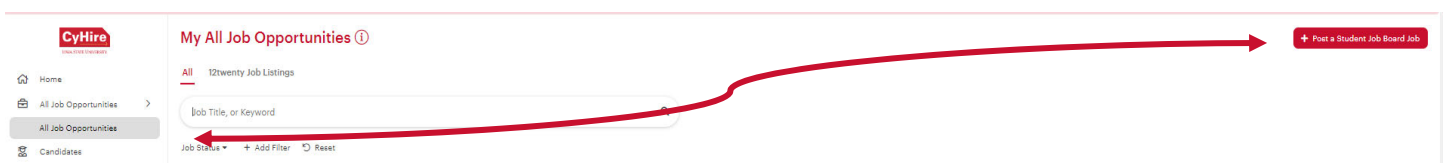
For posting a part-time student job:

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.



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.

Employer, your department name should auto populate. It should be formatted with the following name convention:

- ISU - Department Name (ISU - Office of Student Financial Aid)
- **Salary Range:** All student employment postings are required to have a pay rate listed.
 - If pay is negotiable list a pay range

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"/> |
| | <input type="button" value="+ Add Additional Location"/> |
| Industry* | <input type="text" value="-- Industry --"/> |
| Job Function* | <input type="text" value="-- Job Function --"/> |
| Work-Study* | <input type="radio"/> Yes <input type="radio"/> No |
| On Campus Position* | <input type="radio"/> Yes <input type="radio"/> No |

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* | <input type="radio"/> Yes <input type="radio"/> No |
| Apply via External Link | <input type="radio"/> Yes <input type="radio"/> No |
| Apply via Email | <input type="radio"/> Yes <input type="radio"/> No |

Job Description

Posting a Student Job Board Job

Location Type: choose “specify location (s)” for all job postings and a selection pop down will display

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

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

Work-Study: If you select yes for work-study your posting will only be viewable by work-study eligible candidates. If you hire non-work-study students as well, select no so your posting can be viewed by all students.

On Campus Position: If your opening is on campus select yes. If your opening requires the student to travel off campus select no.

| | |
|------------------------|--|
| Location Type* | Specify Location(s) ▼ |
| Location* | -- Please Select a Country -- ▼ City |
| | + Add Additional Location |
| Industry* | -- Industry -- ▼ |
| Job Function* | -- Job Function -- ▼ |
| Work-Study * ? | <input type="radio"/> Yes <input type="radio"/> No |
| On Campus Position * ? | <input type="radio"/> Yes <input type="radio"/> No |

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

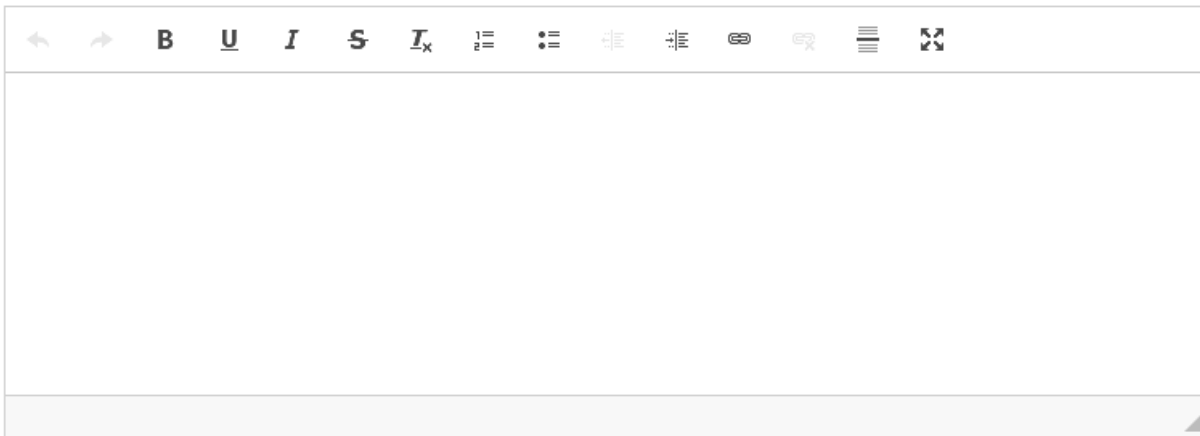
Posting a Student Job Board Job

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 entering a job description. It features a toolbar with icons for undo, redo, bold (B), underline (U), italic (I), strikethrough (S), text color (I_x), bulleted list, numbered list, decrease indent, increase indent, link, unlink, table, and fullscreen. Below the toolbar is a large, empty text area for input, with a scroll bar at the bottom right.

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, such as a 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 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.

Ending a Job Posting: 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 -- ▼ |

Posting a Student Job Board Job

Hours: Select a Schedule from the drop down

- Select all
- Part time, flexible hours
- Part time, fixed hours
- Summer, flexible hours
- Summer, fixed hours
- Temporary, flexible hours
- Temporary, fixed hours

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

Interview Format

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*

Make Visible to Students

Title*

Make Visible to Students

Email*

Make Visible to Students

Phone*

Make Visible to Students

Address*

Make Visible to Students

Is Alumnus Yes No

Posting a Student Job Board Job

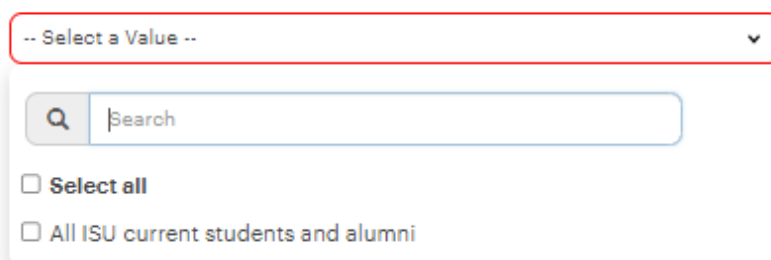
Eligibility: Select the student group “All ISU current students and alumni”

- Student job board postings are only viewable by current students

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 set to "-- Select a Value --". Below the dropdown is a search bar with a magnifying glass icon and the text "Search". Below the search bar are two checkboxes: "Select all" and "All ISU current students and alumni".

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