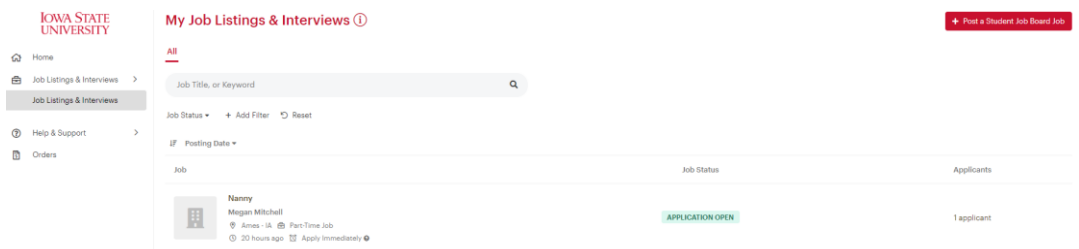


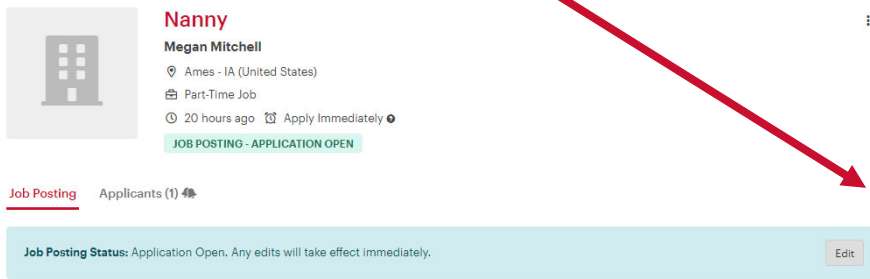
Job & Applicant Review

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

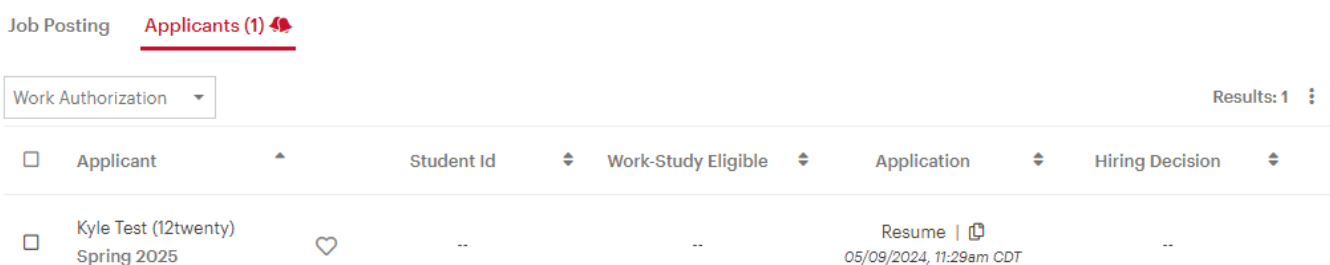
Job Posting Review: On the job Listings and Interviews tab, you will see a list of your past, present or future job postings. You can view both the job status and the number of applicants for each position.



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.



Set Hiring Decision

Hiring Decision: If you have students apply in the platform you can set hiring decisions to keep track of applications.

1. In the Applicants section of the job posting select the three dots at the end of the row next to the applicants' name.

America Reads/America Counts Tutor Promote

ISU - America Reads America Counts

Ames - IA (United States)

Part-Time Job (Student Job Board Only)

2 weeks ago Apply Immediately

JOB POSTING - APPLICATION OPEN

Job Posting **Applicants (20)** Analytics

Work Authorization Results: 20

Applicant	Student Id	Work-Study Eligible	Application	Hiring Decision
[Redacted]	--	--	08/19/2024, 11:54am CDT	--
[Redacted]	--	--	08/26/2024, 8:54am	--
[Redacted]	--	--	08/16/2024, 5:10pm	--
[Redacted]	--	--	08/18/2024, 12:04p	--
[Redacted]	--	--	08/19/2024, 8:03pm CDT	--
[Redacted]	--	--	08/17/2024, 12:52pm CDT	--
[Redacted]	--	--	08/29/2024, 7:08pm CDT	--
[Redacted]	--	--	08/20/2024, 9:57pm CDT	--
[Redacted]	--	--	08/29/2024, 5:47pm CDT	--
[Redacted]	--	--	08/17/2024, 8:45pm CDT	--

Dropdown menu options:

- Download Application Package
- Message
- Delete Application
- Update Application
- Set Hiring Decision**

2. Select Set Hiring Decision
3. Select a Hiring Decision from the drop down (Interviewed, hired, offer extended, candidate declined, will not proceed).

Edit Hiring Decision

Hiring Decision

-- Select a Value --

Cancel Save