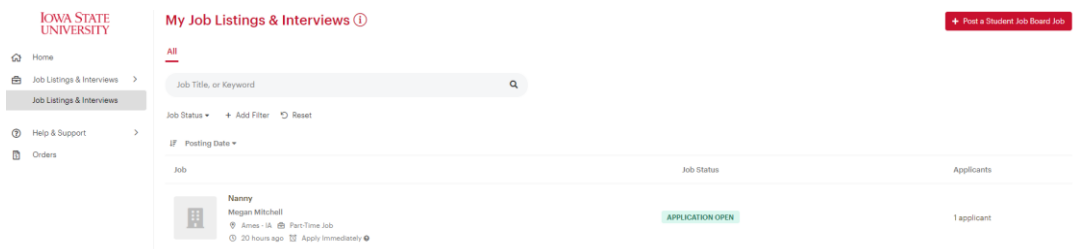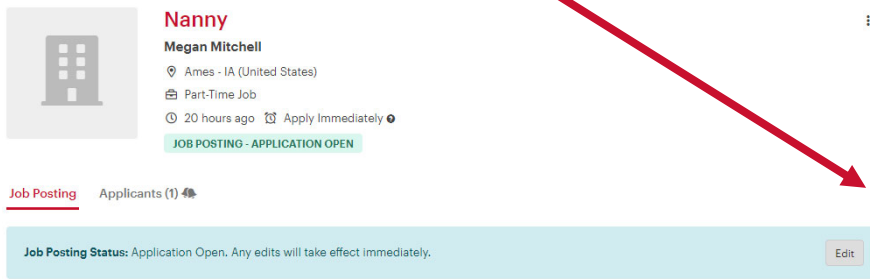# Job & Applicant Review

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.
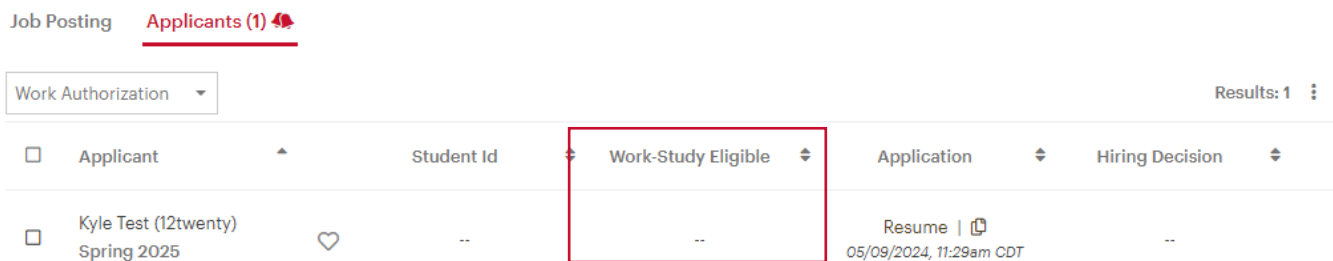

Applicant Review: By selecting applicants, you can view information associated with each completed applicant and sort according to your needs.
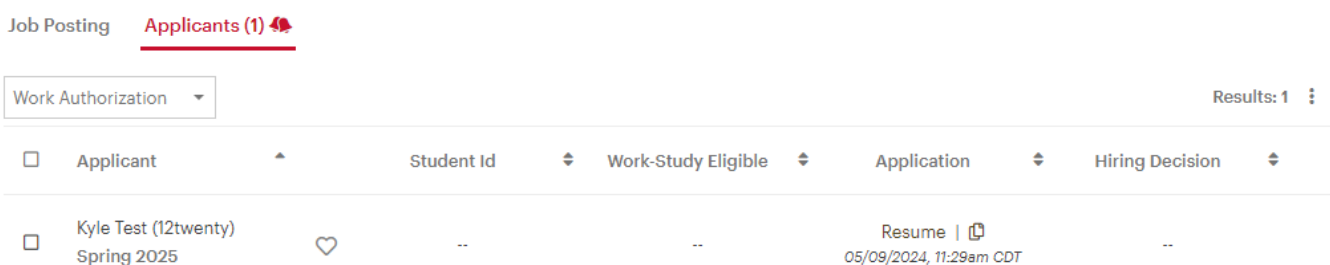
Checking Work-Study Eligibility

If a student is work-study eligible a Yes will populate in the Work-Study Eligible section under applicants.

	Applicant		Student Id	Work-Study Eligible	Application	Hiring Decision
☐	Kyle Test (12twenty) Spring 2025	♡	--	--	Resume | 📋 05/09/2024, 11:29am CDT	--

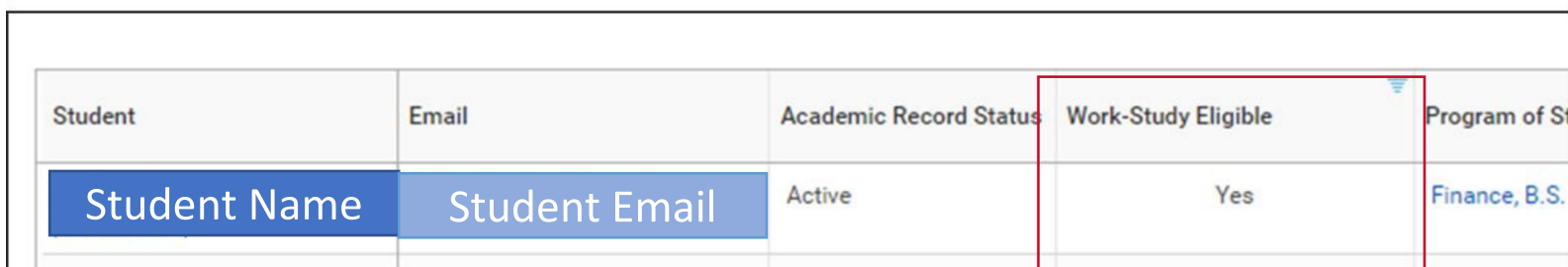Job Posting · **Applicants (1)** 🔔 · Work Authorization ▾ · Results: 1

If your students are applying directly to you, you can check work-study eligibility in Workday with these steps:

1. On the landing page, type **ISU Find Student to Employ or Appoint** and select it from the drop-down menu.

Q ISU Find Student to Employ ⊗

📋 ISU Find Student to Employ or Appoint
Report
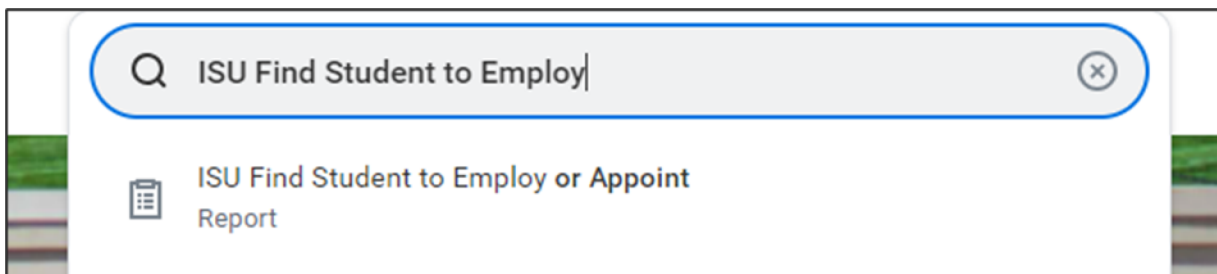
2. Select the academic period in which the student will begin employment.
3. Locate the student's record and check if they are Work-Study eligible in the table

Student	Email	Academic Record Status	Work-Study Eligible	Program of St...
Student Name	Student Email	Active	Yes	Finance, B.S.

4. Click out of the Workday page

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.

2. Select Set Hiring Decision

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