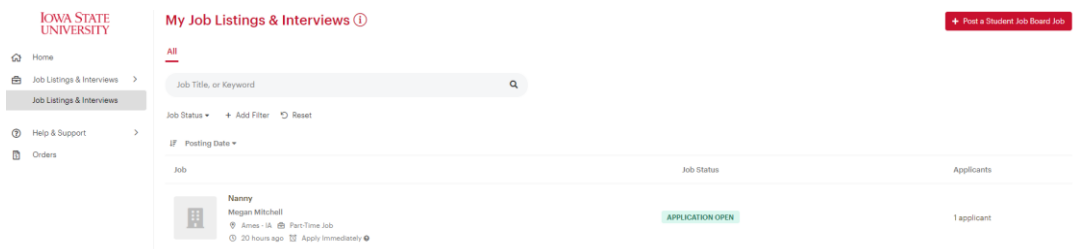


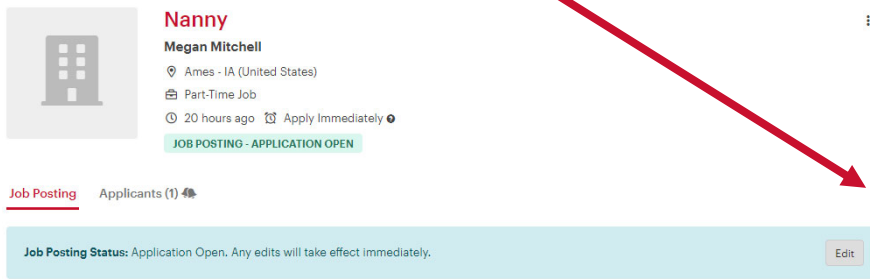
Job & Applicant Review

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

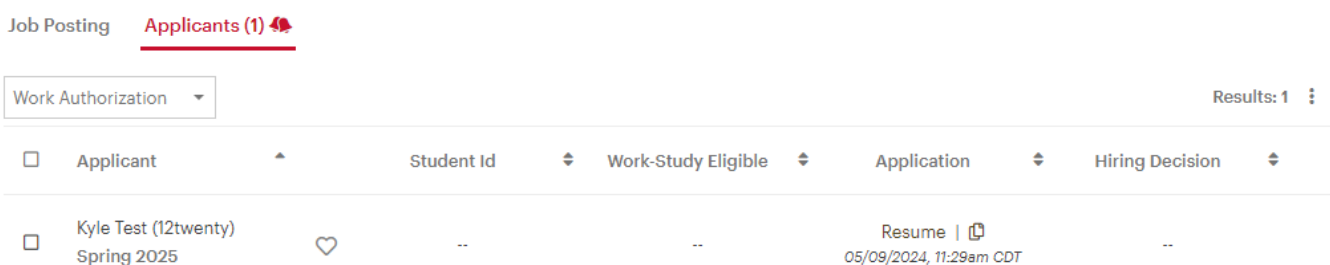
Job Posting Review: On the job Listings and Interviews tab, you will see a list of your past, present or future job postings. You can view both the job status and the number of applicants for each position.



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.

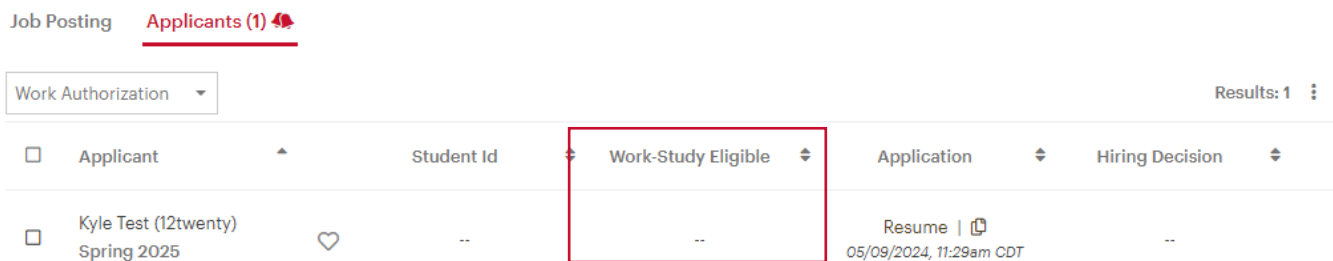


Applicant Review: By selecting applicants, you can view information associated with each completed applicant and sort according to your needs.




Checking Work-Study Eligibility

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

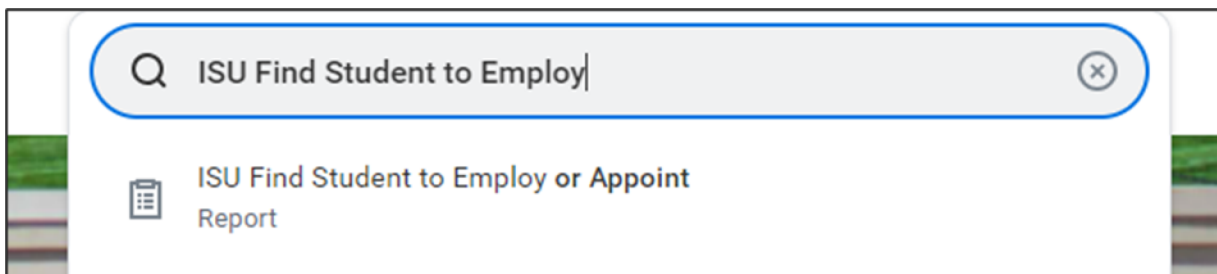


The screenshot shows the 'Applicants (1)' section in Workday. A table lists applicant information. The 'Work-Study Eligible' column is highlighted with a red box, showing a double dash (..) for the applicant 'Kyle Test (12twenty) Spring 2025'.

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

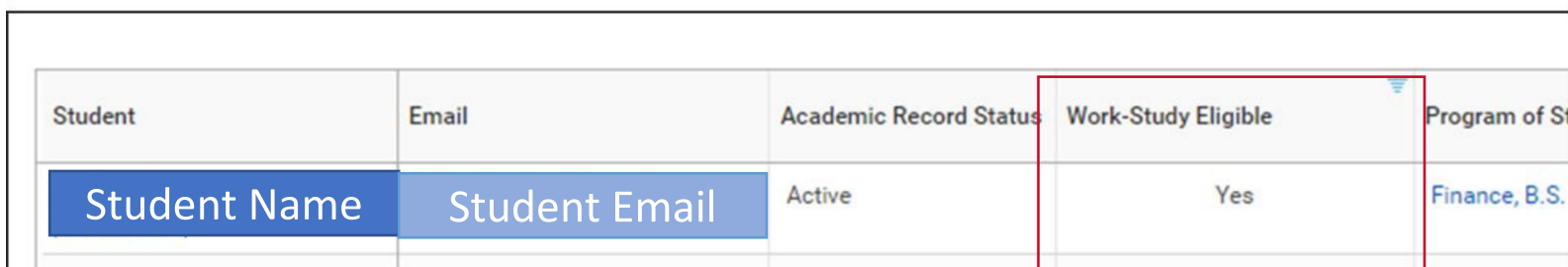
If your students are applying directly to you, you can **check work-study eligibility in Workday** with these steps:

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



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



The screenshot shows a table with student records. The 'Work-Study Eligible' column is highlighted with a red box, showing 'Yes' for the student 'Student Name'.

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.

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]	--	--	08/23/2024, 7:08pm CDT	--
[REDACTED]	--	--	08/20/2024, 9:57pm CDT	--
[REDACTED]	--	--	08/29/2024, 5:47pm CDT	--
[REDACTED]	--	--	08/17/2024, 8:45pm CDT	--

Context 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