Welcome to CyHire

The Student Employment Center in the Office of Student Financial Aid is collaborating with ISU Career Services to house all student employment opportunities in one system for the first time. This includes post-graduate, internship and part-time student jobs. Students will use it to find employment opportunities that fit their specific job criteria, and faculty, staff and off-campus employers can post positions for part-time employment, on or off campus, internships and post-grad employment opportunities.

Sign Up

1. **New to CyHire?**
    - **Start Here**: https://iastate.12twenty.com/hire
    - Select Sign up for an Account

1. **Returning to CyHire?**
    - **Start Here**: https://iastate.12twenty.com/hire
    - Login using your previously established username and password

Sign up for an account

1. Complete account creation form
- In the work email address field list the email you want to create your account with.
- If you only need access to post part-time seasonal student jobs check the box next to: "**Select this option if you are ONLY recruiting for On-Campus, Part-Time, Seasonal, or Temporary positions (This option EXCLUDES access to professional jobs and career fair events)"**
    - If you will also be posting professional post-graduation jobs, internships, or co-op openings don't check this box
- In the employer field, if your company has previously been established in the system, please choose it from the pop up. If not, proceed to entering the employer's name of your choosing.
    - Not a company but a personal job poster instead? Please use your name for the employer title instead.
    - Finish entering data, agree to "terms" and click "Create Account"

Welcome to CyHire!
We're glad you are joining us! Get started by creating an account.

First Name*	First Name
Last Name*	Last Name
Work Email Address*	Work Email Address
Share my email with candidates	☑
Password	Password

- *Minimum 10 characters*
- *An uppercase letter*
- *A lowercase letter*
- *A special character (!,@,#,$,%,^,&,*)*
- *A number*
- *Example: ThisSchool10$*

Confirm Password	Confirm Password
Select this option if you are ONLY recruiting for On-Campus, Part-Time, Seasonal, or Temporary positions (This option EXCLUDES access to professional jobs and career fair events)	☐
Employer*	Employer
Address*	Street Address
Country*	-- Country --
City*	City
Postal Code*	Postal Code
Your Job Title*	Your Job Title
Phone Number*	Phone Number

☐ I agree to the Terms of Service and Privacy Policy. I also agree to abide by the ISU Policies & Principles for Employer Representatives. *

Create Account

Sign Up for an account

1. Once you have created your account, a verification code will be sent to the email address you provided.

2. Input the email verification code into the "Email Address Verification" pop up that appears to finalize the account creation process.

Note: This code is active for 1 hour from the time it hits your inbox. If you do not see the email after 10 minutes, check your spam folder.

Homepage-Dashboard

- Following verification, you will proceed with log in.
- After arriving at the homepage-dashboard as shown below, you will have access to several important features of CyHire.
    1. Announcements
    2. Post a Job
    3. Post a Student Job Board Job
    4. All Job Opportunities (Underneath the Homepage there's a button called All Job Opportunities. This is where you will see your job posting.)
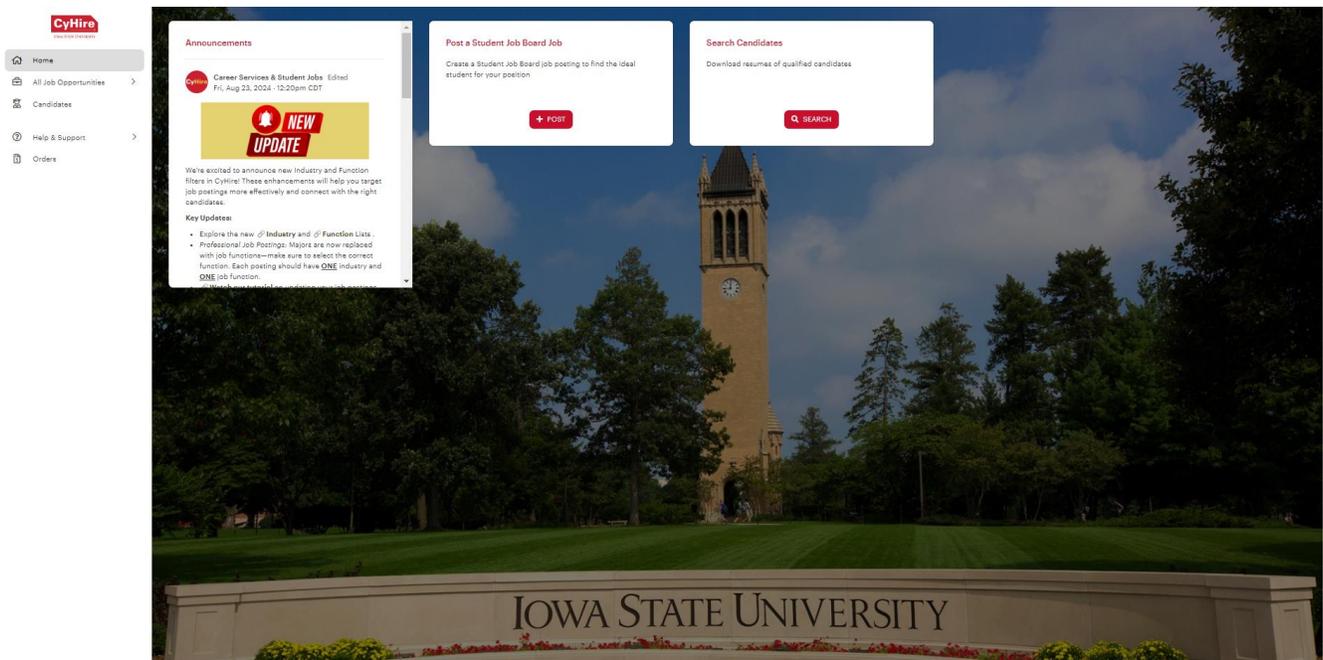
This dashboard example above shows Student Employment Only Access. If you only post student employment opportunities this is what you should see.

If you do not have the announcements or post a student job board job box, please email studentjobs@iastate.edu for assistance.
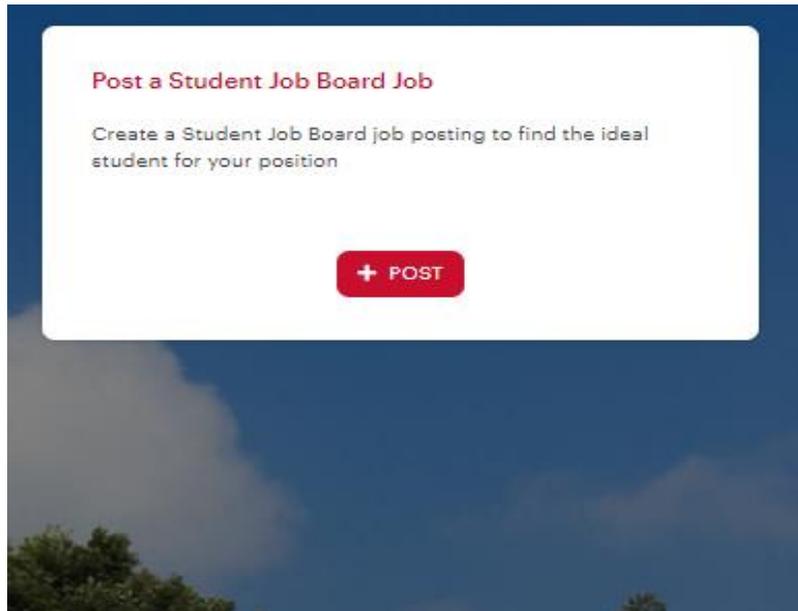
Posting a Student Job Board Job

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*

Employer

☐ Hide Employer Name from Applicants

Position Title*

Position Title

Type of Job*

-- Type of Job --

Salary Range

Min   Max   -- Currency --   Per Year

Location Type*

Specify Location(s)

Location*

-- Please Select a Country --   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)* ❷

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 ❷	○Yes ○No
Apply via Email ❷	○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	☑	✖

➕ 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)* ❷

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 ❷	◉Yes ○No
	External Job URL
	Format: http://www.sampleurl.com ●
	External Job ID
Apply via Email ❷	○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)* ❷

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 ❷	○Yes ◉No
Apply via Email ❷	◉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*
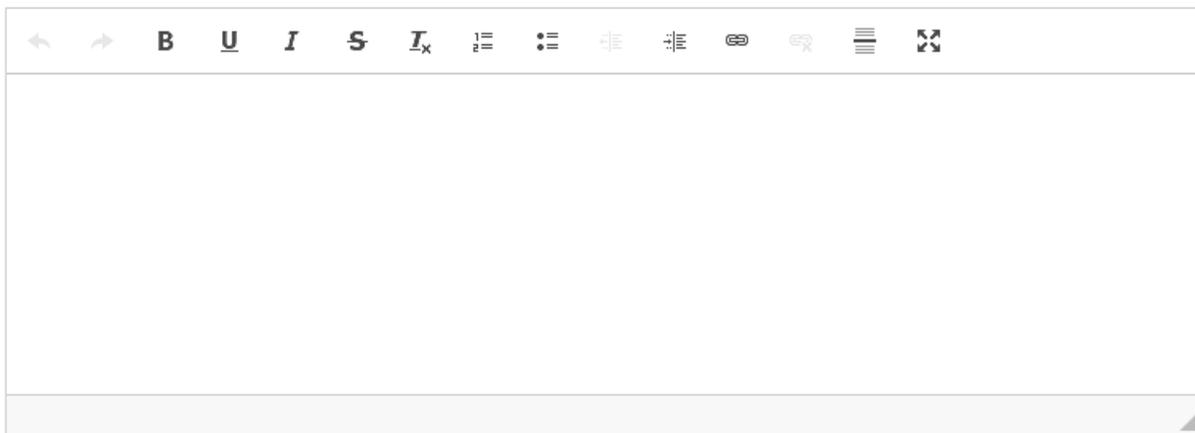
B U I S I_x ≣ ☰ ≣ ≣ 🔗 🔗 ☰ ⤢

Attachments

☁ Drop files to attach, or browse

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	☑	✖
Cover Letter ▾	Cover Letter	☐	✖
Transcript ▾	Transcript	☐	✖
Recommendation Letter ▾	Recommendation Letter	☐	✖
Writing Sample ▾	Writing Sample	☐	✖

✚ 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?*	○ I will review applicants as they come in, and may close the job posting early
	○ 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 -- ▾

🔍 Search

☐ **Select all**

☐ Part time, flexible hours

☐ Part time, fixed hours

☐ Summer, flexible hours

☐ Summer, fixed hours

☐ Temporary, flexible hours

☐ 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

Posting a Student Job Board Job

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*
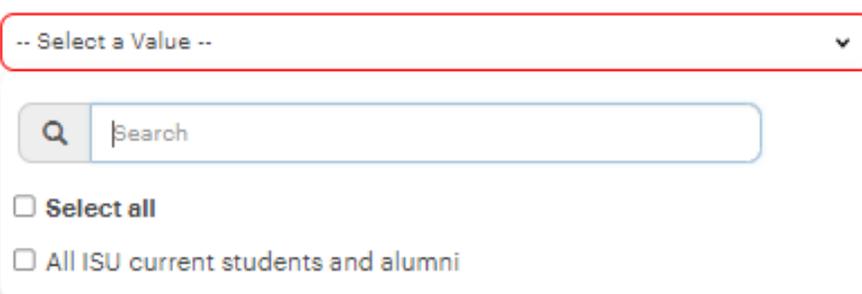
-- Select a Value --

Q Search

☐ **Select all**

☐ 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

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.
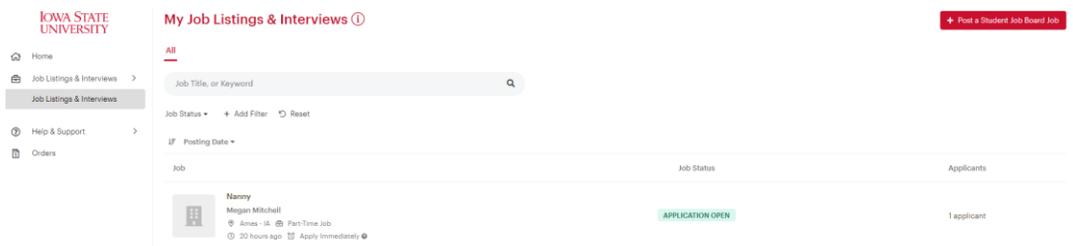
Job Editing: Clicking on a position will give you access to viewing the current job details as well as the ability to make any desired edits.
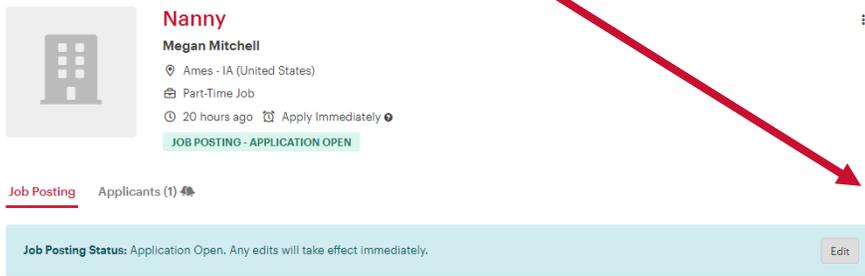
Applicant Review: By selecting applicants, you can view information associated with each completed applicant and sort according to your needs.
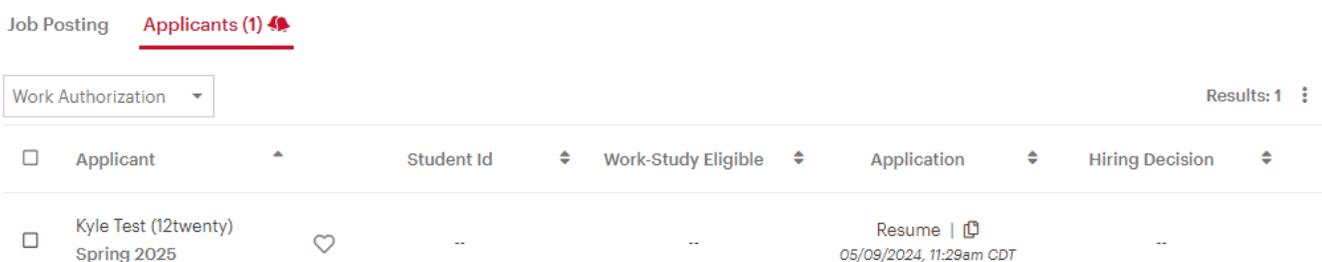
Set Hiring Decision

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.

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