

# 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 email field use a personal email address not your ISU email
- Create a password of your choice
- 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 be posting professional post-graduation jobs, internships, or co-op openings don't check this box
- **Employer:** You are the employer if you are hiring for a personal non- ISU position.
  - Please use your name for the employer title not Iowa State University
  - Use a personal address
  - Enter a job title for yourself that makes sense. (ex. Parent or Manager)
- 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\*

Last Name\*

Work Email Address\*

Share my email with candidates

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

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\*

Address\*

Country\*

City\*

Postal Code\*

Your Job Title\*

Phone Number\*

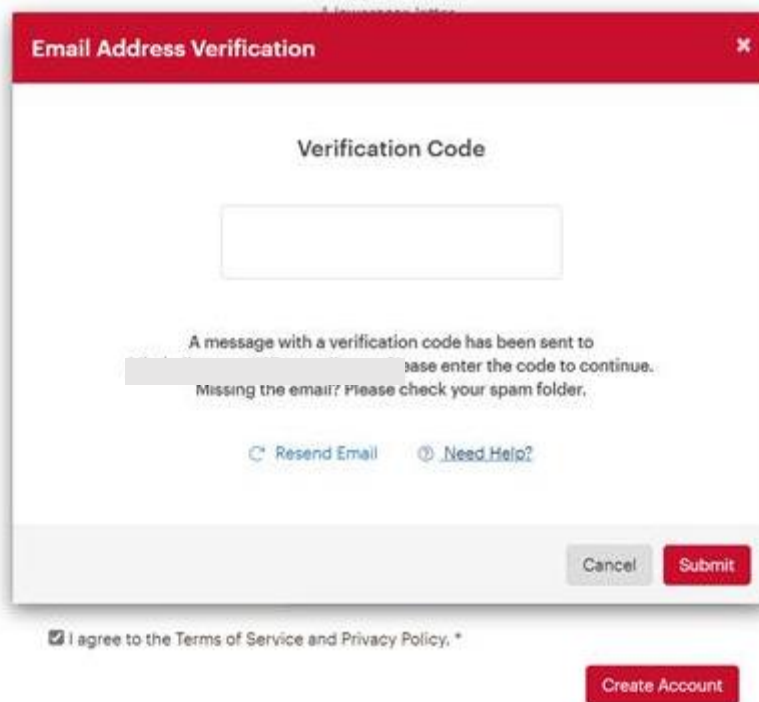
I agree to the Terms of Service and Privacy Policy. I also agree to abide by the ISU Policies & Principles for Employer Representatives. \*

[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.*



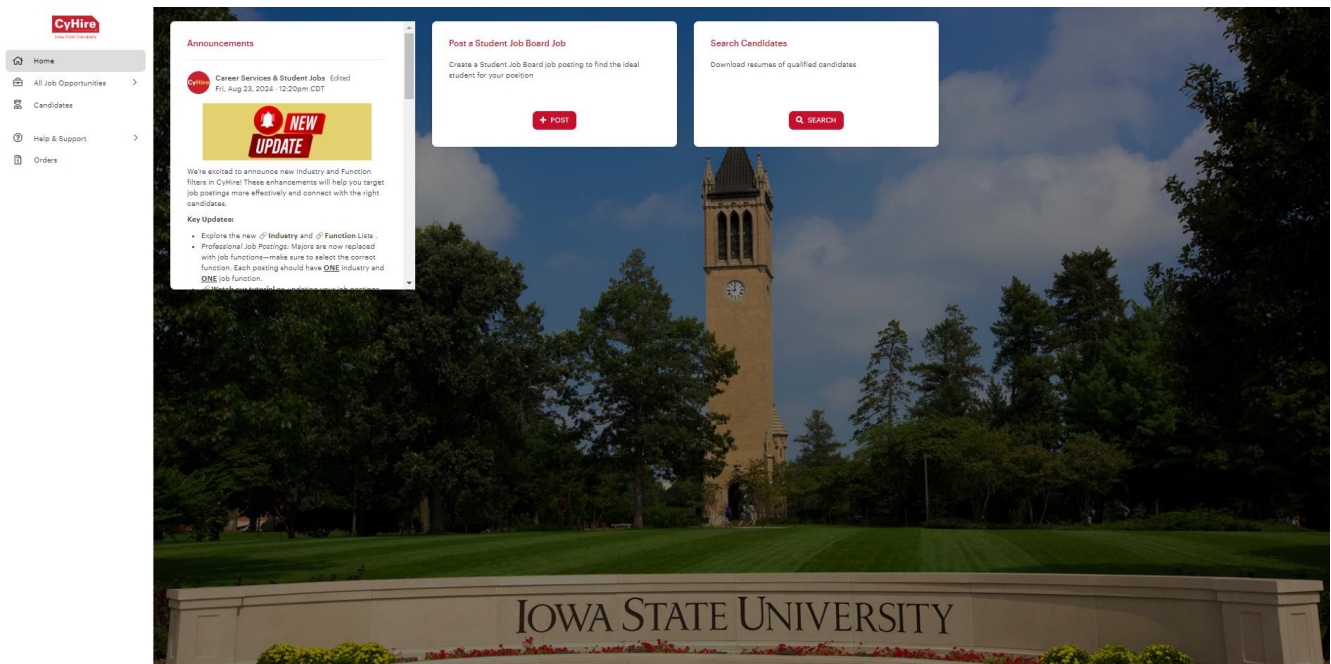
The image shows a screenshot of a web application's account creation process. At the top, there is a red header bar with the text "Email Address Verification" and a close button (X). Below this, the main content area is white and contains the following elements:

- A title "Verification Code" centered above a large, empty rectangular input field.
- A message: "A message with a verification code has been sent to [redacted] please enter the code to continue. Missing the email? Please check your spam folder."
- Two links: "Resend Email" (with a circular arrow icon) and "Need Help?" (with a question mark icon).
- At the bottom right, two buttons: a grey "Cancel" button and a red "Submit" button.

Below the pop-up window, there is a checkbox with the text "I agree to the Terms of Service and Privacy Policy, \*". To the right of this checkbox, there is a red button labeled "Create Account".

# 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](mailto:studentjobs@iastate.edu) for assistance.*

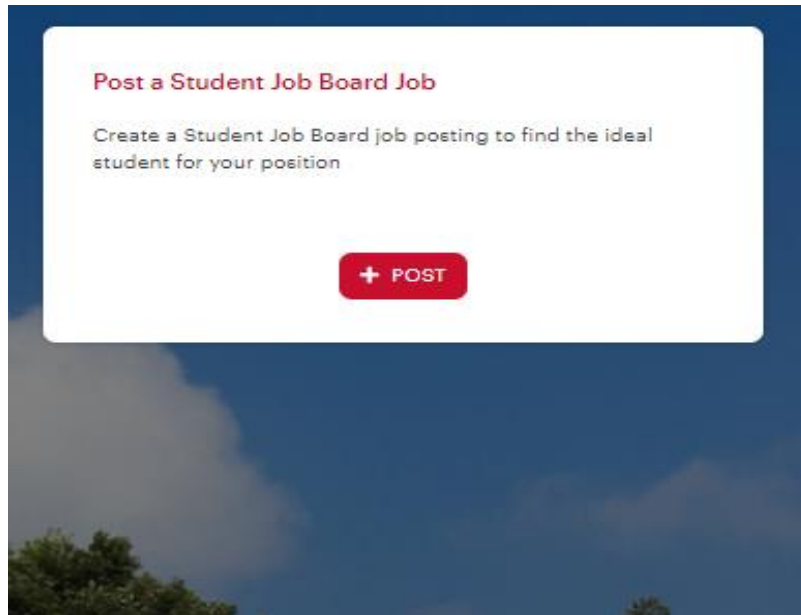
# Posting a Student Job Board Job

## 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*	<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"/>

**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)\* ⓘ

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"/>
<a href="#">+ Add Document Type</a>		

**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
- Apply via Email ⓘ  Yes  No

External Job URL

Format: <http://www.sampleurl.com>

External Job ID

**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](mailto:sample@domain.com)

Format: [sample@domain.com](mailto:sample@domain.com)



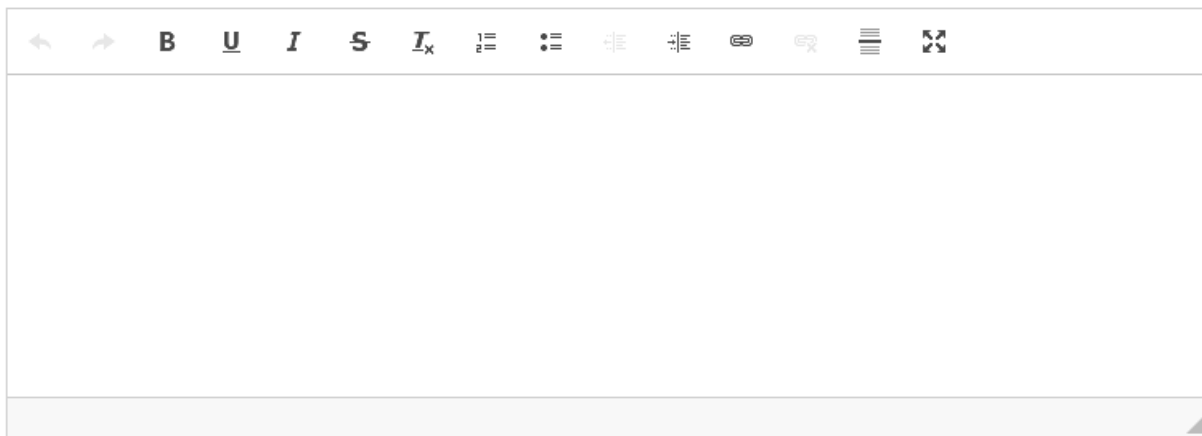
# Posting a Student Job Board Job

**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. The editor has a toolbar at the top with icons for undo, redo, bold (B), underline (U), italic (I), strikethrough (S), link (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 writing the job description.

## Attachments



A dashed rectangular box containing a cloud icon and the text "Drop files to attach, or browse", indicating where to upload job advertisement flyers or other attachments.

# 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	<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](mailto: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?*	<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 -- ▼
	<input type="text" value="Search"/>
	<input type="checkbox"/> <b>Select all</b>
	<input type="checkbox"/> Part time, flexible hours
	<input type="checkbox"/> Part time, fixed hours
	<input type="checkbox"/> Summer, flexible hours
	<input type="checkbox"/> Summer, fixed hours
	<input type="checkbox"/> Temporary, flexible hours
	<input type="checkbox"/> 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

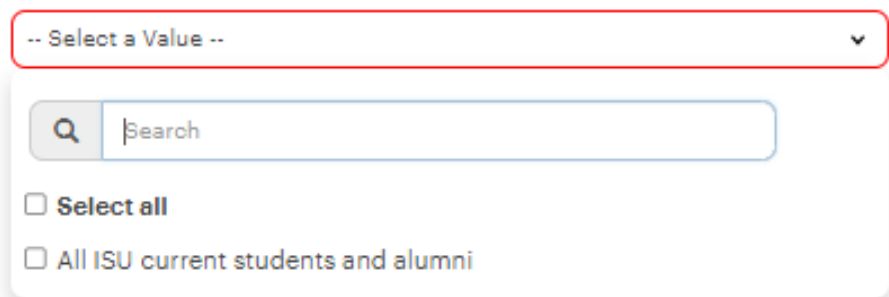
**Eligibility:** Select the student group “All ISU current students and alumni” This allows your posting to be viewed by current ISU Students.

- Alumni only have access to the professional job board

## Eligibility

The criteria below determines who can view and apply.

Student Group\*



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". Underneath the search bar are two checkboxes: one for "Select all" and one for "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](mailto:studentjobs@iastate.edu) with questions.

**Create Student Job Board Job**

Cancel

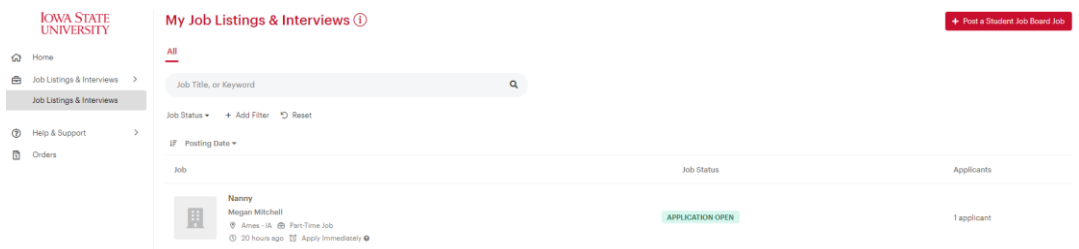
Save Draft

Submit

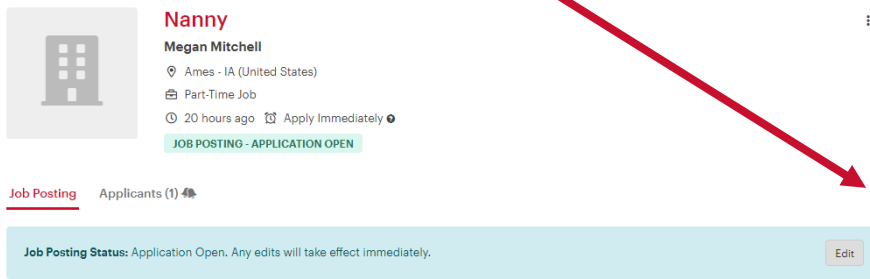
# Job & Applicant Review

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

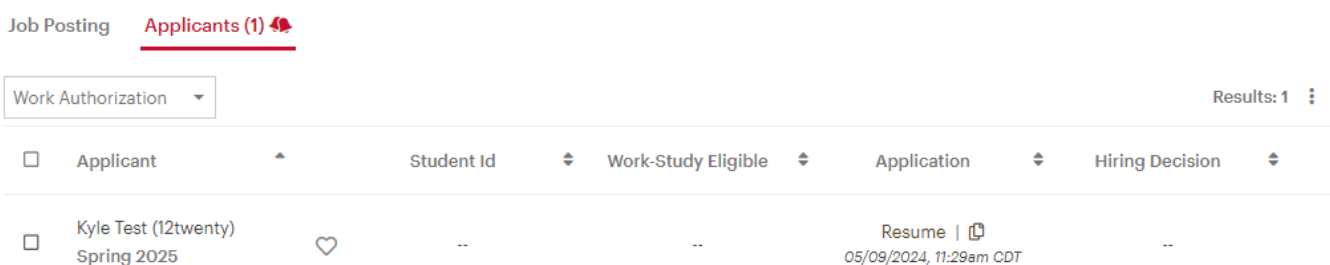
**Job Posting Review:** On the job Listings and Interviews tab, you will see a list of your past, present or future job postings. You can view both the job status and the number of applicants for each position.



**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.

**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