

# 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

If you are an ISU employee hiring for an off campus personal position don't use this help sheet. Navigate to the ["ISU Employees Hiring for a Personal Position"](#) help sheet.

## 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

- **Work Email Address:** ISU email address
- In the employer field, if your department has previously been established in the system, please choose its name from the pop up. If not, proceed to entering the employer's name of your choosing.
- Create your employer title using the following naming convention; ISU - Department Name (ISU - Office of Student Financial Aid)
  - Not a department 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\*

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\*

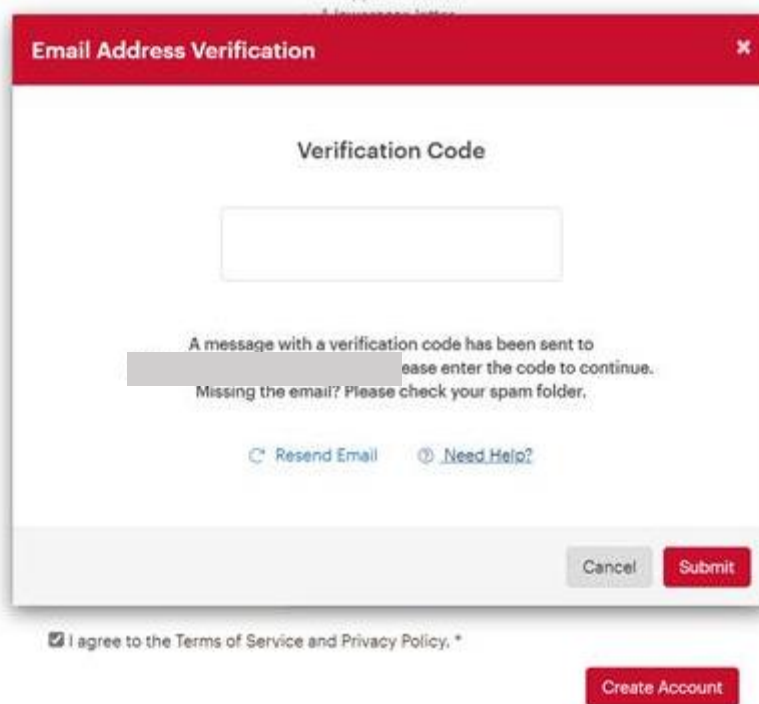
I agree to the Terms of Service and Privacy Policy. I also agree to abide by the ISU Policies & Principles for Employer Representatives. \*

**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.*



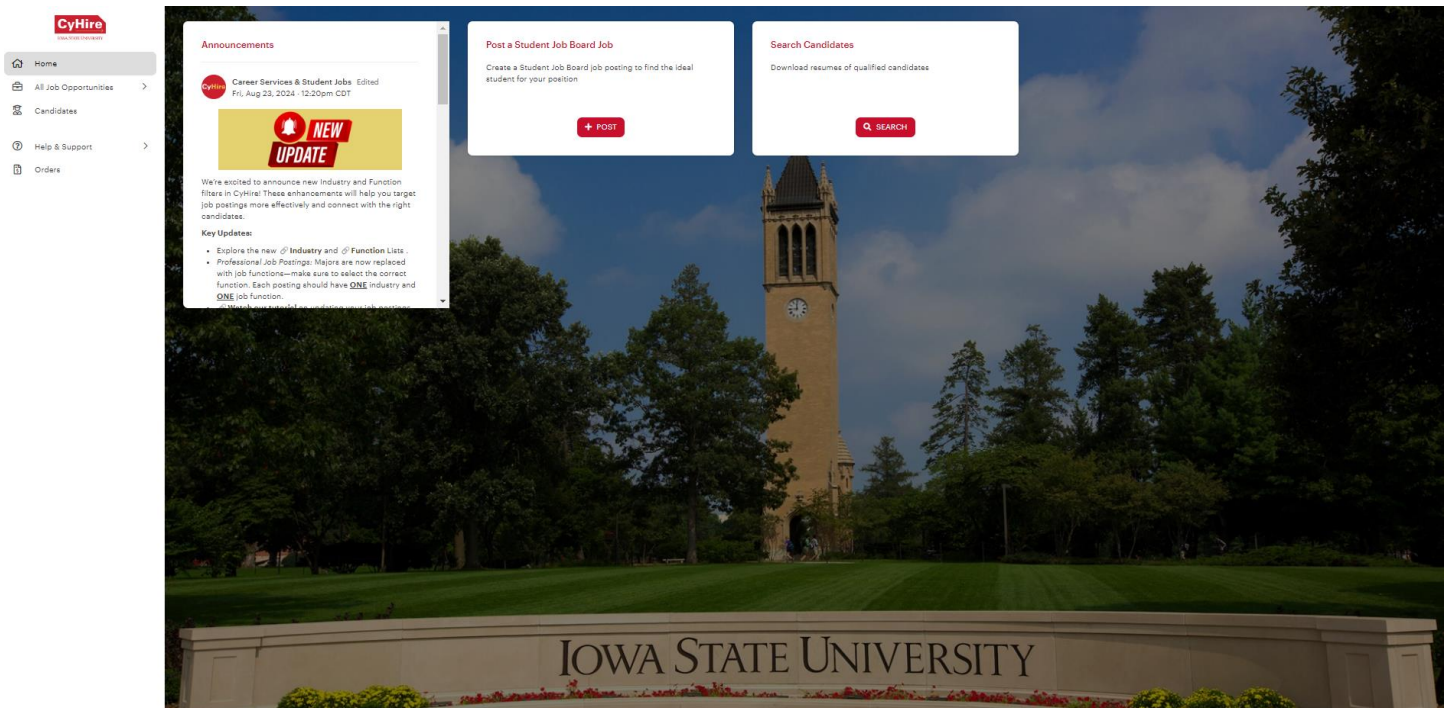
The image shows a screenshot of a web application's account creation process. At the top, there is a red header bar with the text "Email Address Verification" and a close button (X). Below the header, the main content area is white and contains the following elements:

- 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

1. Following verification, you will proceed with log in.
2. After arriving at the homepage-dashboard as shown below, you may have access to the following features of CyHire:
  1. Announcements
  2. Post a Job (post-graduation, Co-ops, & professional internships)
  3. **Post a Student Job Board Job** (part-time, seasonal, temporary)
  4. Job Listings & Interviews



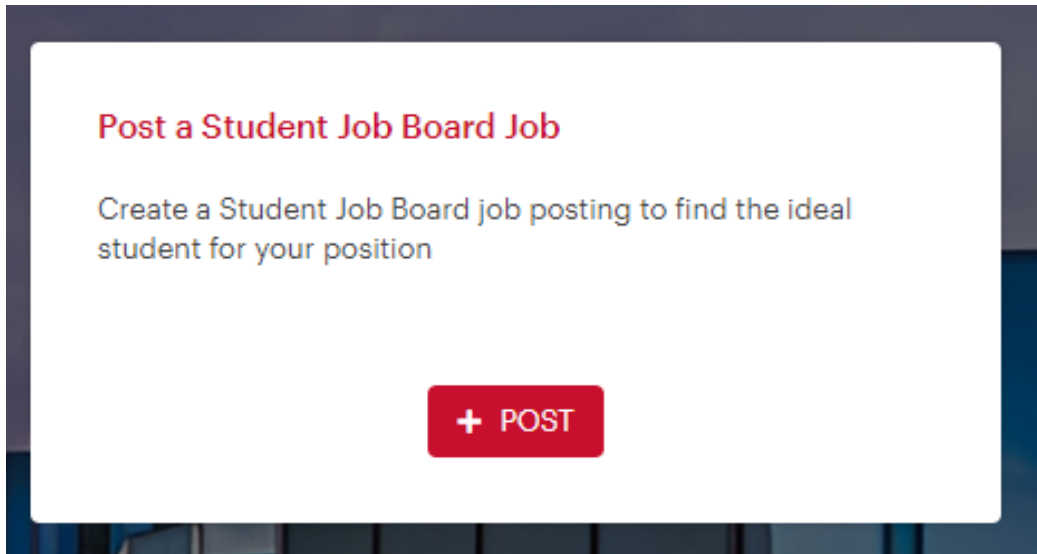
*This dashboard example above shows Student Employment Only Access. If you only post student employment opportunities this is what you should see.*

*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

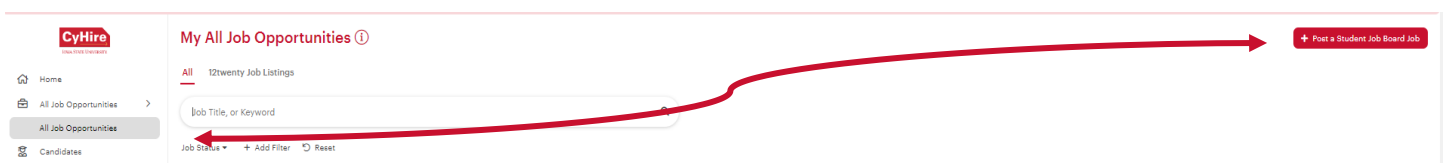
For posting a part-time student job:

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.

**Employer**, your department name should auto populate. It should be formatted with the following name convention:

- ISU - Department Name (ISU - Office of Student Financial Aid)
- **Salary Range:** All student employment postings are required to have a pay rate listed.
  - If pay is negotiable list a pay range

### 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"/>
	<a href="#">+ Add Additional Location</a>
Industry*	<input type="text" value="-- Industry --"/>
Job Function*	<input type="text" value="-- Job Function --"/>
Work-Study*	<input type="radio"/> Yes <input type="radio"/> No
On Campus Position*	<input type="radio"/> Yes <input type="radio"/> No

#### 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*	<input type="radio"/> Yes <input type="radio"/> No
Apply via External Link	<input type="radio"/> Yes <input type="radio"/> No
Apply via Email	<input type="radio"/> Yes <input type="radio"/> No

#### Job Description

# Posting a Student Job Board Job



**Location Type:** choose “specify location (s)” for all job postings and a selection pop down will display

**Industry:** Specify the broad sector, such as engineering, technology, or education.

**Job Function:** Define the specific role or type of work the position entails.

**Work-Study:** If you select yes for work-study your posting will only be viewable by work-study eligible candidates. If you hire non-work-study students as well, select no so your posting can be viewed by all students.

**On Campus Position:** If your opening is on campus select yes. If your opening requires the student to travel off campus select no.

Location Type*	<input type="text" value="Specify Location(s)"/>
Location*	<input type="text" value="-- Please Select a Country --"/> <input type="text" value="City"/>
	+ Add Additional Location
Industry*	<input type="text" value="-- Industry --"/>
Job Function*	<input type="text" value="-- Job Function --"/>
Work-Study * 	<input type="radio"/> Yes <input type="radio"/> No
On Campus Position * 	<input type="radio"/> Yes <input type="radio"/> No



# 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"/>

+ 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)\* ⓘ

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

External Job URL

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

External Job ID

- Apply via Email ⓘ  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)\* ⓘ

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

Format: sample@domain.com

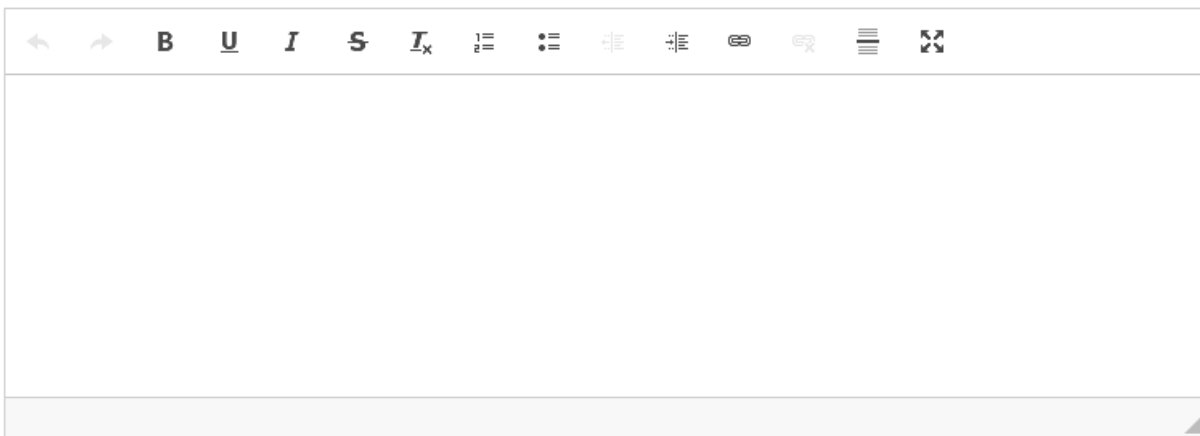
# Posting a Student Job Board Job

**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\*



A rich text editor interface for entering a job description. The top toolbar includes 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. The main area is a large, empty text box with a scroll bar at the bottom right.

## Attachments



A dashed rectangular box containing a cloud icon and the text "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, such as a 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 anytime. 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 a Job Posting:** 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 -- ▼

# Posting a Student Job Board Job

**Hours:** Select a Schedule from the drop down

- Select all
- Part time, flexible hours
- Part time, fixed hours
- Summer, flexible hours
- Summer, fixed hours
- Temporary, flexible hours
- Temporary, fixed hours

**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

Interview Format

## 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\*   
 Make Visible to Students

Title\*   
 Make Visible to Students

Email\*   
 Make Visible to Students

Phone\*   
 Make Visible to Students

Address\*   
 Make Visible to Students

Is Alumnus  Yes  No

# Posting a Student Job Board Job

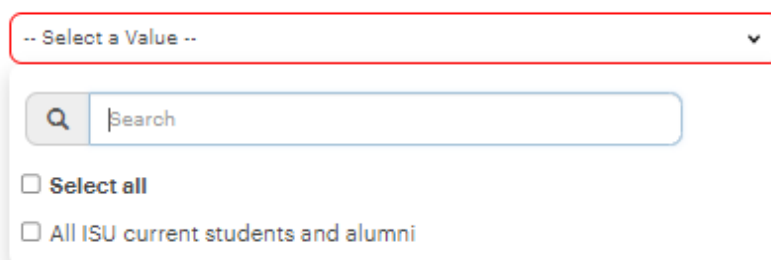
**Eligibility:** Select the student group “All ISU current students and alumni”

- Student job board postings are only viewable by current students

## 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: "Select all" and "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

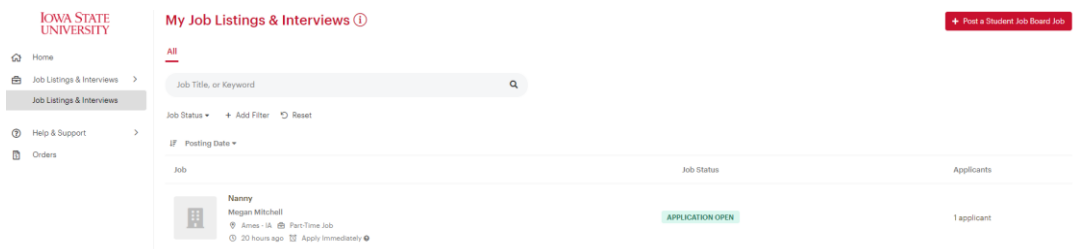
Save Draft

Submit

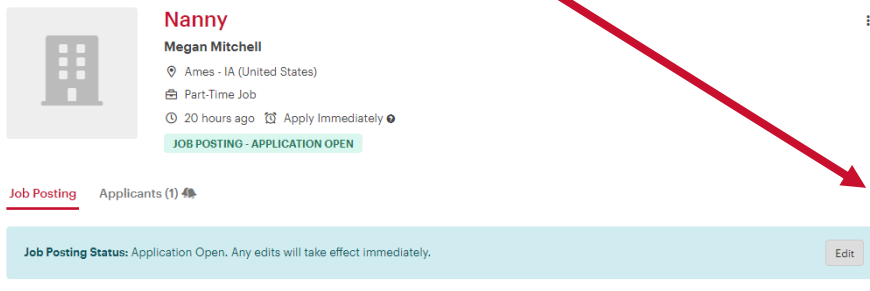
# Job & Applicant Review

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

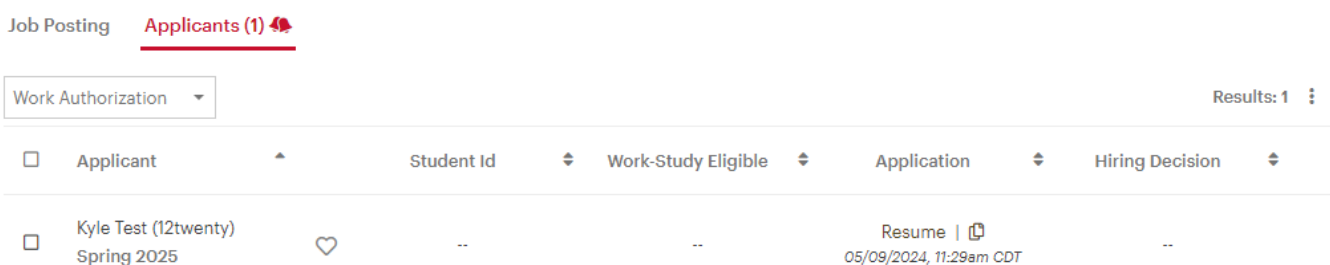
**Job Posting Review:** On the job Listings and Interviews tab, you will see a list of your past, present or future job postings. You can view both the job status and the number of applicants for each position.



**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.



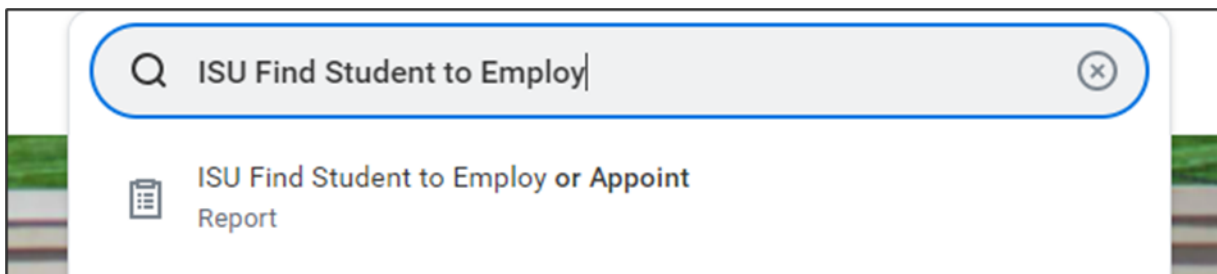
# Checking Work-Study Eligibility

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	..

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

Student	Email	Academic Record Status	Work-Study Eligible	Program of Study
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	--

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