CyHire is used by all of the colleges at ISU except Veterinary Medicine to make students aware of professional employment (full-time and internship) opportunities and manage other recruiting-related activities. All employers must use CyHire to recruit at ISU to comply with the Department of Labor’s and ISU’s Equal Employment regulations. Use of CyHire ensure that all qualified candidates have an opportunity to learn of employment opportunities and is the most effective way for employers to reach all corners of our diverse student body. There is no charge to use CyHire.

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REGISTRATION
- Each individual within an organization must have their own CyHire account. Registration is quick and easy!
- Go to the following web site: https://cyhire.iastate.edu/employers
- Click on the 'Register' button.
- Complete the form and submit. Please use a business e-mail address to which only you have access. We suggest you choose all the services – you don’t have to use them but this way you have them.
- Once your registration is reviewed and approved, you will be emailed your login information.

The remainder of the information in this guide is arranged according to the navigational toolbar located at the top of the page when logged into CyHire.

HOME PAGE
The HOME page displays Announcements, Shortcuts, Calendar, and Alerts. Contacts with students awaiting review for OCR positions and other pending items that require action will see messages under Alerts. The Shortcuts display hyperlinks to common actions (Create a Job Posting, Create an OCR schedule request, View OCR applicants, etc.).

ACCOUNT
ACCOUNT tab has the following three sub-sections:
- Personal Profile – This is where contacts should enter their contact information. This information is used by Career Services and is not viewable by students unless you choose to make it available when posting a position. Some fields are required but we ask that you complete all applicable fields.
- Password/Preferences – This area should be used to change your password the first time you log in and as needed thereafter.
- Activity Summary – In this area, the event log can be queried to recall information on activities completed in any one month period. To enter a Start date and End date for the period of interest, double click on the Select button and then select the desired date from the calendar. Once both dates are set, click on the Apply Search button and after a brief period, a list of activities and the dates completed will be provided.
- Document Library – This area is the repository of information that Career Services have made available to you within CyHire. Information on career fairs and other events, ISU majors, and other useful information can be found in this area.

CALENDAR
The CALENDAR section displays all system events related to your account. Interview Schedules are on the calendar in addition to events that you have registered for. You may add events when using the Day view or by using the NON-SYSTEM EVENTS sub-tab to add events of that type. If using the Day view, click the calendar and a text box with a length indicator will appear at that time. Enter the information and click [save]. If using the NON-SYSTEM EVENTS sub-tab, click [add new] and enter the required information.

PROFILE
The PROFILE tab contains all of the information that students and alumni will see when they are researching your organization. If another person has completed the profile for your organization, the fields will already be populated. If you know that your organization already has a CyHire account but all of your fields are blank, it is likely that you have not been properly linked to your parent organization and you should contact Career Services. All individuals are not automatically given user rights to modify an organization’s profile information. If you need to modify your profile but can’t, please contact Career Services. Since job candidates will be using the profile information to learn about your company it is important to maintain a complete and current profile. Complete your company profile. Be sure to save changes before leaving a page.
JOBS (NON-OCR)

The JOBS section is where non-OCR job postings are created, active and archived job postings can be reviewed, collected resumes can be reviewed, create resume packets, and batch email students that have applied.

Adding a New Job Posting

- In the JOBS tab, click on the 'Add New' button, or select 'Create Job Posting' under SHORTCUTS on the Homepage
- You can enter the information in the fields or copy a previously posted position.
  - To copy a position, select the past position from the drop-down menu to populate the fields with the same information included in the previous posting. (If looking for an older position that may have been archived, click the Show Archived button.)
  - Enter and/or update all of the required fields of the form.
    - **Position Type** – Select Full Time or Experiential Education for co-ops and Internships)
    - **Title of the Position** – Enter the title of the position. Note: once a job title has been entered, a draft may be saved for complete at a later date.
    - **Job Description** – Provide a description of the position responsibilities and duties, required and preferred qualifications, salary and benefits information, information about your organization, and other information that you feel would give job candidates an accurate understanding of the position and attract them to apply.
    - **Experiential Education Work Term** – Select the semester(s) the co-op/internship will take place (not required for full-time positions)
    - **Resume Receipt** - Select how you would like to receive resumes.
      - Email- When selected, an additional field labeled ‘Default Email for Resumes’ will appear and each application will be sent directly to the email address as a PDF email attachment.
      - Accumulate Online: When selected, applicant resumes will be available collected and available for viewing in Cy Hire.
      - If other is chosen, a field labeled ‘How To Apply’ will appear, where exact instructions for applicants should be entered.
    - **Additional Documents** - Select any other documents you would you like to receive from applicants. Also indicate which of the documents are required.
    - **Display Contact Information to Students** – Check if you would like students to see your contact information. Checking the box will produce an input field for you to enter the information that you would like to appear.
    - **Posting Date** – Enter the date that applicants will be able to start applying.
    - **Expiration Date** – Enter the date that you would like the position to close. A position can be posted for a maximum of 120 days before it has to be reposted.
    - **GPA** – Enter the minimum Grade Point Average that is desired for the position. Employer are encouraged to make this value the lowest value that will be given consideration. If students are allowed to apply through Cy Hire (i.e. not through the organizations website) employers can have application information output in the form of an Excel spreadsheet for sorting and easy analysis.
    - **Graduation Date Range** – Student and alumni job candidates enter their actual or expected graduation date into CyHire. To indicate the level of work experience required (if any) Graduation Start and End Dates must be entered.
      - For a recent or soon-to-be graduate, set the start date to the month and year of the most recent past graduation date and the end date to the month and year of an upcoming graduation date. (*Tip: the Start Date should be the earlier of the two dates*)
      - For an experienced hire – Set the start and end dates to years in the past. For example, if looking for an alumnus with 5 to 10 years of experience, set the Start Date to ten years in the past and the End Date to five years in the past. (*Tip: the start date should be the earlier of the two dates.*)
- **Work Authorization** – Select all statements that apply.
  - ‘Authorized to Work in the U.S. on a Full-Time Basis’ should be selected for all positions. If U.S. citizenship is required due to export control, ITAR, or other lawful requirement, this should be mentioned in the job description.
  - ‘Authorized to Work in the U.S. for Practical Training (Curricular or Optional)’ should be selected if you are willing to also consider employing an international student in a co-op, internship position.
  - ‘Require visa sponsorship to work in the U.S.’ should be selected if you are willing to consider candidates that have exhausted the CPT or OPT and require a visa in order to work in the U.S.)

- **Class Level** – Select the class level(s) of the students you want to interview for the position. Alumni and students not working towards a degree (Special) can also be selected.

- **Desired Majors** - Select the specific major(s) you are looking to recruit. It is most effective to select specific majors because students usually conduct searches based on their major.

- **Salary Level** - Enter the starting salary range for the position.

- **Location** - Indicate where the position will be located. Click on ‘Add Item’ to enter more than one location.

- **Automatic Application Packet Generation** – Select yes if you would like to receive a PDF document containing all information from job applicants after the job posting expires.

- **Attachment(s)** – You may attach a flyer or other document to supplement your job posting.
  o Click Submit

Saving a Draft – Once a job title has been entered, a draft may be saved for completion at another time. Simply click ‘save and finish later’. In the Approved column on the job list, "Draft" will display next to any job saved.

Review and Approval Notification - After clicking submit your positing will be reviewed by Career Services before students can see it. You will receive notification by email when it has been approved. All approved jobs will have a green check in the Approved column of the job list.

Total Views – The number of times that a particular job posting has been viewed can be seen by clicking on the job title. A sidebar with this information will be seen near the top, right side of the page.

**EDITING A JOB POSTING**

- Click on the Title of the position.
- The tab will now reflect the title of the position. Make any edits necessary.
- Click Submit. Note the job posting must be reviewed by a CyHire administrator before students will see the changes.

**VIEWING APPLICANTS’ RESUMES:**

- Under Alerts click on ‘(#) student(s) has(have) applied to your Non-OCR job posting’
- You will be under the STUDENT RESUMES sub-tab
- This page will list all the resumes that have been submitted to your current position or previous positions.
- Click on the resume icon (under the Documents column) to view the student's resume.
GENERATING E-MAILS & A RESUME BOOK FROM APPLICANTS:
- While under the Student Resumes tab, you can click on the ‘+’ box to select all of the applicants
- Clicking on Mail to Checked will enable you to send an e-mail to all applicants.
- Clicking on the - sign will deselect all applicants.
- You may wish to send an e-mail to a select group of students by placing a check mark in the individual boxes.
- If you would like to have one document that contains resumes of all applicants or just certain applicants, either click on the + sign to select all or place a check mark in the individual boxes.
- Click on ‘Generate Book’.
  - Indicate which documents you would like to include in the book, and how you would like the Table of Contents to be formatted.
  - Click ‘Submit Request’
- You will have an Alert on your homepage ‘you have 1 resume packet(s) awaiting download’ once the resume book is generated.
- You can also click on the ‘PUBLICATION REQUESTS’ tab to get your book.

ON CAMPUS RECRUITING (OCR)
REQUESTING A SCHEDULE:
- In the ON-CAMPUS RECRUITING tab, click on the 'Request A Schedule' button, or select 'Create New Schedule Request' under SHORTCUTS on the Homepage
- Complete the form, making sure to fill-in all required fields:
  - Recruiting Session – Select the session that contains the date your interviews will take place.
  - OCR Model – Select the appropriate type of model:
    - Preselect – Students submit resumes for consideration. Employer selects students to sign up for interview.
    - Open – Students do not submit resumes but can select interview time as long as they meet the position requirements.
    - Preselect to Open – Students initially submit resumes for employer to select candidates. After those selected candidates have had time to sign up for interview, then any student who meets the requirements can sign up for any remaining interview times.
    - Preselect to Alternate – Students submit resumes for employer to select candidates. Employer selects two groups of candidates: those offered first chance at signing up for interview and second group offered chance to sign up for any remaining interview times.
    - Preselect to Alternate to Open – Students submit resumes for employer to select candidates. Employer selects initially Invited students and Alternates. Then if any interview times remain available, schedule goes to Open sign up for any student that meets the requirements.
    - Room Reservation Only – Employer would like to have an extra room for a coordinator
  - Interview Date
  - Time Slot – Choose full day (8 AM – 4:30 PM), morning (8 AM – 12 PM), or afternoon (12 PM – 4:30 PM)
  - Number of Rooms
  - Location – Indicate if the schedule is for Agriculture & Life Science, Engineering, Business, Design, Human Sciences, or Liberal Arts & Sciences.
  - Interview Length – How long each interview will be
  - Allow Multiple Student Interviews – Select ‘Yes’ if you would like students to be able to sign up for multiple interview times if you are attaching more than one position to a single interview schedule
  - Receive Auto-Generated Resume Packet – Select yes if you would like to receive a PDF document containing all information from job applicants after the job posting expires.
• NOTE: If you click on a tab or on any of the headers before submitting, you will lose your information.
• (Notice the Availability on the right hand side of the screen. This will let you know if there are any rooms available on the date you wish to recruit at ISU.)
• The request will now be in Pending Schedule Request’ on the SCHEDULE tab.
• Once the schedule request is approved, you will receive an e-mail notification and you will get an ‘Alert’ on your homepage to attach a position to the schedule. ‘1 OCR schedule(s) in need of a position’

ATTACHING A POSITION TO A SCHEDULE:
• Under ‘Alerts’ on your homepage, click ‘(#) OCR Schedules(s) in need of a position’.
• You will be taken to the ON-CAMPUS RECRUITING tab, and should be under the SCHEDULES sub-tab
• Locate the schedule date that you want to attach the position to
• Click on the gray button that says ‘Attach Position’ under the ‘Options’ column
• Click on Copy/Create A New Position
• Complete all required fields.
  o To copy a position, select the past position from the drop-down menu to populate the fields with the same information included in the previous posting. (If looking for an older position that may have been archived, click the Show Archived button.)
  o Enter and/or update all of the required fields of the form.
  ▪ Position Type – Select Full Time or Experiential Education for co-ops and Internships)
  ▪ Title – Note: once a job title has been entered, a draft may be saved for complete at a later date.
  ▪ Description – Provide a description of the position responsibilities and duties, required and preferred qualifications, salary and benefits information, information about your organization, and other information that you feel would give job candidates an accurate understanding of the position and attract them to apply.
  ▪ Experiential Education Work Term – Select the semester(s) the co-op/internship will take place (not required for full-time positions)
  ▪ Display Contact Information to Students – Check if you would like students to see your contact information. Checking the box will produce an input field for you to enter the information that you would like to appear.
  ▪ Additional Documents - Select any other documents you would you like to receive from applicants. Also indicate which of the documents are required.
  ▪ Salary Level - Enter the starting salary range for the position.
  ▪ Location - Indicate where the position will be located. Click on ‘Add Item’ to enter more than one location.
  ▪ Attachment(s) – You may attach a flyer or other document to supplement your job posting.
  ▪ GPA – Enter the minimum Grade Point Average that is desired for the position. Employer are encouraged to make this value the lowest value that will be given consideration. If students are allowed to apply through CyHire (i.e. not through the organizations website) employers can have application information output in the form of an Excel spreadsheet for sorting and easy analysis.
  ▪ Major - Select the specific major(s) you are looking to recruit. It is most effective to select specific majors because students usually conduct searches based on their major.
  o Click ‘Save & Attach Another’ to add details for another position or ‘Save & Finish’ if you are done attaching positions.
• NOTE: If you need to change or add a position, you may do so as long as the schedule has not closed.
EDITING SCHEDULE DETAILS

- Under the SCHEDULES sub-tab, click on ‘Edit Schedule Details’ on the left hand side of the screen to change the interview length, add the interviewer name, or to review the schedule details.
  - Resume Submission Start and Resume Submission End are the dates that students submit their resumes to be considered for pre-selection.
  - Employer Select Start and Employer Select End are the dates that employers can invite students to sign up on the schedule.
  - Preselect signup start is the date that preselected students can begin signing up on the schedule.
  - Alt signup start is the date that alternates can begin signing up on the schedule.
  - Open signup start is when any student that meets the screening criteria can sign up on the schedule.
  - Cancel Start and Cancel End are the dates that students can cancel or reschedule an interview.

SEPARATING OR COMBINING POSITIONS FOR PARTICULAR SCHEDULES/ROOMS

- If you have more than one interview room and would like to have separate schedules with separate position descriptions:
  - On the left-hand side of the screen under ‘Tasks’, select ‘Room/Timeslot Availability’
    - ‘Choose Position’ that you want to assign to one schedule/room (STEP 2)
    - Deselect all times for the interview room(s) you don’t want to assign this schedule to and click ‘save’
    - Repeat these steps for each position.
    - Click the ‘Submit’ button

- If you have one schedule for two days, and don’t want the schedules to be separate:
  - Enter the information for the first day and submit.
  - Then click on ‘Attach Position’ for your second day.
  - Select ‘Link A Position From Another Schedule’.
  - Selecting Existing Position will merge the two days. (Students will only be able to submit their resume once.)
  - If you chose Copy Existing Position, the two days would remain separate and students would be able to submit their resumes for both days.

NOTE: If you need to change the interview date, the length of interviews, or the length of the interview day, please contact ISU Career Services at cyhire@iastate.edu

REVIEWING RESUMES:

- On your homepage, under ‘Alerts’, click on '(#) student(s) awaiting review for OCR positions'
  - You are now under the APPLICANTS sub-tab
  - Clicking on the student name will take you to another page that will give you a brief profile on the student as well as your position description.
  - Clicking on the resume icon (in the documents column) will bring up the student’s resume for you to review.
  - If you have multiple positions and would like to easily see only the applicants for a particular position, select that position from the drop-down menu.
SELECTING CANDIDATES

• To select candidates, click on the ‘shortcuts’ link to ‘View OCR Applicants’, or click on the APPLICANTS sub-tab under the ON-CAMPUS RECRUITING tab.
• Selections can be made individually or in batches.
• Selection Status options are:
  o Pending – Student has submitted resume but no decision has been made.
  o Invited – Student has been pre-selected to select an interview time.
  o Not Invited – Student has been declined and may not sign up for an interview.
  o Alternate – Student may sign up for an interview time once the pre-selected candidates have had an opportunity to sign up. Note: This option is available only if the OCR model selected for the interview schedule included that option: Preselect to Alternate or Preselect to Alternate to Open.
• To make selections, select the position from the Position Drop Down box and click on Apply Search.
• Select the box to the left of the student(s) you wish to assign a status to.
• In the drop-down box next to ‘Change Status To’, select the appropriate status.
  o Students can sign up for an interview time immediately upon the status selection being made.
• You cannot select more students than you have interview slots available.
• Once the Employer Selection Completion date has passed, you cannot make selections and must contact ISU Career Services (cyhire@iastate.edu) to have the date extended.
• Students do not receive an automatic e-mail when selected. You may send them an e-mail, particularly if you need them to provide a completed application, transcript, or other documentation at the time of the interview.

GENERATING E-MAILS & A BOOK OF APPLICANTS’ INFORMATION:

• While under the APPLICANTS sub-tab, you can click on the + sign under Tools to select all of the applicants
  o Clicking on Mail to Checked will enable you to send an e-mail to all applicants.
  o Clicking on the - sign will deselect all applicants.
  o You may wish to send an e-mail to a select group of students by placing a check mark in the individual boxes. This is an excellent way to notify students about an information session or that you have selected them to sign up for an interview. Students do not get a system generated e-mail that they have been invited to sign up for an interview.
• If you would like to have one document that contains resumes of all applicants or just certain applicants, either click on the + sign to select all or place a check mark in the individual boxes
  o Click on 'Generate Book'.
  o You will have an Alert on your homepage 'You have 1 resume packet(s) awaiting download' once the resume book is generated.
  • You can also click on the 'PUBLICATION REQUESTS' tab to get your book.
INTERVIEW SCHEDULES

- You may view interview schedules by going to the ‘shortcuts’ section of your Home page and clicking on the ‘View OCR Interviews’ link, or The INTERVIEWS sub-tab in the OCR tab will list all the students that have scheduled an interview.
- If there is only one position attached to the schedule, use the drop-down box to select the position and click on Apply Search. This will show the interview date and interview times with the students’ names and interview room.
- If there are multiple positions attached to the interview schedule, or if multiple schedules are attached to a position, then generating an Interview Packet is the best way to view the schedule.
  - To generate the Interview Packet, go to the SCHEDULES sub-tab and click on the box to the left of the interview date that you want to print.
  - Click on the Batch Option ‘Generate Interview Packet’.
  - When the packet is ready, you will find the PDF file under the PUBLICATION REQUESTS tab.

EVENTS

CAREER FAIRS

- Click on the EVENTS tab from your homepage
- Click on the CAREER FAIR sub-tab
- Select the career fair that you wish to attend
- Click on the Register button to complete the registration form for the Career Fair.

INFORMATION SESSIONS:

- Click on the EVENTS tab from your homepage
- Click on the INFORMATION SESSIONS sub-tab
- Click the ‘Add New’ button and fill in all the required fields:
  - Select Information Session Type from dropdown box.
  - Location – If you have already reserved a room through the Memorial Union (515-294-1437) or Scheman center (515-294-3347), enter that information. If you would like your career services office to reserve a classroom for you, please enter TBD (not an option if recruiting students from the College of Business).
  - Session Start date and time
  - Session End date and time
  - # of Students Expected – This does not need to be an exact number, just an estimate
  - Description of Event – Write a brief description of the event including the location, how you want students to dress for the info session, and if refreshments will be served.
  - Desired Majors – Select the majors for which the info session is being held.