CyHire | CAREER SERVICES MANAGEMENT SYSTEM

Employer User Guide

ISU operates an online career management system called CyHire. With this system, employers can post positions, schedule on-campus interviews and supply information that students may find useful when evaluating whether to apply for a particular position. Students use CyHire as their primary source for information about experiential education (internships / co-ops) and full-time employment opportunities. All professional positions promoted on the ISU campus must be posted in CyHire to help ensure EEO compliance (a requirement of the Department of Labor). There are no fees associated with using the system.

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Getting Started

Each individual within an organization must have their own CyHire account. Registration is quick and easy! An employer-based and individual specific email address (e.g., yourname@employer.com) is required. Personal and/or shared accounts (e.g., John@gmail.com or hr@company.com) will not be accepted. (Individual accounts are required to provide a record of consent to the usage requirements and to maintain activity traceability to an individual).

Go to: https://cyhire.iastate.edu/employers

This guide is arranged according to the navigational toolbar located at the top of the account.

The HOME page displays Announcements, Shortcuts, Calendar, and Alerts. Pending applications and other action items are shown under the ALERTS.

The SHORTCUTS, on the right side of the page, are quick links to common actions.

Once your registration is reviewed and approved, you will be e-mailed your login information.

**Click on the ‘Register’ button.**
Complete the registration form. We suggest selecting all services.

If you have a job to post, you can complete the posting at the same time as you register. Once your registration is approved, the job will be posted.

Once your registration is approved, you will be e-mailed your login information.

**Iowa Economic Development Internship Grant Program**

Attention Iowa employers in the biosciences, advanced manufacturing and information technology sectors. The Iowa Economic Development Authority is still accepting applications for the Iowa Internship Program. This program provides grants to small and medium sized companies in the advanced manufacturing, biosciences, and information technology industries to help support internship programs. The deadline for Spring is December 30th, 2014 and the summer deadline is April 30, 2015.

More information can be found at http://www.iowaeconomicdevelopment.com/WorkforceTraining/student

Continue Reading...
Your Account

PERSONAL PROFILE – This information is not viewable by students. It is used by Career Services for communications, networking, and partnering purposes. Some fields are required but we ask that you complete all applicable fields so we can effectively manage our contacts.

ACTIVITY SUMMARY – To review past account activity, select a date range and click ‘Apply Search’. A list of activities and the dates completed will be provided.

DOCUMENT LIBRARY – This contains important documents from Career Services regarding career fairs, events, ISU majors, and other useful information.

Note that your PERSONAL PROFILE is different from your COMPANY’S PROFILE, which can be updated under the PROFILE tab. You will find more information about your company’s profile on the next page.
COMPANY PROFILE – An overview of your company that contains all information students and alumni will see when researching your organization.

Not all fields are required, but we encourage you to be as thorough as possible as this will help you with recruiting. Your company profile may have been completed by one of your coworkers. Note that not all account holders can edit the company profile.

CALENDAR – Displays all system events related to your account; including interview schedules, information sessions, career fairs and other events you are registered for.

Who We Are (part 1 of 7)

INSTRUCTIONS: Simply fill in the fields below with the appropriate content. Some fields have additional options.

Overview:

We are an engineering and analysis firm committed to providing clear answers to the most challenging technical problems. Our culture of creative collaboration inspires a never-ending stream of powerful technologies that enhance everyday life. We are constantly striving to merge our 150 years of experience in with new innovative ideas. We employ roughly 70,000 people worldwide and have operations in more than 65 countries. For more information, visit our website or connect with us on our social media sites!

IOWA STATE UNIVERSITY
Jobs
Adding and Editing Job Postings

**JOBS** – Helps you coordinate job postings and applicants. You may review submitted resumes to create resume books and e-mails to help you contact applicants.

**ADDING A JOB POSTING** – Click ‘Add New’ from the **JOBS** tab. You may enter the information or copy a previously posted position’s information.

**COPYING A JOB POSTING** – After clicking ‘Add New’, 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.)

*Note: Please remember to review dates and job title when copying a position.*

**EDITING A JOB POSTING** – Click on the Job Title. Make any necessary edits and submit.

**REVIEW AND APPROVAL** –
After submitting, your posting will be reviewed by Career Services before students can see it. You will receive notification by e-mail when it has been approved.

Once a job title has been entered, a draft may be saved. Simply click ‘save and finish later’. In the **APPROVED** column on the job list, it will display as ‘Draft’.

All submitted jobs waiting for approval will have a red x in the **APPROVED** column.

All approved jobs will have a green check in the **APPROVED** column.

See page 10 for additional information on the fields associated with job postings.
On-Campus Recruiting (OCR)

Requesting and Editing a Schedule

OCR – On-Campus Recruiting is the term used for on-campus interviewing. Conducting OCR makes the interview process very convenient for students and therefore increases the effectiveness of your recruiting. Interview rooms are provided at no cost and the online element of the process makes it easy to review and select candidates and manage your interview schedule.

REQUESTING A SCHEDULE – The first step is to request a schedule. Complete all required fields and submit.

REVIEW AND APPROVAL – Once submitted, the schedule will need to be reviewed. After processed you will receive an e-mail and a notification under the ALERTS on the home page to attach a position to the schedule.

EDITING A SCHEDULE – Click on ‘Edit Schedule Details’ on the left hand side of the screen to edit or review the schedule details.

The AVAILABILITY is shown on the right hand side of the screen. Please select a location for more accurate information. This will let you know whether there are any rooms available on the date you wish to recruit at ISU.

See page 10 for additional information on the fields associated with OCR positions.
On-Campus Recruiting (OCR) (continued)

Attaching a Position to a Schedule

ATTACHING A POSITION – Locate the appropriate schedule you would like to attach a position to and click ‘Attach Position’. You may either create a new position or copy a past position.

Note: Your schedule won’t be viewable by students until you attach a position

CREATE A NEW POSITION – Simply complete all required fields and submit. If you have multiple positions, attach each of them now.

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.

RECRUITING FOR ONE POSITION ACROSS MULTIPLE SCHEDULES – Attach a position to your first day and submit. Then click on ‘Attach Position’ for your second day and select ‘Link a Position from Another Schedule’ and submit.

Note: Selecting ‘Existing Position’ will merge days and students will only be able to submit their resumes once. ‘Copy Existing Position’ will keep the two days separate, allowing students to submit resumes to each day.

Note: Make sure you don’t have the same position active in both a job posting and OCR at the same time.

If you need to change the interview date, the length of interviews, or the length of the interview day, please contact the appropriate office.

See page 11 for contact information.
Reviewing Applicants (OCR and Non-OCR)
Resumes, Selecting Candidates, Generating E-mails and Interview Packets

RESUMES – Under documents, you can view individual applicant resumes by clicking on the document icon labeled with an ‘R’.

GENERATING A BOOK OF RESUMES – Select the applicants’ resumes you wish to combine in a book. Press ‘Generate Book’ and the PDF book of resumes will be under the PUBLICATION REQUESTS tab.

SELECTING CANDIDATES TO INTERVIEW – Select the position and students you wish to assign a status. You can’t select more students than you have interview slots available. You must change a student’s status to ‘Invited’ in order for them to sign up for an interview slot.

E-MAILING SELECTED CANDIDATES – Students will only know that they have been invited to an interview if they check their CyHire account, so it is important to send them an email. This can simply say, “I am interested in meeting with you to discuss your qualifications and fit for the position I am looking to fill. Please log into CyHire and schedule a time.”

If students apply through CyHire, employers can have application information output in the form of an Excel spreadsheet for sorting and easy analysis. Simply select desired students and hit ‘save as excel.

Note: The excel sheet doesn’t contain all screening criteria such as work authorizations. In order to see these you must click on individual students.

Once the Employer selection date has passed, you must contact ISU Career Services to extend the date. See page 11 for contact information.

GENERATING AN INTERVIEW PACKET – Under the SCHEDULES sub-tab, select the desired interview dates and ‘Generate Interview Packet’. The PDF interview packet of the schedules and applicants’ resumes will be under the PUBLICATION REQUESTS tab.
Events
Career Fairs and Information Sessions

CAREER FAIRS – Under the ‘Career Fairs’ sub-tab, you can see all career fairs held by ISU. If you would like to register for a specific career fair, click on the ‘Register’ button and complete the registration form.

INFORMATION SESSIONS – In addition to interviews and career fairs, you may use CyHire to schedule other on-campus company events.

If you have already reserved a room through the Memorial Union or Scheman center, enter that information. If you would like your career services office to reserve a classroom for you, please enter TBD (this is not an option for College of Business, Human Sciences, or Ag & Life Sciences).
Glossary and Additional Information

Position Fields (Jobs and On-Campus Recruiting)

Position Type:
- Full-time: A full-time, salaried job.
- Experiential Education: Any type of internship or co-op.

Job Description: Include qualifications, the tasks & duties of the position, a brief overview of the company & any other information that you think will be helpful to the applicant.

Experiential Education Work Term: Select the semester(s) or time frame for the internship or co-op (NOT required for full-time positions).

Resume Receipt: Select how you would like to receive resumes
- E-mail: When selected, an additional field labeled ‘Default E-mail for Resumes’ will appear & each application will be sent directly to the e-mail address as a PDF attachment.
- Accumulate Online: When selected, applicant resumes will be collected online & available for viewing on CyHire.

Other: If chosen, a field labeled ‘How to Apply’ will appear, where exact instructions for applicants should be entered.

Additional Documents: Select other documents in addition to the resume that you would like to receive from applicants. (Resumes are automatically required, so there is no need to request them here).

Display Contact Information to Students: Check this box if you would like students to see your contact information.

Graduation Date Range: Student & alumni job candidates enter their expected graduation date into CyHire. To indicate the level of work experience required (if any) Graduation Start & End Dates must be entered.

Recent/Soon-to-Be Graduates: For a recent or soon-to-be graduate, set the start date to the month & year of the most recent past graduation date & the end date to the month & year of an upcoming graduation date.

Experienced Hire: For an experienced hire – Set the start & 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 & the End Date to five years in the past.

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: ‘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 or internship position.
- Require Visa Sponsorship: ‘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 & require a visa in order to work in the U.S.

Desired Majors: Select the specific major(s) you are looking to recruit. (Do NOT select ‘All Majors’. It is beneficial for you to be specific when selecting majors – students can filter out those who just select ‘College of _____.’).

Class Level: Select the class level(s) of the students you want to interview for the position. (This is the CURRENT level of the students. For example, if looking to hire a student graduating this coming May, select ‘Senior’).

Automatic Packet Generation: Select ‘Yes’ if you would like to receive a PDF document containing all information from job applicants after the job posting expires.

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.

On-Campus Recruiting

Schedules
- Resume Submission Start/End: The dates that students submit their resumes to be considered for pre-selection.
- Employer Selection Start: The date that employers can invite students to sign up for the interview.
- Preselect Sign-Up Start: The date that preselected students can begin signing up on the schedule.
- Alternate Sign-Up Start: The date that alternates can begin signing up on the schedule if there is room.

Open Sign-Up Start: The date that any student that meets the screening criteria can sign up on the schedule.

Cancel Start/End: The dates that students can cancel or reschedule an interview.

Selection Status
- Pending: Student has submitted resume but no decision has been made.
- Invited: Student has been pre-selected to choose an interview time.
- Not Invited: Student has been declined & may not sign up for an interview.

Alternate: Student may sign up for an interview time once the pre-selected candidates have had an opportunity to sign up. (Note: only available if the OCR model selected for the interview included either “Preselect to Alternate” or “Preselect to Alternate to Open”.

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 an interview time.
- Preselect to Open: Students submit resumes for consideration. Recruiter selects students to sign up for interview. (Note: only available if the OCR model selected for the interview included either “Preselect to Alternate” or “Preselect to Alternate to Open”.

Additional Information

Add statements or conditions that you would like students to notice.

Apply How-to: Include a section that students can reference after signing up on the schedule.

Alternate Sign-Up Start: The date that alternates are allowed to sign up for an interview once the pre-selected candidates have had an opportunity to sign up.

Alternate: Any time that an alternate is selected & added to the interview, they will be considered for an interview.

Preselect: Students submit resumes for consideration. Employer selects students to sign up for interview.

Open: Students do not submit resumes but can select an interview time.

Preselect to Alternate: Students submit resumes for consideration. Recruiter selects two groups of candidates: one group offered the chance to sign up for an interview, any student who meets the requirements can sign up for any remaining interview times.

Preselect to Alternate to Open: Students submit resumes for consideration. Recruiter selects two groups of candidates: one group offered the chance to sign up for an interview & a second group offered the chance to sign up for any remaining interview times.

Room Reservation Only: Employer would like to have an extra room for a coordinator.

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).
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