

JOB POSTING BEST PRACTICES

CyHire is Iowa State's career management system that provides all ISU students equal access to professional employment opportunities. If you are looking to recruit Iowa State students, your position must be posted in CyHire to meet equal employment opportunity regulation. Thousands of engineering students & alumni use CyHire as their primary tool to search for positions.

CyHire is free to employers and involves a quick and easy registration process. We require that each individual have their own account and log-in information. To register for a CyHire account or sign in to an existing account, click [here](#).

Position Type

- **Post-Graduation:** positions for graduating seniors or alumni
- **Experiential Education:** co-ops & internships

Title

- Title of the position, up to 60 characters
- You do not need to include the company name in this field - students will see the company name right next to the position title

Description

- Brief overview of company
- Summary of the position including tasks or responsibilities
- Required education & experience
- Preferred education & experience
- Additional eligibility requirements
- Work environment & physical demands
- Company culture & benefits
- Work authorization & security clearance requirements
 - List any visa requirements, H1-B sponsorship, etc.
 - If applicable, include information regarding government contracts or special clearances

See example job descriptions from SHRM [on our website!](#)

Resume Receipt

- **E-mail:** each time a student applies, their resume will be sent to the e-mail address you list here
- **CyHire:** each time a student applies, their resume will be held in CyHire. You can log in to CyHire at any time to begin evaluating collected applications.
- **Other:** if you want to have students apply by using a career website, include a link here

Automatic Application Packet Generation

- If you select **YES:** you will be e-mailed an application packet PDF of all documents submitted by applicants when the job expires. Students' application materials will be visible in CyHire under the Archived Jobs section.
- If you select **NO:** you will not be e-mailed an application packet PDF. Students' application materials will be visible in CyHire under the Archived Jobs section

Additional Documents

- Select as many of these boxes as you would like on each job posting
- Checking off these boxes does not make the document required. You will need to check the box again under Documents Required to require a student to attach this document in the application process.

Posting Date & Expiration Date

- ◆ **Posting date:** when position will be viewable to students. Most employers select the current date as their posting date.
- ◆ **Expiration date:** this can be a maximum of 120 days after the posting date. This date will autofill to be 120 days after the current date. You will receive an e-mail when your posting is nearing expiration and you will have the opportunity to extend the expiration date for another 120 days, continuously as needed.

Salary & Wage Information

- ◆ We encourage employers to list salary or wage information or ranges in the designated section within CyHire OR in the job description. Including salary ranges can attract a wider pool of qualified applicants.
- ◆ You can view salary information by major, degree, and position type [here on our website](#).

GPA

- ◆ We encourage you to list the lowest GPA you will consider in order to get the highest number of candidates and screen from there
- ◆ Students with a GPA below what is listed will still be able to view & apply for your position
- ◆ 2.5 - 3.0 is a recommended starting point for most majors

Class Level

- ◆ We encourage you to select every class level you would consider in order to get the highest number of candidates and screen from there
- ◆ Freshman & sophomores are often seeking co-op and internship opportunities and may have previous experience or skills that would make them a great fit for your team!

Desired Majors

- ◆ Select as many specific engineering majors as you would be willing to consider for the position. We encourage you to cast a wide net and filter candidates from there.
- ◆ Do not select 'All Majors' or 'College of Engineering' as the major for your position. Students filter by major so they would not see a generic 'College of Engineering' job posting.
- ◆ More information about each ISU engineering major is [available here](#).

Location

- ◆ Please list as many cities as applicable for your position.
- ◆ Students may search by city so adding specific cities will likely benefit you.

Remote or In-Person Work

- ◆ **Remote:** fully working from home
- ◆ **Hybrid:** a blend of working from home and working from the office/on-site
- ◆ **In-Person:** fully working in the office/on-site

On-Campus Interviewing

On-campus interviewing offers an excellent way for employers looking to fill co-op, internship, and post-graduate positions to connect with engineering students and graduates. Conducting interviews on campus makes it very convenient for busy college students and our data indicates it significantly improves recruiting success. It is also often more cost-effective for employers since travel expenses are limited to those of the interviewer, and a significant number of interviews can be conducted one after another without interruption. Employers can reserve interview space and manage their interview schedule(s) through CyHire. If you host your interviews on campus, Engineering Career Services will promote your open position(s) through the weekly newsletter sent to all engineering students and by sending targeted emails to students who meet the position qualifications, increasing your brand awareness and the number of applicants.