REQUESTING AN APPOINTMENT

1. Once you have logged into HireaHawk.com, select Request an Appointment under Connect With The Career Center on the right side of your HireaHawk home page.
2. Select the Appointment Type and Location (Pomerantz Career Center).
3. Select the staff member you want to see by checking the box next to their name. Click Check Availability.
4. Select one of the available appointments, a new window will pop-up to confirm the appointment.
5. Add any notes or issues you want to discuss and click Submit Request.

After submission, you will get a confirmation email with the staff member’s name and appointment date/time. You will also get an email reminder or text message reminder, if you’ve enabled this feature. You may view your schedule, or cancel your appointment in your HireaHawk.com calendar, or make a new appointment at any time.

FIND STUDENT EMPLOYMENT, INTERNSHIPS & FULL-TIME JOBS

To search for available positions:
1. Select Current Postings > Search & Apply
2. Search by a certain position type or use the advanced search to enter more criteria
3. Select postings for specific application instructions

Note: If asked to complete the Student Employment Application, you can find it under Help > FAQ & Resources.

QUESTIONS

For questions regarding your HireaHawk account or internship/full-time positions? Contact the Pomerantz Career Center at (319) 335-1023.
For questions regarding Student Employment positions or work study eligibility? Contact the Student Employment Office at student-employment@uiowa.edu or (319) 335-1460.

INTERVIEW SKILLS PRACTICE

Mock Interview Registration
1. Register for HireaHawk.com - see Getting Started in this brochure.
2. Upload your resume into your account. If you do not upload a resume you can’t sign-up for a mock interview.
3. Select Current Postings > Search & Apply
4. Enter keyword “mock” and select the mock interview of your choice into the search area
5. Prepare for the mock interview like you would for a regular interview
6. Attend your mock interview at the Pomerantz Career Center - C310 Pomerantz Center (3rd Floor).

InterviewStream
InterviewStream is an online interactive simulation tool that creates a realistic interview experience. It allows job and internship seekers the opportunity to see and hear themselves online.

Using a webcam, you are able to simulate job interviews by responding to pre-recorded interview questions and practice both verbal and non-verbal communication skills.

Use one of the following methods to get started today:
1. Log in to your HireaHawk.com account, click on the InterviewStream link under Prepare for Your Search on the right-hand side in your HireaHawk account.
2. Visit uiowa.interviewstream.com. Use your HawkID and password to create an account.
3. Use your own webcam at home, or call (319) 335-1023 to set up an in-office appointment or to check out a kit.

Interview Cancellation Policy
Please refer to our cancellation policy at HireaHawk.com.

INTERNSHIP REGISTRATION

1. Access your HireaHawk.com account - see “Getting Started” on the opposite side of this brochure to start.
2. Click on “Report Internships” - under Record Experiences on the right side, then “Add New Experience.” Add a record for each semester that you are participating in an internship.

International Students: You must also receive authorization from the Office of International Student and Scholar Services (ISSS). After entering your internship information on HireaHawk.com, visit the ISSS website for instructions for completing your CPT paperwork. This must be completed before you will receive the email mentioned in Step 3.
3. After entering your info on HireaHawk, you’ll receive an email from the appropriate office (Pomerantz Career Center or Tippie College of Business).
   • If it’s before the registration period, you won’t receive an email until the registration period opens.
   • Be sure to add this course on ISIS, otherwise the internship will not appear on your transcript.
   • If it is after the deadline for registering on ISIS for that semester, you will receive an email with instructions for processing an add slip instead.

Have questions about registering your internship?
Pomerantz Career Center – (319)335-1023
Sherry Rhinehart, sherry-rhinehart@uiowa.edu
Tippie College of Business:
Coleen Opal, collen-opal@uiowa.edu.

For other internship registration options, visit careers.uiowa.edu/students/reporting-credit-options

COMMUNITY INVOLVEMENT LOG

You can log your volunteer experiences using the Community Involvement Log! This tool helps keep track of ways you are engaged in the community through volunteering, philanthropy, nonprofit internships, and academic service-learning placements. Look for it under Record Your Experience > Log Volunteer Hours on the right side when you log in.
GETTING STARTED

New Users - Current Students
1. Go to www.HireaHawk.com and select STUDENTS Log-In. Enter your HawkID and password to continue to your account.
2. Review and update your profile. Once you have completed all of the required fields in your profile, you will be able to upload/submit your resume, search for jobs and internships, and request on-campus interviews.

Note: Your account will be deactivated one year after graduation unless you notify the Career Center.

New Users - Alumni
1. Call the Pomerantz Career Center to receive a password.
2. Go to www.HireaHawk.com and select ALUMNI Register/Log-In - follow the directions. Your account will be active for one year.

All Users
For questions about HireaHawk or assistance with logging in, please call the Pomerantz Career Center at (319) 335-1023, Monday - Friday between 8 a.m. and 5 p.m.

There is no fee to use HireaHawk.com.