**Employers – HireaHawk.com Instructions**

**LOGGING INTO THE SYSTEM**

- Go to HireaHawk.com and click on **Employers Register/Log-In**.
- If you are new to the system, click the **Register** or **Register and Post Positions** button to create an account. Your account will be reviewed and you will receive a confirmation email within 48 hours. Click on the link in that email to set your password and log into the system.
- If you already have an account, Log-In with your email address and password. To change your password or if you have forgotten it, click on the **Forgot Password** link.

**ADDING STUDENT EMPLOYMENT JOB POSTINGS**

- Click on the **Jobs and Internships** tab on the top navigation bar.
- Click **Add New** towards the bottom of the page.

- Choose **Student Employment** from the **Position Type** field.

- If you already have a job in the system, you can Show Archived and choose it from the drop down box in the Copy Existing field. This will eliminate the need to redo your job posting each semester if you are posting the same job. Only the date fields will need to be updated if everything else about the job stays the same. This will save you time.
Complete all of the required fields and Submit.

Attachment(s): Please attach any information (brochures etc.) or special applications or forms that you would like the student to complete.

Display Contact Information To Students: [ ]

Automatic Application Packet Generation: If yes – after the job expires, you will receive a packet of the documents that have been submitted.

Posting Date*: (job announcement will be posted on this date.)

Expiration Date*: (job announcement will be removed on this date.)

You will receive a confirmation email once your posting has been approved.
Once your posting has been approved –

- To preview your posting, go to the Jobs and Internships tab and click on the title of the posting. Then click on the Preview tab to see how students will view your posting.
- If your position gets filled before the expiration date, you can click on “Deactivate” to take your posting down.
Office Assistant
UI-Student Employment

Posted: Oct 24, 2015
ID: 62730

SALARY LEVEL: $8.25
IS THIS A PAID INTERNSHIP?: no

FEDERAL WORK-STUDY – IF YES, THE EMPLOYER ACCEPTS WORK STUDY, BUT IT MAY NOT BE REQUIRED
yes

POSITION: Student Employment
TYPE: Ongoing
DURATION: Spring 2016
SEASON AVAILABLE: yes
ON CAMPUS: yes

DESCRIPTION
- Update jobs on the HireHawk system. Correspond with employers via email.
- Assist with various projects related to student financial aid records.
- Summer Orientation – speak with incoming students and parents regarding Student Employment and the HireHawk system on how to find a job.
- Update student athlete information in Excel spreadsheets to send to Athletic Compliance.
- Remove holds on student-athlete financial aid based on approvals from Athletic Compliance.
- Review weekly reports for changes on Work-Study employees and student-athletes to isolate problems.
- Assist with Student Employment and Student Financial Aid mailings.
- Data entry using Excel for various projects related to Student Financial Aid.

IMPORTANT DATES
Posted On: October 24, 2015
Applications Accepted Until: January 04, 2016

Viewing Documents

- Click on the Student Documents tab to see the documents that have been submitted. You can rank students, email students or generate a packet of documents from here. To view the submitted documents, click on the E icon and view their Student Employment Application. If you opted to receive documents through an external site, you won’t see any student document information in the system.