Getting Started

New Users

☐ Go to www.HireaHawk.com and select “Employers Register/Log-in”.

☐ Select “Register” or “Register and Post Positions”

☐ Your account will be activated within 24 hours and you will receive a confirmation email with your log-in information. Once your account is active, be sure to fill in as much information as you can in your profile (upload video, logo etc.)

Current Users

☐ Go to www.HireaHawk.com and select “Employers Register/Log-In”.

☐ If you have forgotten your password, click on the “Forgot Password” link.

☐ If you are having trouble logging in to the site, please email to sherry-rhinehart@uiowa.edu

Top Tips for using HireaHawk.com

1) Make sure your employer profile is complete - don’t forget to add the following:
   □ Photos - link to Flickr or Picasa
   □ Video - through YouTube
   □ Link to your organization’s Facebook and/or Twitter pages

2) Be sure to allow plenty of time when creating and requesting on-campus interview schedules to allow plenty of time for students to submit their resumes and request interviews.

3) Don’t forget to use resources in the Document Library and review student resumes in the Resume Book.

4) Be a creative writer! Make your job descriptions sound appealing and be sure to include benefits such as company car, great location, tuition assistance etc. Students only see a quick snapshot when applying, so make it clear what sets your position apart from the many others that are posted. Grab their attention!