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 1 business day 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 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 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!

3) If you are recruiting for internship or full-time positions, be sure to utilize the Resume Book (by request only)

4) Be sure to allow plenty of time when creating and requesting on-campus interview schedules to leave ample time for students to submit resumes and request interviews

Individuals with disabilities are encouraged to attend all University of Iowa events. If you are a person with a disability and require an accommodation in order to participate in this event, please contact Pomerantz Career Center at 319-335-1023.
Using your HireaHawk.com Account

1. Profile
   - Company profile information
   - Key statistics & culture
   - Add photos, videos, Twitter & Facebook links

2. Jobs and Internships
   - Add & update postings - copy existing listings
   - View submitted resumes
   - Access archived jobs
   - Request publications - create resume packets

3. On-Campus Recruiting (OCR)
   - Request on-campus interview schedules
   - Review positions, applicants, wait-lists
   - Request publications - create packet of submitted resumes

4. Events
   - View upcoming events
   - Register for career fairs

5. Surveys
   - Complete & submit surveys regarding mock & on-campus interviews.

6. Calendar
   - View upcoming events

7. Account
   - Personal profile
   - Update password
   - Activity summary
   - Document Library - helpful resources

8. Shortcuts
   - The most commonly used features in HireaHawk.com

Tip: Use the cookie trail in the upper left hand corner to navigate back out of pages. Do not use your browser buttons.