

# Getting Started

## New Users

- Go to [www.HireaHawk.com](http://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](http://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](mailto:sherry-rhinehart@uiowa.edu)



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.

## 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



## Employers' Guide to Hireahawk.com



**Pomerantz Career Center**  
100 Pomerantz Center, Suite C310  
Iowa City, IA 52242  
319-335-1023

[careers.uiowa.edu](http://careers.uiowa.edu)

Upd 10/2016



[careers.uiowa.edu](http://careers.uiowa.edu)

# 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

The screenshot shows the HireaHawk.com user interface. On the left is a dark sidebar menu with the HireaHawk logo at the top. The menu items are: Home, Profile (marked with a circled 1), Jobs and Internships (marked with a circled 2), On-Campus Recruiting (OCR) (marked with a circled 3), Events (marked with a circled 4), Surveys (marked with a circled 5), Calendar (marked with a circled 6), and Account (marked with a circled 7). The main content area has a top right header with 'EN Employer Name' and 'Employer Company'. Below this is a section titled 'announcements' featuring a flag icon and text: 'The University of Iowa has made an announcement Student Employment Jobs Can Now Be Posted in HireaHawk Due to a partnership between Student Employment and the Pomerantz Career Center, student jobs previously poseted on Jobnet will now be posted on HireaHawk.com Details found here: https://careers.uiowa.edu'. A 'VIEW ALL ANNOUNCEMENTS' link is at the bottom right of the announcement. To the right of the announcements is a 'Chat with Employer Relations' box with the text 'Click here to chat with Career Center staff.' Below that is a 'Get Started' box with links for 'Update Your Profile', 'View Help Resources', and 'Student Employment Application' (marked with a circled 8). At the bottom right of the main content area is a 'Job Postings' section.

## 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.