**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.

**COMPLETING YOUR REGISTRATION**

- For Organization, if you are an individual employer, simply type Private Home or Private Business in this section.
• For the Profile section, if you are a Private Home employer, please provide basic information about what you are hiring for (i.e. Babysitting, Yard Work, In-Home Care, etc.)

• Under Employer Industry, please select all that apply. If none match your job, please select Other.

• If you are a Private Home or Private Business and you do not have a website, make sure to complete the Website section as follows:

***If you have any issues creating your profile, please contact The Office of Student Employment at 319-335-1460, or at student-employment@uiowa.edu.***
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: If checked, please provide information in 'Contact Information' field

- Automatic Application Packet Generation: If yes – after the job expires, you will receive a packet of the documents that have been submitted.
  - yes
  - no

- 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.
**job postings**

For an internship or student employment posting, you must add a listing for each semester you are recruiting for. You can copy the original posting and just update the Work Term or Semester Available field.

### Job & Internship Postings (non-OCR)

<table>
<thead>
<tr>
<th>Job Title</th>
<th>ID</th>
<th>Description</th>
<th>Multiple School Posting</th>
<th>Type</th>
<th>Major(s)</th>
<th>Start</th>
<th>End</th>
<th>Approved</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Assistant</td>
<td>62730</td>
<td>- Update jobs on the HireHawk system. - Correspond with employers via email. - Assist...</td>
<td>x</td>
<td>Student Employment</td>
<td>All Majors</td>
<td>October 24, 2015</td>
<td>January 04, 2016</td>
<td></td>
<td>Deactivate</td>
</tr>
</tbody>
</table>

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**Attention:**

**Note:** You will be notified as your job approaches expiration and provided an opportunity to extend the posting.

**Note:** Job expiration date will be automatically adjusted to maximum allowed - 180 days after the posting date.

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**Please Note:** On-Campus Recruiting (OCR) positions should be entered in the On-Campus Recruiting (OCR) section.

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**Position Information**

<table>
<thead>
<tr>
<th>ID</th>
<th>62730</th>
</tr>
</thead>
</table>
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
SEMESTER 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.