

HireaHawk Employer Tutorial

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First-time HireaHawk users should start with STEP 1.

Continuous and returning users, can use the Table of Contents to find the page which covers the topics of interest.

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STEP 1: LOGGING IN TO HIREAHAWK

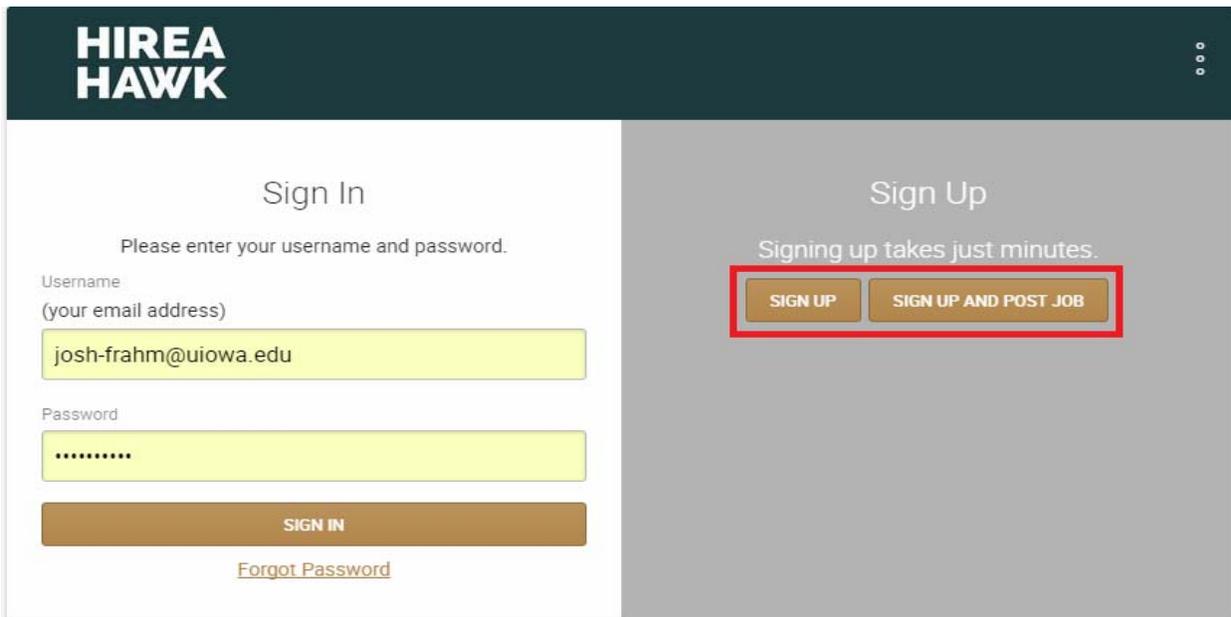
- Go to HireaHawk.com and click on **Employers Register/Log-In**.



HireaHawk is the University of Iowa's primary online recruiting system. See below for the many features that HireaHawk.com has to offer. Please contact us at 319-335-1023 if you have any questions.

<p>STUDENTS Log-In</p> <p>(Each UI student has an account already set-up for them. Click on the link above and enter your hawkid and password to go to your</p>	<p>EMPLOYERS Register/Log-In</p> <p>HireaHawk.com is FREE for employers. Employers can search resume books (by request), post positions, schedule on-campus interviews and more!</p>	<p>ALUMNI Register/Log-In</p> <p>HireaHawk.com is FREE for alumni. Alumni can upload their resumes, publish their resume to a resume book and search for jobs and internships.</p>
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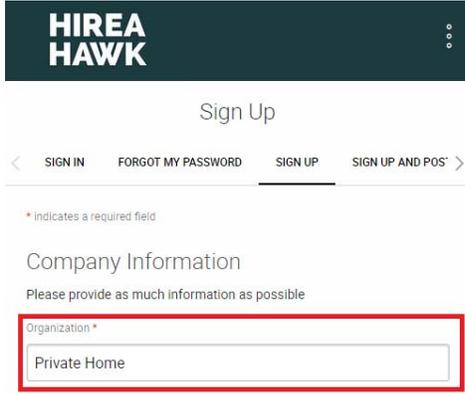
- If you are new to the system, click the **Sign Up** or **Sign Up and Post Job** button to create an account. Your account will be reviewed and you will receive a confirmation email with login directions within 48 hours. Click on the link in that email to set up your password and log in to the system.



- 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.

STEP 2: REGISTERING YOUR PROFILE

- For **Organization**, if you are an individual employer, simply type Private Home or Private Business.



HIREA HAWK

Sign Up

< SIGN IN FORGOT MY PASSWORD SIGN UP SIGN UP AND POS' >

* indicates a required field

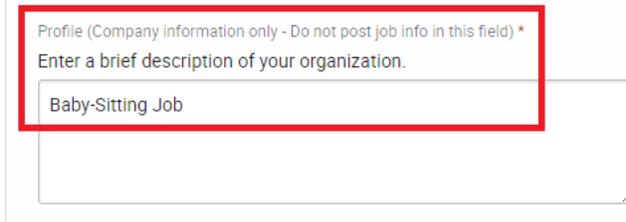
Company Information

Please provide as much information as possible

Organization *

Private Home

- For the **Profile** section, if you are a Private Home employer, provide basic information about your position, i.e., babysitting, yard work, in-home care, etc.



Profile (Company information only - Do not post job info in this field) *

Enter a brief description of your organization.

Baby-Sitting Job

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



Employer Industry *

Non-Profit - Non-Government Organizations

Non-Profit - Other

Other

Pharmaceutical

Print & Publishing

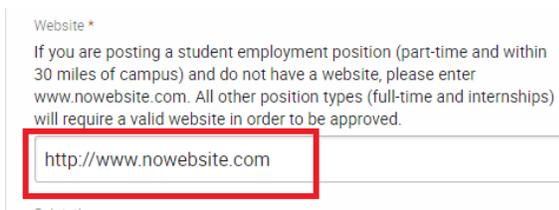
Real Estate

Recreation/Parks/Sports

Religion

Research

- For the **Website**, if you are a Private Home or Private Business and do not have a website, complete the section as indicated below:



Website *

If you are posting a student employment position (part-time and within 30 miles of campus) and do not have a website, please enter www.nowebsite.com. All other position types (full-time and internships) will require a valid website in order to be approved.

http://www.nowebsite.com

If you have any issues creating your profile, please contact the Office of Student Employment by phone (319-335-1460) or email (student-employment@uiowa.edu).

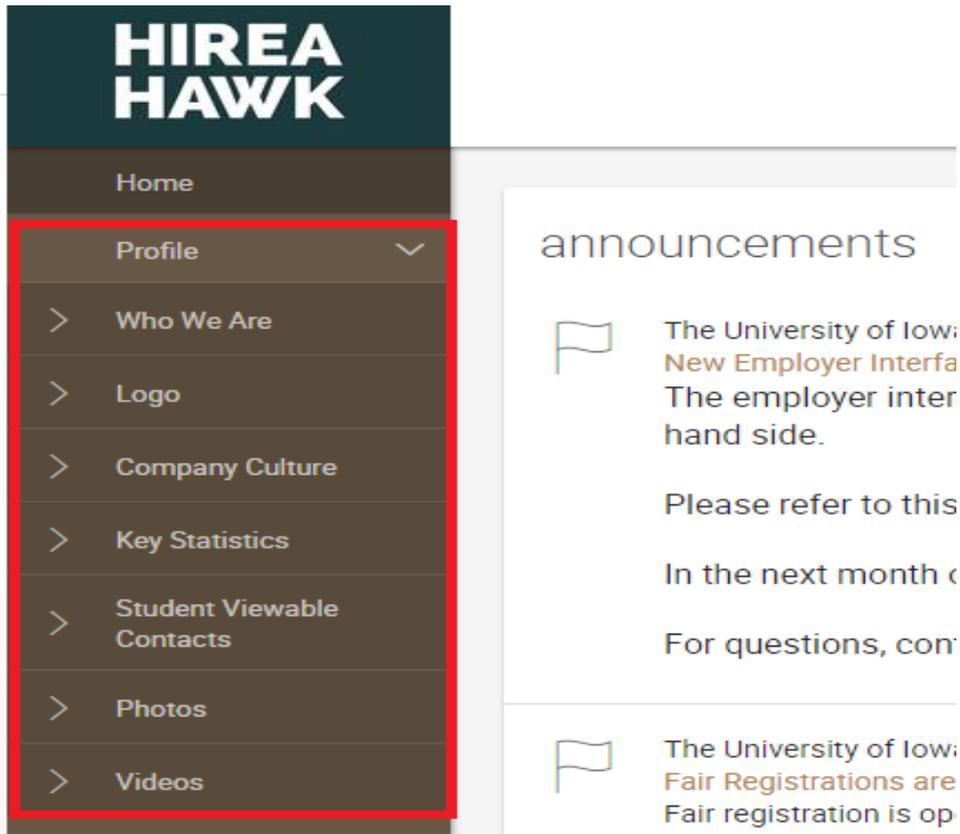
STEP 3: MAXIMIZING YOUR PROFILE

Fill in information about your department such as:

- Who We Are
- Logo
- Company Culture
- Key Statistics
- Student Viewable Contacts
- Photos
- Videos

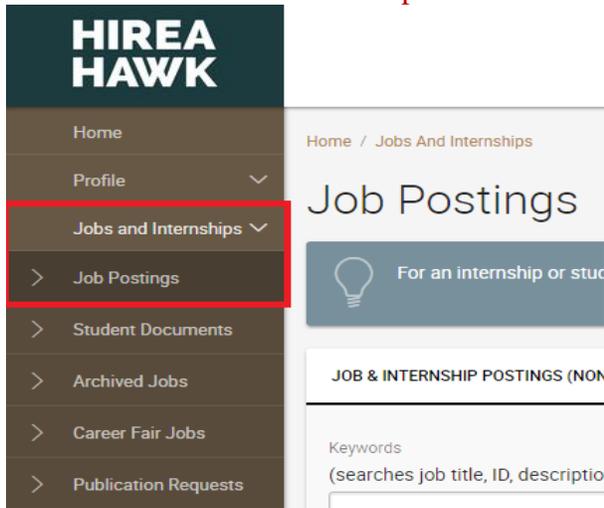
The more information you post on your profile, the more students will understand about you/your organization and your job opportunity. Look at this as a chance for a competitive advantage over others posting similar jobs.

**This section does not have to be completely filled out. For student employment, only fill out what will help in marketing your job or department.

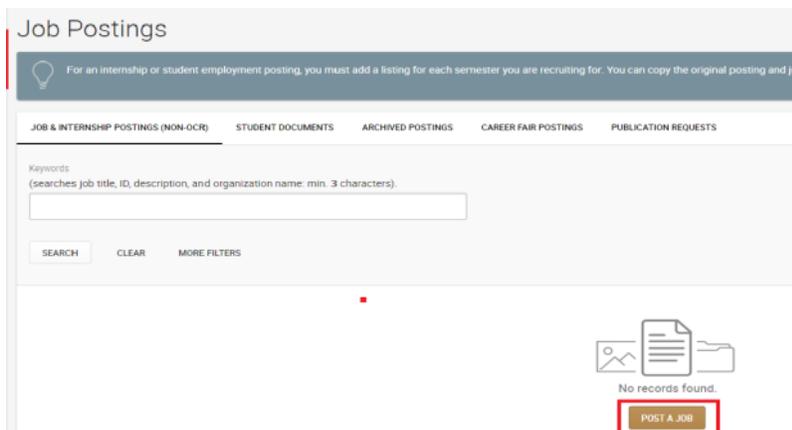


STEP 4: POSTING A JOB

- Click on the **Jobs and Internships** tab on the navigation bar followed by **Job Postings**.



- Click **POST A JOB** towards the middle of the page to add new job.



- Choose **Student Employment** from the **Position Type** field and complete the job posting fields. All red asterisked categories must be completed for the job posting to be submitted.

Position Information

Position Type *

Full-Time - Degreed Positions, Internships - Minimum of 10 hours

- Full Time
- Internship
- Student Employment
- Volunteer

Part A: Retrieving Archived Job Postings

If you already have a job in the system, you can click **Show Archived** (it goes to **Show Current** as you see below after you click to **Show Archived**) and choose the job 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** and **Semester Available** fields will need to be updated if everything else about the job stays the same. This will save you time.

Copy Existing
Pick a position from which you'd like to copy data
Please review and edit your job title when copying a job

SHOW CURRENT

Office Assistant 62730 (archived)
TEST 60181 (archived)
TEST JOB -DO NOT APPLY 65240 (archived)
TEST JOB EXAMPLE 63248 (archived)

o only those students wh

Job Title *

Part B: Restrict Applications

- If you select Yes to **Restrict Applications**, you have the ability to restrict by **Major**, **Degree**, or **Class Level** at the bottom of the posting. This prevents students from applying that do not meet your criteria.
- You can select more than one choice in each category. For example, if you know you want someone to work for more than a year, you may want to select Freshman-Junior. If you are open to any and all applicants, select No to the **Restrict Applications** question.

Copy Existing

Restrict Applications *

Choosing "yes" will restrict applications for this position to only those students who meet the screening criteria you set in the fields towards the bottom of the form.

yes no

Screening Criteria

Major

All Majors ADD...

Degree Level

Bachelors
Masters
Doctorate
Not a Degree Candidate

Class Level

1st Yr Undergrad (Freshman)
Sophomore
Junior
Senior
Masters Candidate

Part C: Job Title

This is the first thing students see if they choose to view all jobs. Create an eye-catching **Title** to draw attention to your job. If a high pay rate is one of the perks of your job, include it in the job title.

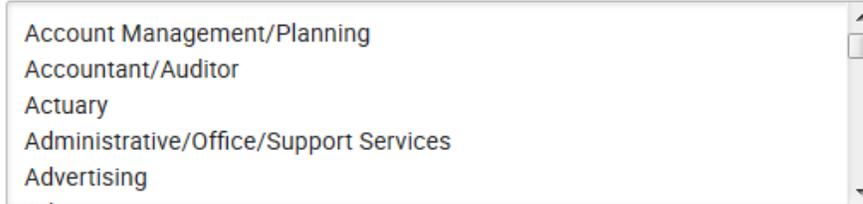
Title *

Part D: Job Category

Select as many **Job Categories** as possible in order to best describe the job and increase the visibility of your position in student job searches. **You must hold the Ctrl key when selecting multiple job categories.**

Job Category *

Select the description of the job function for this position. You may select multiple items.



- Account Management/Planning
- Accountant/Auditor
- Actuary
- Administrative/Office/Support Services
- Advertising

Part E: Creating A Noteworthy Job Description

To differentiate your job from other similar positions, be as descriptive as possible in the **Job Description, Qualifications and Desired Skills** sections to enhance your chances of appearing in student searches. Many jobs that are posted are similar, so differentiate your job with a detailed description. **Be sure to include not only the job tasks, but also what the students will learn on the job to prepare them for the future. Think transferable skills.**

Job Description *

Within this student position, we expect you to learn many skills that can help you as you prepare for your future career. Through projects and day-to-day activities within this position, you will learn and improve on the following skills:

- ** Project Management
- ** Organizational Skills
- ** Time Management
- ** Written & Verbal Communication
- ** Presentation Skills

CHECK SPELLING

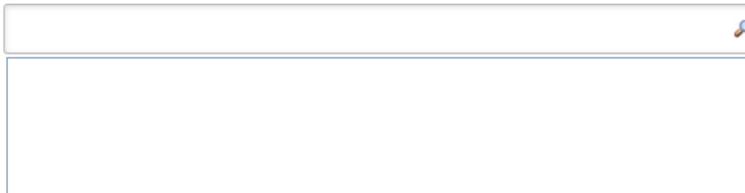
Qualifications *

List all other qualifications desired for this position.

Must have Work-Study award for the academic year. Experience with Microsoft Word and Excel. Attention to detail is a necessity for this job. Ability to follow instructions and handle confidential information. Problem solving and math skills important. T

Desired Skills

Type in and choose from suggested skills or press enter to create a new skill. You can add a total of 10 skills.



Part F: Semester Available:

You must select a **Semester Available**. This selection will impact what appears in a student search. If a position is available for multiple semesters, add the first posting and then using the Part A instructions for Retrieving Job Postings, use copy existing to create a second posting. Change the semester available and submit so that you have postings listed at the same time for multiple sessions.

Semester Available *

You must add a posting for each semester. When adding a new posting, you can choose Copy Existing to copy a listing and update the semester and dates.

Part G: Federal Work-Study

Select Yes if you are willing to hire through the **Federal Work-Study** program. This is a federally funded need-based financial aid program. Campus employers qualify but community employers must be non-profit or government agencies and be approved to hire through this program. All students can view the job posting though. If you can only hire students awarded Work-Study, you should list this as a job qualification and require that the student provide Work-Study Verification available on MyUI.

Federal Work-Study *

If yes, this means that you will accept work-study, but it does not mean that applicants are screened through the system. You must screen for work-study and have applicants provide verification of their work study award. Visit the Student Employment website at <http://financialaid.uiowa.edu/studentemployment/students/workstudy/wsemployers> to learn more about work-study or email student-employment@uiowa.edu

yes no

Part H: On Campus

In this situation, **On Campus** refers to the status of the employer and not the job location. University employers should click “yes” and community and private employers should click “no”.

On Campus *

If no, the position must be local - local is defined as an employer whose offices or operations and job location are within 30 miles of Iowa City.

yes no

Part I: Hours per Week

University job postings are limited to 20 hours per week during the academic year and 40 hours per week during the summer. Community or private job postings may go up to 30 hours per week in the academic year and 40 hours per week in the summer.

Hours Per Week *

Must be a number or number range i.e. 10-15. 20 hour maximum during the academic year and 40 hour maximum during the summer.

Part J: Degree Level

Selecting Bachelors for **Degree Level** does not mean that the student must have a degree already but that the student is pursuing a Bachelors degree. The most common selection here is both Bachelors and Not a Degree Candidate. **You must hold the Ctrl key when selecting multiple degree levels.**

Degree Level *

Bachelors
Masters
Doctorate
Not a Degree Candidate

Part K: Class Level

Select as many different **Class Levels** as possible in order to increase the visibility of your position in student job searches. If you want the student to work more than one year, you may want to select 1st Yr through Junior. **You must hold the Ctrl key when selecting multiple class levels.**

Class Level *

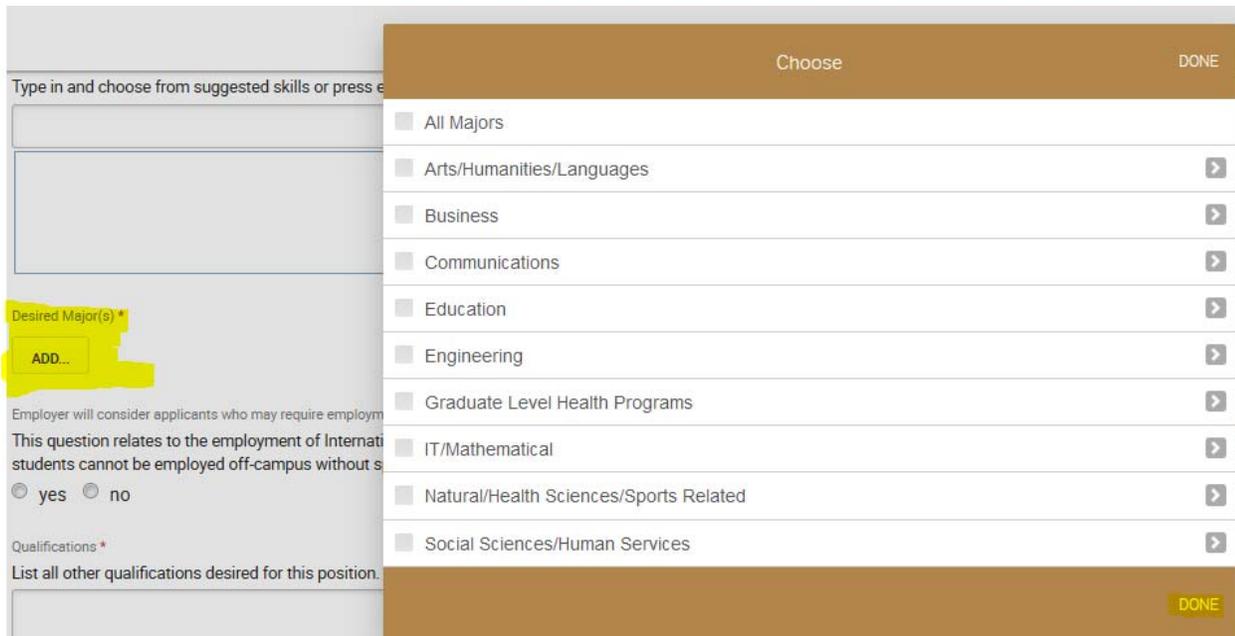
Please enter all desired class levels.



A screenshot of a dropdown menu for selecting class levels. The menu is open, showing three options: "1st Yr Undergrad (Freshman)", "Sophomore", and "Junior". The menu has a scroll bar on the right side.

Part L: Desired Major(s)

Select as many different **Majors** as are qualified to meet the job requirements. You may choose All Majors or individual majors. **You must hold the Ctrl key when selecting multiple majors.**



A screenshot of the "Desired Major(s)" selection interface. The interface is divided into two main sections. The top section is a search bar with the text "Type in and choose from suggested skills or press e" and a "Choose" button. Below the search bar is a list of major categories, each with a checkbox and a right-pointing arrow: "All Majors", "Arts/Humanities/Languages", "Business", "Communications", "Education", "Engineering", "Graduate Level Health Programs", "IT/Mathematical", "Natural/Health Sciences/Sports Related", and "Social Sciences/Human Services". The bottom section is a form with a "Desired Major(s) *" label, an "ADD..." button, and a text area for "Employer will consider applicants who may require employment of international students cannot be employed off-campus without special permission". Below this is a radio button selection for "yes" and "no". At the bottom of the form is a "Qualifications *" label and a text area for "List all other qualifications desired for this position." A "DONE" button is located at the bottom right of the interface.

Part M: Required Work Schedule

If you are flexible between certain hours, you should indicate this for **Required Work Schedule** but if you only need students during certain hours and days indicate this. The more specific you are the more likely you will have the right applicants apply for the job. You can always go back and update this if particular blocks of time are filled and you only need to advertise for remaining work hours.

Required Work Schedule *

To encourage appropriate student applicants, be as specific as possible when indicating the work schedule.



A screenshot of a text input field for the "Required Work Schedule". The field is empty and has a light gray border.

Part N: How to Encourage More Applicants

➤ Application Document Options:

Depending on the job description and the type of student employee you are looking for, consider what application documents are necessary to achieve your goal of hiring the right student and how you would like to receive those documents. **Our recommendation is to ask for a minimum amount of documents at first and then ask for additional documents at the interview stage of the process.**

- The more documents, i.e., resume, cover letter, student employment application, references, etc., you ask for, the fewer applications you will receive.
- **The student's first resume must be approved by the Career Center IF you choose to accumulate documents online rather than having the student send the resume directly to you.** Keep this in mind when determining if you need a resume for your job posting. Many first-year students do not yet have an advanced resume, or even one at all, so the process of creating one and having it approved can take time and limit your number of possible applicants.
- The **General Student Employment Application** is automatically requested with the **Email** or **Accumulate Online** option and will be similar to the information receive on a resume.
- **Cover letters** are intimidating for students as many have never completed one. If you ask for a cover letter, explain in the **Requested Document Notes** section what information you expect the student to provide in the letter. This guidance will improve the number of applicants who respond to the cover letter requirement.
- **Unofficial Transcripts** and **Writing Samples** are document options but you are cautioned against requesting these as they may limit your number of applicants.

Additional Documents

In addition to an application (which is requested by default), please choose which other documents you would like to request and then only if it is needed.

Resume Cover Letter Unofficial Transcript Writing Sample Other

Requested Document Notes

Enter special instructions here regarding requested documents.

Please complete a resume and cover letter. In the cover letter, include information on your work background and why you feel you would be a fit within this position. 2-3 paragraphs is plenty.

➤ Document/Application Receipt Options/Descriptions:

You can select as many of the options, i.e., Email, Accumulate Online and/or Other, that you want and each results in something different.

Document/Application Receipt *

If you choose "Email" or "Accumulate Online" for document receipt, you will only access applicant information via HireaHawk. If you select "Other" for document receipt, the student will be applying to you directly and you select "Email" or "Accumulate Online" and resume as an application document, it means that a student's first resume will be approved by the Career Center before students can apply for this job. If you choose "Email" or other documents, the student will be required to apply with the system Student Employment Application. If you select "Other" as an additional document type below, you can attach your own departmental application.

E-mail Accumulate Online Other (enter below)

- **Email:**
 - This does not mean the student will email you to apply, it simply means that you will be notified via email when someone applies for your job via the HireaHawk.
 - The email from your profile will automatically be posted when this option is selected. If you want the notifications to go to a different email, type in the preferred email.

Document/Application Receipt*

If you choose "Email" or "Accumulate Online" for document receipt, you will only access applicant information via HireaHawk. If you select "Other" for document receipt, the student select "Email" or "Accumulate Online" and resume as an application document, it means that a student's first resume will be approved by the Career Center before students can other documents, the student will be required to apply with the system Student Employment Application. If you select "Other" as an additional document type below, you can a

E-mail Accumulate Online Other (enter below)

Default email address for documents

Enter an email address to which submitted documents will be sent if desired.

student-employment@uiowa.edu

- Students WILL NOT see your email unless you check the box to **Display Contact Information**.
- You will only be able to access applicant information via the **Student Documents** section of HireaHawk if you have selected **Email** or **Accumulate Online**.

Display Contact Information To Students

If checked, please provide information in 'Contact Information' field

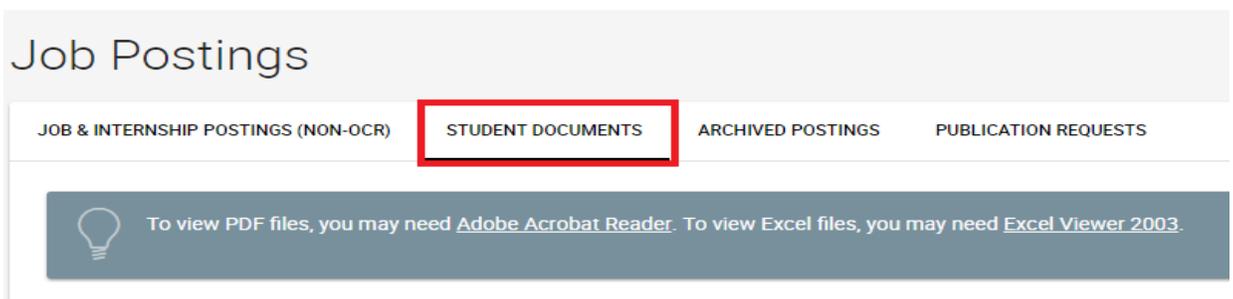


Contact Information

Contact information visible to students.

Student Employment
student-employment@[uiowa.edu](mailto:student-employment@uiowa.edu)

- **Accumulate Online:**
 - Applicant submissions can only be viewed through the **Student Documents** section of HireaHawk (Same as selecting **Email**).
 - Selecting both **Email** and **Accumulate Online** allows you to track applications via HireaHawk and receive email notification when applications are submitted.



Job Postings

JOB & INTERNSHIP POSTINGS (NON-OCR) **STUDENT DOCUMENTS** ARCHIVED POSTINGS PUBLICATION REQUESTS

To view PDF files, you may need [Adobe Acrobat Reader](#). To view Excel files, you may need [Excel Viewer 2003](#).

- **Other:**
 - By selecting **Other**, you are foregoing the HireaHawk system and having students apply via a different route.
 - When you select **Other**, the **How to Apply** box will appear. In this box, clearly indicate how you want the student to apply. Make sure to include all necessary resources such as your email address, website, application, etc.
 - You can choose to require a departmental application. You can attach it to your HireaHawk job posting and request that the student apply using this document, either emailing it to your directly or uploading it to the HireaHawk system.

Document/Application Receipt *

If you choose 'Email' or 'Accumulate Online' for document receipt, you will only access applicant information via HireaHawk. If you select 'Other' for document receipt, the student will be applying to you directly and you will bypass the HireaHawk system. If you select 'Email' or 'Accumulate Online' and resume as an application document, it means that a student's first resume will be approved by the Career Center before students can apply for this job. If you choose 'Email' or 'Accumulate Online' and do not select any other documents, the student will be required to apply with the system Student Employment Application. If you select 'Other' as an additional document type below, you can attach your own departmental application.

E-mail Accumulate Online Other (enter below)

Additional Documents

In addition to an application (which is requested by default), please choose which other documents you would like to request. Keep in mind that the more documents that are requested, the harder it is for students to apply. We recommend only choosing Resume and then only if it is needed.

Resume Cover Letter Unofficial Transcript Writing Sample Other

Documents Required

From Additional Documents selected above, which do you want required?

Resume Cover Letter Unofficial Transcript Writing Sample Other

Requested Document Notes

Enter special instructions here regarding requested documents.

TEST JOB DO NOT APPLY

How to Apply

If adding a URL, it must be the complete URL and include either "http://" or "https://" for URL Tracking to work. Example: <https://www.symplicity.com/about/careers/>

Please apply by emailing your resume to student-employment@uiowa.edu. If you have any questions, please feel free to email as well.

CHECK SPELLING

Attachment(s)

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

ADD ITEM

Part O: Posting Date, Expiration Date and Job Submission

- You can enter the job information but choose to post it at a future time by listing a **Posting Date** in the future. The job will automatically stay posted for 180 days but if you want it posted for a shorter time period, i.e., one month or two weeks, etc., simply enter that time frame in **Expiration Date**. Complete all required fields and **Submit**. You also have the option to **Save And Finish Later**.

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

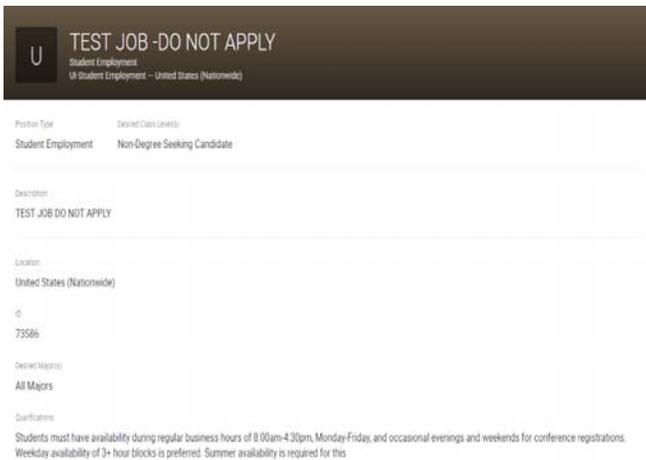
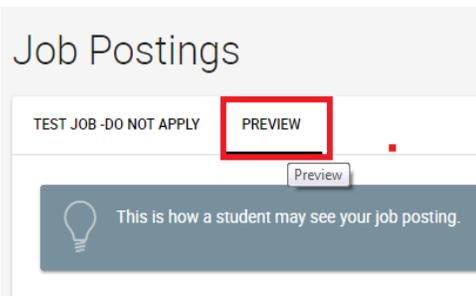
Expiration Date *
(Job announcement will be removed on this date.)

- You will receive a confirmation email within one to two business days once your posting has been approved.

STEP 5: HIREAHAWK SYSTEM OPTIONS

Part A: Preview Your Job Posting

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 your job will appear to students. Although you can view your posting, the system does not allow you to access the postings of other employers. If you have questions, about how your job or pay rate compares to other similar positions, staff in the Student Employment office can assist you.



By clicking on an individual job posting you can see, on the right side bar, the number of **Student Views** for your job. If you have a large number of views but few applicants, this may be an indicator that changes are needed for your job description. This would be a good time to contact Student Employment staff for assistance.

View Info	
Unique Views	19
Total Views	29
Unique Students Views	19
Total Students Views	29

Part B: Tracking Applicants Via HireaHawk

- By choosing to **Accumulate Online**, the system automatically tracks your applicants and allows you to rank and batch email them. Be sure to identify any **Additional Documents** that you want students to submit when selecting this option. If you need application documents that are not listed, explain what you want submitted via the **Requested Document Notes** field (BE CLEAR!). You also have the ability to add any **Attachment(s)** of documents you want them to complete. If you only need the general student employment application, it is okay to select none of the Additional Documents.

Document/Application Receipt *

If you choose "Email" or "Accumulate Online" for document receipt, you will only access applicant information via HireaHawk. If you select "Other" for document receipt, the student will be applying to you directly and you will bypass the HireaHawk system. If you select "Email" or "Accumulate Online" and resume as an application document, it means that a student's first resume will be approved by the Career Center before students can apply for this job. If you choose "Email" or "Accumulate Online" and do not select any other documents, the student will be required to apply with the system Student Employment Application. If you select "Other" as an additional document type below, you can attach your own departmental application.

E-mail Accumulate Online Other (enter below)

Additional Documents

In addition to an application (which is requested by default), please choose which other documents you would like to request. Keep in mind that the more documents that are requested, the harder it is for students to apply. We recommend only choosing Resume and then only if it is needed.

Resume Cover Letter Unofficial Transcript Writing Sample Other

Documents Required

From Additional Documents selected above, which do you want required?

Resume Cover Letter Unofficial Transcript Writing Sample Other

Requested Document Notes

Enter special instructions here regarding requested documents.

To apply, complete the General Student Employment Application found in [HireaHawk](#). In addition, please provide your Work-Study Verification form from [MyUI](#). This can be found under the Financial Aid section by selecting Work-Study Verification. Upload to [HireaHawk](#) and submit.

Attachment(s)

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

ADD ITEM

Part C: Batch Email Communications to Applicants

- If you select **Accumulate Online**, the **Student Documents tab** allows you to batch email any students who have applied for the position.

Job Postings

TEST JOB -DO NOT APPLY **STUDENT DOCUMENTS** PREVIEW

- You can email one or do a group email. We encourage you to email students as soon as they are no longer being considered. Often times, students are still learning how to properly job search and may not apply for other jobs until hearing back from the active application. If the batch email feature is utilized, it should be a win-win for both the employer and student.

BATCH OPTIONS 16 selected
 SORT BY: Date Submitted Showing 20 per page

[Redacted]

Sales and Marketing Representative - 72047

Submitted On Jun 28, 2016

Student Employment Application Resume

[Redacted]

Sales and Marketing Representative - 72047

Submitted On Jun 28, 2016

Student Employment Application Resume

[Redacted]

Sales and Marketing Representative - 72047

Submitted On Jun 29, 2016

Student Employment Application Resume

➤ Click **Mail to Checked** to create the email you want to utilize.

BATCH OPTIONS 16 selected

Mail to Checked

Save As Excel

Generate Book

Set Status...

[Redacted] Sales and Marketing Representative - 72047

[Redacted] on Resume

[Redacted] Sales and Marketing Representative - 72047

[Redacted] Submitted On Jun 28, 2016

Part D: Adjust Your HireaHawk Posting On Your Own

- Utilize the **Job Postings** page to view all current departmental postings that are active, and make adjustments to the job posting as needed.
- You may **Withdraw** your job from HireaHawk at ANY time. Once your job is withdrawn, it will be archived for future use.

POST A JOB

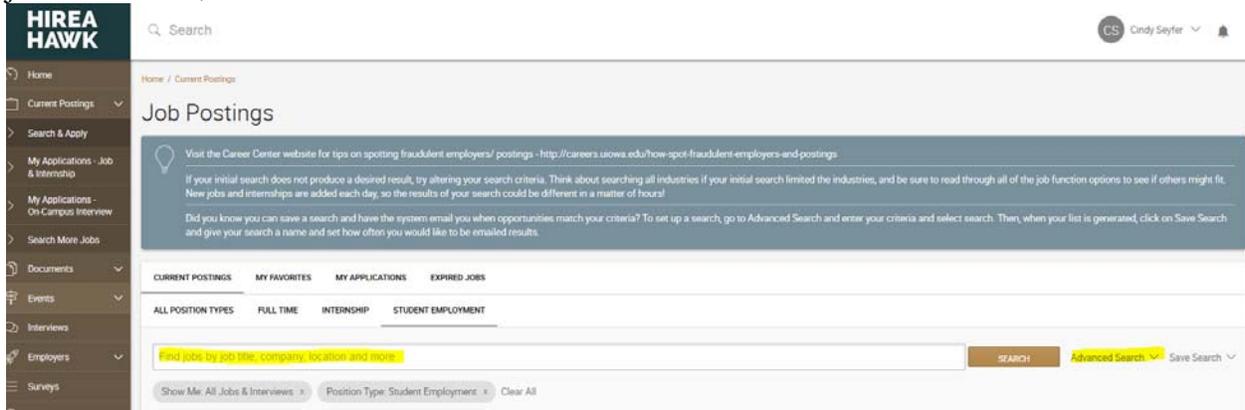
TEST JOB -DO NOT APPLY
 Multiple Locations - Student Employment
 ID: 73586
 Expiring on Sep 12, 2016 Posted On Aug 12, 2016

Withdraw

Showing 1-1 of 1 results

Step 6: Understanding How Students Search for Jobs on HireaHawk

- Students have the ability to search by key words or create an **Advanced Search** that filters jobs based on the category information you selected when posting the job, i.e., job category, on/off campus, semester job is available, etc.



Advanced Search

Jobs located within
U.S. jobs only (maximum 150 miles).

miles of zip code

Industry

- Construction
- Consulting
- Consumer Products
- Corporation/Conglomerate
- Defense
- Energy/Utilities
- Engineering
- Engineering - Environmental
- Engineering - Manufacturing

Position Type

- [no selection]
- Full Time
- Internship
- Student Employment
- Volunteer

Semester of Internship

- Fall 2014
- Fall 2015
- Fall 2016
- Fall 2017
- Fall 2018
- Spring 2014

Job Function

- Account Management/Planning
- Accountant/Auditor
- Actuary
- Administrative/Office/Support Services
- Advertising
- Advocate

Exclude Nationwide Jobs

yes no

Semester Student Employment Job is Available

- Spring 2016
- Summer 2016
- Fall 2016
- Spring 2017
- Summer 2017
- Fall 2017
- Spring 2018
- Summer 2018
- Fall 2018

Federal Work Study (Student Employ.)-if yes, work study is accepted-may not

[no selection]

No

Yes

On-Campus Student Employment Job?

[no selection]

No

Yes

Employer will consider applicants who may require employment visa sponsor

[no selection]

No

Yes

- Jobs are displayed in the order of the **Posting Date**. When your job is initially approved it will be at the top of the list and gradually go down as more jobs are posted. If the number of daily applicants has slowed down, you may want to refresh the job by changing the posting date and clicking submit. This will move the job up in the viewing order.

Posting Date*

2016-11-04



Submit Save Cancel Delete Print Preview Print

- To maximize the number of students who see your job, make sure you select the correct semester that your job is available, each **Job Category** that describes the position, and whether the job site is on or off-campus. Also create a description that clearly describes the job duties and the skills the student will learn on the job. Be mindful of the information provided earlier regarding the application document options and the options for receiving the documents.

Job Category *
Select the description of the job function for this position. You may select multiple items.

- Risk Management/Assessment
- Sales
- Scientist
- Social Work/Human Services
- Speech Pathology
- Sports

Job Description *

TEST JOB DO NOT APPLY

CHECK SPELLING

Semester Available *
You must add a posting for each semester. When adding a new posting, you can choose Copy Existing to copy a listing and update the semester and dates.

Fall 2016

Federal Work-Study *
If yes, this means that you will accept work-study, but it does not mean that applicants are screened through the system. You must screen for work-study and of their work study award. Visit the Student Employment website at <http://financialaid.uiowa.edu/studentemployment/students/workstudy/wsemployers> to student-employment@uiowa.edu

yes no

On Campus *
If no, the position must be local - local is defined as an employer whose offices or operations and job location are within 30 miles of Iowa City.

yes no

If you have need assistance revising your job ad in order to attract more applicants or simply have questions about how to post the job, please contact the Office of Student Employment by phone (319-335-1460) or email (student-employment@uiowa.edu).