CyHire is your on-line system for managing activities related to preparing for and seeking professional employment.

CyHire allows you to create a profile, store documents, search and apply for jobs, participate in OCR (on-campus recruiting), research employers, schedule counseling appointments, view career fair participants, see details on upcoming workshops and info sessions, and manage your calendar. CyHire is used by employers to post all professional employment opportunities (co-ops, internships and full-time positions). It should be one of your primary sources for employment information because employers that use the system are specifically looking to hire ISU students and alumni.
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Home

View at-a-glance features of insight (Announcements, Shortcuts, Calendar, Alerts, etc.) by clicking on Home in the top navigation bar.

Review messages from administrators from the “Announcements” section on the home page.

Access system sections with one click by clicking on the various “Shortcuts”.

Welcome, Erica Amanda Cleveland.

NEWS FEED

ANNOUNCEMENT

APPLYING FOR A POSITION?

Remember to have Career Services check your resume. We can prevent mistakes that may potentially cost you that big job or internship!

Make an appointment by choosing “Request an Advising Appointment” under Shortcuts, or email your resume to hscs@iastate.edu with the subject line “Resume Review.” We will try our best to have your resume back to you within two working days.

Continue Reading...

View All Announcements
Profile

You may be redirected to the Profile section when logging in to fill out required profile fields before utilizing any other system features.

Profile information is not visible to employers. However, your major, GPA, grad date, year in school, degree level, applicant type, and work authorization are provided to employers when you apply for a position.

Build a personal profile (contact information, change password, etc.) by clicking on Profile in the main navigation.

Click on the Privacy tab to update your privacy settings including: being included in receiving emails from your advising office, synchronizing calendar events, and receiving text message reminders.

Click on the Academic information tab to update graduation date and other school information.

Report employment information by clicking on the Placements tab.

Click on the Personal information tab to update non-ISU email address and other contact information.

View a log of all your CyHire actions by clicking on the Activity Summary tab i.e. When did you last update your profile?

Update system access by clicking on the Password/Preferences tab to update your password.
Documents
Uploading documents

Review information on how to upload the appropriate file type and how to name your documents.

Click the “Add New” button to upload a new document (resume, cover letter, unofficial transcript, writing sample or other documents).

Click the “Choose File” button to upload a document from your computer.

Make sure to choose the correct Document Type so that you will be able to choose the correct document when applying to jobs.
Resources: Documents Library
View important documents such as tip sheets, career fair maps and policies from your career services office.

Filter your search for types of helpful documents by category such as Career Fairs, Engr: Students/Alumni, etc.

Use tags or keywords to find a specific document in the document library.

Click on the document title to view the full document.
Jobs
The Job Postings section displays employer job postings. Additionally, a Search Agent can be set up to schedule automated job searches and send email alerts. Resumes can be submitted to both on-campus recruiting (OCR) job postings and non-OCR job postings.

Search & View Jobs

Use the filters under “More Options” and click “Search” to find jobs meeting desired criteria.

View information such as the description, important dates, and location by hovering over the Quick View (binocular) icon.

Add a job to the “Favorites” list by clicking the star icon. The job will then be easily accessible on your homepage.

From the Advanced Search tab, refine the job list by utilizing Keywords, Majors, Work Authorization, Locations, Position Types, etc. and clicking the “Submit” button.

View all submitted job applications by clicking on the Applications tab.

Apply, check application status, and review application documents by clicking “Apply” or “Applied” button.
Position Details

Apply to the job or review application materials by clicking the “Apply” or “Applied” icon.

Once an application has been submitted it will appear like this:

Review information about the employer by clicking the “Employer Profile” icon.

Review related resources made available by the career services staff.
Advanced Search & Search Agents

Conduct a more in depth search of job postings by clicking on the Advanced Search tab.

Save an advanced search in order to setup a search agent by check-marking “save as”, and then inputting a name in the Search Agent field.
Search Agents

View a list of search agents by clicking on the Search Agents tab.

CyHire will run enabled Search Agents automatically, and then email the results to you.

Once you select “yes,” options will be shown such as what day, how often and what results you want to see from the search agent.
**Employers**
The Employers section enables students to browse employer profiles and designate Favorites

**Research Employers**

View information about employers by clicking on the Employers tab from the top navigation bar.

Find a specific employer by filtering the various search fields, and then clicking the “Search” button. Click for additional search criteria.

Add an employer to the “Favorites” list by clicking the star icon. The employer will then be easily accessible on your homepage.

View an employer overview, corporate culture information, key statistics and/or positions available by clicking on an employer.
**Interviews**
The Interviews section enables students to manage their on-campus interviews.

- View information about on-campus interviews by clicking on **Interviews** from the top navigation bar.
- View a list of scheduled interviews under the **Scheduled Interviews** section.
- Change the date and time of the interview by clicking the “Reschedule” button (The Reschedule button will not cancel the existing interview until a new time-slot is selected).
- Cancel the scheduled interview by clicking the “Cancel” button.
Interview Requests

Submitting a Resume

View a list of the positions applied for under the Requested Interviews section.

After an Interview Invite

After clicking the “Schedule Interview” icon on the interview invitation, you will select your interview time then click “submit.”
**Events**
The Events section enables students to view information regarding upcoming career fairs, information sessions, and workshops.

View upcoming career fairs by clicking on the Events tab on the top navigation bar and then clicking on the Career Fairs tab.

View event participants and research employers you are interested in by clicking on the name link.
**Information Sessions**

Information sessions are events where employer representatives talk about their company and their employment opportunities. They often include some time for networking.

- View upcoming employer information sessions by clicking on the **Events** tab on the top navigation bar and then clicking on the **Information Sessions** tab.
- Click the **More Options** button and filter using the various search fields to find a specific information session.
- View information session details and add the event to your calendar by clicking on the session title and the “Add To Calendar” icon.
**Calendar**

**Important Dates and Personal Events**

- View important dates for the upcoming weeks by clicking on **Calendar** on the top navigation bar.
- Create personal events by clicking on the **Personal Events** tab.
- Schedule advising appointments.
- Review important dates in the inset calendar on the right.
- Create or review events by double-clicking into any of the timeslots.
Advising Appointment

To submit a request for an advising appointment, click on Calendar on the top navigation bar, click the Advising Appointments tab, and then click “Request New Appointment.”

Set the “Type” filter to choose the focus of your appointment.

“Check Availability” to see a list of all available appointments and select the one you wish to schedule.
ISU CAREER SERVICES OFFICES

Agriculture & Life Sciences
15 Curtiss Hall
www.career.ag.iastate.edu
(515) 294-4725

Design
297 College of Design
www.design.iastate.edu/CareerServices
(515) 294-0735

Human Sciences
131 MacKay Hall
www.hs.iastate.edu/career-services
(515) 294-0626

Business
1320 Gerdin Business Building
www.business.iastate.edu/careers
(515) 294-2542

Engineering
308 Marston Hall
www.engineering.iastate.edu/ecs/
(515) 294-2540

Liberal Arts and Sciences
131 Carver Hall
www.las.iastate.edu/career-services
(515) 294-8691