Welcome to Business Career Services
College of Business Majors
College of Business Contacts
CyHire
Hiring Interns/Co-ops
Recruiting Tips
Alternative Recruiting Options
Commonly Asked Questions

Please see annual report for recent College of Business employment statistics
Welcome to Business Career Services

Services for Employers
- Recruiting Facilities with Wireless Access
- On-campus Interviewing Program
- Web-based Job Postings (CyHire)
- Fall and Spring Career Fairs
- Internship/Co-op Program
- Faculty and Student Networking Opportunities & Events

Our Staff:

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Business Hours: 7:30 a.m. - 5:00 p.m., Monday - Friday
Express Hours: 9:00 a.m. - 11:00 a.m. and 1:00 p.m. - 3:00 p.m., Monday - Friday
Summer Hours: 7:30 a.m. - 4:00 p.m., Monday - Friday
Accounting: The Accounting major prepares students to analyze, synthesize, and report data so others can use it to make informed decisions. This program allows students to pursue diverse careers in business and accounting including auditing, consulting, public accounting, budgeting, and forecasting.

Business Economics: Business and Economics are linked in many ways, so we put them together as a major. Students who major in Business Economics will develop a unique mix of analytical and applied business skills well-suited for employment in upper-level management and public service positions. Graduates also have solid preparation for graduate studies in law, economics, and in Master of Business Administration (MBA) programs.

Entrepreneurship: *Available Fall of 2017. In this program you'll develop the skills to recognize opportunities, create business plans, and form a competitive strategy. You'll receive opportunities to practice what you're learning because our professors believe the best way to learn about the demands of starting a business is to be involved with one. This major will be your first step toward becoming a successful entrepreneur before or after you graduate.

Finance: The Finance major teaches students how to make the most of financial markets, successfully raise capital, manage risk, grow assets, and serve the diverse needs of shareholders, partners, and employees. Graduates pursue diverse careers in banking, investing, security analysis, insurance, government, real estate, and all types of financial management.

International Business: This is a secondary major that is only available to College of Business students. The International Business program explores the global economy and prepares students for the international marketplace. Upon completion of this major, students are ready to begin their adventure anywhere!

Management: Management is essential to every business, no matter how large or small. Students who complete the Management major receive a quality education that prepares them to manage people and projects in any business from entrepreneurship to corporate leadership.

Management Information Systems (MIS): The Management Information Systems (MIS) program is designed to provide students with a strong educational foundation preparing them as information system (IS) professionals. This major provides comprehensive training in the application, use, and management of information systems preparing students to provide effective information services and support.

Marketing: Marketing affects every aspect of a company. Decisions include issues related to product design, pricing and market analysis, promotional planning, and selling strategies. Marketing students get real-world experience and have multiple opportunities to work with business professionals. This program prepares students for careers in product management, advertising management, marketing research, market analysis, and sales.

Supply Chain Management (SCM): Supply Chain Management is a unique program that refers to the coordination and movement of a product from its creation and production to the point it is delivered to the customer. This could be anything from paper products to jet engines. It's the heart and soul of every business. Graduates pursue careers with manufacturers, distributors, transportation carriers, logistics service providers, and consulting firms.
## Administration

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### Sports Business Club
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What is CyHire?
In partnership with all colleges, Business Career Services has an online career management system called CyHire. Centralized technology combines the resources of seven great colleges to provide job opportunities and access to Iowa State University talent for our employer clients. This system ensures fair and equal access by students, alumni, and employers.

CyHire Features:
- Job postings
- On-campus interviewing (OCI)
- Career Fair registration
- Information sessions
What are the differences?
There are some basic differences between an internship and a co-op:

**Internship**
- Part-time or full-time
- Paid or non-paid
- Part-time in Fall or Spring/Full-time or part-time in Summer
- May be for academic credit

**Co-op**
- Always full-time
- Always a paid experience
- Full-time position in Fall, Spring and/or Summer (may occur on an extended or alternating basis)

What are the benefits?
Through the Internship/Co-op Program employers can:

- Pre-screen potential professional employees in an on-the-job setting
- Reduce the cost of recruiting college students
- Reduce the cost of training potential full-time professional employees
- Hire productive, enthusiastic employees
- Increase company visibility among the college community
- Add professional staff during peak work times or for special projects
- Make better use of valuable staff time by turning over routine professional tasks to student

What are the requirements for participation?
Student interns/co-ops should be considered professional employees who are providing a service to your company. As an employer, you should:

- Plan a meaningful, challenging work experience
- Provide necessary training and supervision
- Complete a Learning Contract with the student
- Complete a performance evaluation and share it with the student

*If students are receiving academic credit for their internships, their department may have additional requirements.*
What are the costs?
The exact salary and benefits you pay student interns/co-ops are determined by you and the student. Usually you should expect to pay between 60% - 80% of a full-time entry-level salary. We will be happy to advise you on appropriate salaries based on the major of the student. You pay the student directly.

Paid or non-paid?
**Internship Programs Under The Fair Labor Standards Act**

How the program works:
- Go to the [CyHire Employer Login Homepage](#) to register for an account. For more information on accessing CyHire see the Employer Instruction Sheet or call Business Career Services at (515) 294-2542.
- Once logged in to CyHire choose your account services:
  - Job posting
  - On-campus interviews
  - Career fairs
  - Information sessions
- Enter your position and requirements
- Select the student intern(s)/co-op(s) through your selection/interviewing method
- Inform the Career Coordinator when you hire an Iowa State University student(s)
- Employ the student for at least a full semester

**Remember: Business, Industry & Technology Career Fairs**
Our career fairs present an opportunity for employers to meet with potential candidates for permanent employment or internships. Email [isucareerfairste@iastate.edu](mailto:isucareerfairste@iastate.edu) for more information.

For more information see [About Career Fair](#)
Location of Interviews
College of Business interviews are generally held on the first floor of the Gerdin Business Building. Recruiters are asked to check in with Business Career Services staff in 1320 Gerdin Business Building. Upon check-in, we will ask for two business cards from each company representative. The interview schedule will be given to the recruiters at that time. The Memorial Union is utilized as an interviewing space on Interview Day (the day following the Career Fair).

Parking
Parking is available in the Memorial Union parking ramp. The ramp is a five minute walk from Business Career Services in the Gerdin Business Building. For directions: Maps to Business Career Services.

Lodging & Dining
The Ames Convention & Visitors Bureau maintains an up-to-date listing of lodging and dining in the Ames area as well as information on weather and area maps.

Information Sessions
To make reservations for a meeting in the Memorial Union, contact the Reservations Office at eventmanagement@iastate.edu or (515) 294-1437. Whether held two weeks prior to your visit or the evening before, we will be happy to assist with marketing your meeting.

In addition, please advertise your information session in CyHire so students will be informed of your event. If you need to cancel your information session, it is the company’s responsibility to do so by contacting the Reservations Office in the Memorial Union as soon as possible. Otherwise, you will be billed.

Advertisement
In addition to CyHire, you may also advertise your company visit in the Iowa State Daily newspaper. Contact them at (515) 294-4120 for rates and copy guidelines.

Student Organizations
Presentations at student organization meetings often stimulate interest in your industry or company. Student organization leaders often seek speakers early each semester. If you would like to volunteer to participate, contact the student leaders for the organizations of interest. Contact information is located on the College of Business Student Organizations webpage.
For those of you who choose to recruit off campus:

Below are the different methods we have developed to match your organization’s needs with the right ISU candidates.

Job postings
We provide employers with the capability to post job vacancies via CyHire, our online career management system. To request access to this service:

Go to the website [www.business.iastate.edu/careers/employers](http://www.business.iastate.edu/careers/employers)

1. Click on CyHire.
2. Click on the Employer CyHire Log-In link.
3. Click on the “Register” link located to the right of the log-in fields.

You will receive an email with log-in information along with the service activation request form. After you complete and return the form to cyhire@iastate.edu you will be able to access the services you requested.

4. Make sure to indicate how you want applicants to apply (i.e., website, email, in-person, etc.) when you enter the posting information. Include graduation dates, majors, classification, minimum GPA requirements, type of employment (Experiential Education or Full Time Employment), etc., for the posting.

Alumni services
We can provide you access to ISU alumni who may be seeking a new job or career change. To access these candidates:

- Post a position in CyHire and select alumni as the desired class level
- Make sure application requirements and procedures are clear
- Candidates will apply per your instructions

Video conference interviewing
Contact our office at buscs@iastate.edu or (515) 294-2542 to make arrangements for interviews. Please note: virtual interviews are only available during normal business hours.

Contact our Recruiting Coordinator for assistance in getting started with any on-campus or off-campus recruiting options. You may utilize as many of the above services as you would like. We are here to help you connect with ISU alumni and current students. We are available to serve you year round.
What is the cost of the Business, Industry & Technology Career Fair?
$750.00/booth

What if I don’t remember my CyHire log-in information?
You can select “forgot password” to have a link sent to you to set up a new password.

What colleges use CyHire at Iowa State?
- Agriculture and Life Sciences
- Business
- Design
- Engineering
- Human Sciences
- Liberal Arts and Sciences
- Veterinary Medicine

What if my CyHire account does not include a service in which I would like to have access?
Email cyhire@iastate.edu to request an additional service such as job postings, on-campus recruiting, information sessions, and career fairs.

What if a student I’m interested in can’t apply to my OCI position in CyHire because they do not meet all the requirements?
Consider adjusting your position requirements for all applicants. If you would like only one exception to be made, contact our office (buscs@iastate.edu/ (515) 294-2542). We will ask for written communication from the student and the recruiter to show approval of the exception.

"Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Office of Equal Opportunity and Compliance, 3280 Beardshear Hall, (515) 294-7612."