

HireaHawk Tutorial

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We highly encourage you to start at STEP 1, especially if you are using HireaHawk for the first time. For continuous and return users, the Table of Contents should provide directions on which page/s cover which topics.

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STEP 1: LOGGING IN & COMPLETING YOUR PROFILE

Go to HireaHawk.com and click on **Students Log-In**. Enter your hawkid and password. This should take you to your HireaHawk homepage. If this goes to a registration page, please contact the Career Center at 319-335-1023 or sherry-rhinehart@uiowa.edu

POMERANT CAREER CENTER
for Leadership and Career Advancement

Start Here Students Employers Faculty Alumni Families

Home » Students » Search for Jobs & Internships

HireaHawk

HIREAHAWK.com

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 HireaHawk.com homepage).</p> <p>HireaHawk.com is FREE for students. Students can upload their resume, publish their resume in a resume book, log community involvement hours.</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> <p>Want to preview what's in HireaHawk before you access your</p>
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From your homepage, go to the **My Account** tab. Then select **Personal**, followed by **Academic**. Be sure to also complete the **Privacy** tab after clicking on **Personal**. Edit each area and complete some additional required fields.

Your profile should be updated with your new information each semester as not making these updates could cause you to become ineligible for certain jobs. When finished updating, click **Save Changes and Continue** on each page. Once this is done, you can move forward in the system to upload documents, search jobs etc.

STEP 2: ADDING DOCUMENTS

Once your profile is updated, it is time to add the necessary documents that allows you to apply for jobs within the system. Click on the **Documents** tab. To add documents, click **Add New & Pending**. From the next screen, you can upload resumes, cover letters, applications and other documents.

We highly encourage you to fill out a **General Student Employment Application** first (Follow STEP 3 below). Within HireaHawk, the first resume you submit needs to be approved (this usually takes 24-48 hours) by the Career Center to ensure you are meeting the minimum qualifications to market yourself effectively to employers. **You will need to have an application and/or resume uploaded to apply for jobs.** To upload a resume, cover letter, or additional document, click on **Add New** towards the bottom of the screen.

HIREA HAWK

Search

Home / Documents / Pending Documents

resumes

You can upload the following document types -

- Resume & Cover Letters - Please note that it can take up to 1 week for your resume to be reviewed. Before you upload your resume and to avoid a delay in getting your resume a PCC Career Guide - <http://careers.uiowa.edu/students/resumes>. You can also come in during walk-in hours for one on one help from a peer.
- Student Employment Application - There is a general Student Employment Application available under the Help tab - FAQ & Resources on the left. Employers might also have the
- Transcript - To upload transcripts, go to your ISIS account and copy and paste your grades into a word document. Or you can scan your official transcript and upload.
- Writing Samples and Other Documents - This could be a paper you have completed, references or a copy of your class schedule. Upload as requested by each employer.

APPROVED DOCUMENTS PENDING DOCUMENTS

No records found.

ADD NEW

Once you have begun to upload documents and you have an approved resume, your **Approved Documents** section should look similar to what you see below:

Documents

Approved

Add New & Pending

Events

Interviews

Employers

Surveys

Help

Calendar

My Account

You can upload the following document types -

Resume & Cover Letters - Please note that it can take up to 1 week for your resume to be reviewed. Before PCC Career Guide - <http://careers.uiowa.edu/students/resumes>. You can also come in during walk-in hours

Student Employment Application - There is a general Student Employment Application available under the

Transcript - To upload transcripts, go to your ISIS account and copy and paste your grades into a word document

Writing Samples and Other Documents - This could be a paper you have completed, references or a copy of

APPROVED DOCUMENTS

PENDING DOCUMENTS

5 Items

Resume 1 Approved

Resume

Last modified on July 02, 2014, 2:00 pm

Publication Compatible? yes

Cover Letter 1

Cover Letter

Last modified on July 02, 2014, 2:00 pm

Publication Compatible? yes

Resume

Resume

Last modified on June 08, 2015, 1:53 pm

STEP 3: STUDENT EMPLOYMENT APPLICATION

To upload a **Student Employment Application**, go to the **Help** tab and then click on **FAQ & Resources**. Here, you will find the Student Employment Application. Click on the link and download the file. Complete the application and save it to your computer before ultimately adding it to your **Documents** section.

The screenshot displays a web application interface. On the left is a dark sidebar menu with the following items: Home, Current Postings, Documents, Events, Interviews, Employers, Surveys, Help, FAQ & Resources, Calendar, and My Account. The 'FAQ & Resources' item is highlighted with a red box. The main content area shows a search bar with 'APPLY SEARCH' and 'MORE FILTERS' buttons. Below the search bar, it indicates 'Items 1-15 of 15'. A list of documents follows, each with a title and 'External URL' link. The document 'HireaHawk - STUDENT EMPLOYMENT APPLICATION' is highlighted with a red box. Its description reads: 'Instructions for Students - Save to your computer, complete and/or update and then go to your Documents tab to upload the document (be sure to save as...'

To add the application to your documents section following completion, go back to the **Documents** tab and click on **Add New & Pending**, then **Add New** towards the bottom of the screen.

Home / Documents / Pending Documents

resumes

You can upload the following document types -

- Resume & Cover Letters - Please note that it can take up to 1 week for your resume to be reviewed. Before you upload your resume and to avoid a delay in PCC Career Guide - <http://careers.uiowa.edu/students/resumes>. You can also come in during walk-in hours for one on one help from a peer.
- Student Employment Application - There is a general Student Employment Application available under the Help tab - FAQ & Resources on the left. Employe
- Transcript - To upload transcripts, go to your ISIS account and copy and paste your grades into a word document. Or you can scan your official transcript a
- Writing Samples and Other Documents - This could be a paper you have completed, references or a copy of your class schedule. Upload as requested by e

APPROVED DOCUMENTS PENDING DOCUMENTS

No records found.

ADD NEW

Be sure to change the **Document Type** to **Student Employment Application** and give it a **Label** when saving. If you upload multiple applications, be sure to save them with a different name.

Documents

Approved

Add New & Pending

Events

Interviews

Employers

Surveys

Help

Calendar

My Account

RESUMES

Did you know?
Having trouble uploading MS Word files? For immediate access to your documents, save them first in PDF format, then upload. For instructions to save a fil

SUBMIT CANCEL

* indicates a required field

Student Document

Label *

Document Type

Resume Cover Letter Unofficial Transcript Writing Sample Student Employment Application Other Documents

Maximum file size: 500kb

File *

Please select your document to upload.

Browse... No file selected.

STEP 4: SEARCHING FOR STUDENT EMPLOYMENT JOBS

Click on the **Current Postings** tab, then **Search & Apply**. To find Student Employment Jobs only, click on the **Student Employment** tab as seen below.

The screenshot shows the Hire a Hawk website interface. On the left is a dark sidebar with navigation options: Home, Current Postings (highlighted with a red box), Search & Apply (highlighted with a red box), My Applications - Job & Internship, My Applications - On-Campus Interview, Search More Jobs, Documents, Events, Interviews, Employers, Surveys, Help, Calendar, and My Account. The main content area has a search bar at the top and a breadcrumb trail: Home / Current Postings. Below this is the heading "job postings" and a blue informational box with a lightbulb icon. Underneath are four tabs: CURRENT POSTINGS, MY FAVORITES, MY APPLICATIONS, and EXPIRED JOBS. Below these are three filters: ALL POSITION TYPES, FULL TIME, and INTERNSHIP. The "STUDENT EMPLOYMENT" filter is highlighted with a red box. Below the filters is a search input field and a "SEARCH" button. At the bottom, there are filter tags: "Show Me: All Jobs & Interviews x", "Position Type: Student Employment x", and "Clear All". At the very bottom, it says "Items 1-20 of 382 (Results as of: Wednesday, May 04, 2016 | 9:25 am)".

Instead of scrolling through all 382 jobs that you see above, we recommend that you click on **Advanced Search** and select the criteria that is important to you. Focus on the **Position Type**, **Job Function** (You can select as many as are applicable), **Semester Student Employment Job is Available**, and **On-Campus Student Employment Job** sections. These are the categories that will directly relate to Student Employment. You can select as many or as few from each category as you would like.

SEARCH

Show Me: All Jobs & Interviews x Position Type: Student Employment x Clear All Save Search v Advanced Search v

Items 1-20 of 382 (Results as of: Wednesday, May 04, 2016 | 9:25 am)

Child Care Worker
Student Employment
MJSCCC @ Brookland Woods - Iowa City, Iowa

Server/Bartender/Host
Student Employment
Etre Restaurant Group - Iowa City, Iowa

server/bartender/host/food runner
Student Employment
Etre Restaurant Group - Iowa City, Iowa

Babysitter
Student Employment
Private Home - Coralville, Iowa

Coffee shop business manager **Not qualified**
Student Employment
UI-School of Social Work - Iowa City, Iowa

DJ/KJ
Student Employment
Star Entertainment - Iowa City, Iowa

Evening Copy Assistant
Student Employment
Iowa Young Writers' Studio - Iowa City, Iowa
Apply by May 6

Show Me: All Jobs & Interviews

Exclude Jobs I've Applied For: yes no

Majors/Concentrations: Check this box to search for records with no option selected

Jobs located within: U.S. jobs only (maximum 150 miles). miles of zip code:

Industry: [no selection], Academic/Education, Accounting, Agriculture, Animal/Veterinary Services, Architecture, Arts & Entertainment, Automotive, Aviation/Aerospace

Position Type: [no selection], Full Time, Internship, **Student Employment**, Volunteer

Job Function: **Administrative/Office/Support Services**, Advertising, Advocate, Analyst, Animal Care

Ignore National Jobs: yes no

Semester Student Employment Job is Available: [no selection], Spring 2015, Summer 2015, Fall 2015, Spring 2016, **Summer 2016**, Fall 2016, Spring 2017, Summer 2017

STEP 5: SAVING YOUR SEARCH

Once you search based on the criteria you selected from the **Advanced Search**, the matching jobs will pop-up. From there, click on Save Search as shown below, give your search a **Title**, and select how often you would like emails sent with **New results only**. This is a fantastic way of letting the system work for you.

SEARCH

Show Me: All Jobs & Interviews x Job Function: Administrative/Office/Support Ser... x Save Search v Advanced Search v

Job Function: Advertising x Job Function: Analyst x Position Type: Student Employment x

Semester Available: Summer 2016 x Semester Available: Fall 2016 x On Campus?: Yes x

Clear All

Items 1-20 of 20 (Results as of: Wednesday, May 04, 2016 | 9:36 am)

Coffee shop business manager **Not qualified**
Student Employment
UI-School of Social Work - Iowa City, Iowa

Office Assistant
Student Employment

Title: Fall 2016 Send via email: Every Other Day New results only: yes no SAVE

Summer 2015 Never yes no EDIT DELETE

STEP 6: APPLYING FOR JOBS

To view a position, click on the job title for more details.

Items 1-20 of 20 (Results as of: Wednesday, May 04, 2016 | 9:36 am) SORT BY: Date Posted

U Coffee shop business manager Not qualified
Student Employment
UI-School of Social Work - Iowa City, Iowa

U Office Assistant
Student Employment
UI-Political Science - Iowa City, Iowa

U Departmental Student Support Staff

Click on the **Apply** button to submit the requested documents. If you do not have any documents uploaded within your **Documents** tab, the **Apply** button will not be available. If you reach this point, please go back to **STEP 2** above. If the employer wants you to apply outside of the system, directions will be listed under **How to Apply** within the job posting.

The documents you need to submit will be listed as highlighted below. For the job below, the only requirement is the **Student Employment Application**. If more documents are needed, more tabs will be open. To select the appropriate document to submit, click the drop down box and select what applies. If you have multiple Student Employment Applications saved, you must make sure to select the correct one before submitting.

Did you know you can save a search and have the system email you when new opportunities match your criteria? To create a search, click on Advanced Search and enter your criteria and select search. Then, when your list is generated, click on Save Search and give your search a name and set how often you would like to be emailed.

U Office Assistant ★
Student Employment
UI-Political Science — Iowa City, Iowa

Position Type: Student Employment | Desired Class Level(s): Sophomore, Junior

Assist department staff with general office work: reception, r...

Location: Iowa City, Iowa

ID: 70170

Desired Major(s):

Apply Modal:

Application Instructions * indicates a required field

If no resumes are found, click on Add New to upload a resume. Your first resume must be approved before you can use it to apply for positions.

Student Employment Application *

Choose a Student Employment Application form to submit for this position

Student Employment Application

Notes

If you would like to add an optional personal note to the employer, please enter it here. This field is NOT required.

SUBMIT

APPLY

Important Dates

Posted On: April 29, 2016

Applications Accepted Until: May 31, 2016

Contact Information

Shawn Pitton
Administrator
341 Schaeffer Hall
Iowa City, Iowa 52242
United States

Related Resources

STEP 7: FOLLOWING YOUR APPLICATIONS

Once you start applying for jobs on HireaHawk, you can follow your applications by clicking on **My Applications**. One benefit of HireaHawk is that it automatically tracks your activity which helps you organize your applications and provides you a reminder about when you applied for each job.

Remember, it is always smart to apply for as many jobs as possible and not wait to hear back from one job before you apply to another. We encourage you to apply for as many jobs as you are interested in to provide yourself some possible options. **STEP 8** will provide you some information on how to follow-up with an employer about a job you have not heard back on.

The screenshot displays the 'My Applications' section of the HireaHawk interface. The left sidebar contains navigation options like 'Current Postings', 'Search & Apply', and 'My Applications - Job & Internship'. The main content area shows a list of job applications under the 'MY APPLICATIONS' tab. The first application is for 'CAMBUS Transit Coach Operator (Bus Driver) \$11.50/HR' at 'UI-CAMBUS', with a submission date of 'February 05, 2016, 5:45 pm'. The second application is for 'Main Library Service Desk & Circulation Services Student Assistant' at 'UI-Libraries', submitted on 'February 05, 2016, 5:19 pm'. The third is for 'Student Office Clerk' at 'UIHC-Procurement Services', submitted on 'February 04, 2016, 2:18 pm'. The fourth is for 'Kennel Assistant' at 'Animal Clinic, Inc.', submitted on 'January 25, 2016, 4:19 pm'. A 'SORT BY: Submitted On' dropdown menu is visible in the top right corner.

STEP 8: EMPLOYER FOLLOW-UP

Our philosophy for following up on job applications is to wait between 7-10 days after applying to follow-up with an employer about the status of your application. We suggest you follow-up with the employer via email during the 7-10 day time period.

Don't follow-up too soon as you want to give them some time to review the applications. Some employers may take longer with the hiring process depending on the number of applications they receive and how urgent they are to fill the position. This process will be great practice for when you begin to apply for internships or full-time jobs upon graduation.

To assist you, next is a template you can utilize to get you started with the follow-up email. Don't copy this word for word but use it as a guide.

Job Application Follow-Up Template Email

Dear Mr./Ms. “Name”,

My name is “Name” and I recently applied for the “name of position” job at “organization name” on “date”. I wanted to email you today to re-iterate my interest in the position and ask if there is any other information I can provide you about myself. “A sentence about why you are passionate about the job.” I thank you very much for your time and I look forward to being in touch with you in the near future.

Sincerely,

“YOUR NAME”

Bachelors of Science, Health Studies “Degree”

University of Iowa

319-555-5555 “Phone #”

Jon-Doe@uiowa.edu “Email”