

Searching Post-graduation Jobs, Internship Opportunities, and Student Employment in CyHire

Log into Your CyHire Account at <https://iastate.12twenty.com/Login>

- Sign in with your NetID and password
- If you have not logged into CyHire before, you will need to complete the required fields before proceeding

Search Job Postings:

- Click on 'All Job Opportunities' in the menu to the left of your screen
- Search by Employer, Job Title, or Keyword in the search box
- You can use the filters to search by 'Type of Job', 'Job Function', or 'Industry' to help you find relevant opportunities
- Click on 'Add Filter' for additional search criteria
- As you set search criteria, you will see the filters applied below the search box

The screenshot shows the search interface with a search bar containing the placeholder text "Employer, Job Title, or Keyword" and a magnifying glass icon. Below the search bar are four filter dropdown menus, each highlighted with a red box: "Job Status: Approved, Application Open", "City: Des Moines, IA, USA - 25 miles", "State", "Type of Job: Professional Post-Graduation J... (1 Total)", and "Job Function: Hospitality - Meeting, Convent... (1 Total)".

Create a Job Alert:

Creating a job alert allows results to be emailed to you on a regular basis instead of recreating your search each time.

- Ensure the appropriate search criteria have been set
- Click on 'Turn on email alerts for this search' to save the search criteria
- Name your search and select how often you would like to be notified
- Click "OK"

The screenshot shows a red bar with a button on the left that says "Turn on email alerts for this search" with a bell icon, and a link on the right that says "My Saved Searches & Alerts" with an upward-pointing arrow.

The screenshot shows a "Save Search" dialog box with a red header. It contains a "Saved Search Name*" field with the text "Saved Search 2024-07-30". Below this is a section titled "Notify me via email when there are new results" with three radio button options: "Weekly" (selected), "Daily", and "Disabled". At the bottom right are "Cancel" and "OK" buttons.