Creating a New User Account

The first step for all users is to create an account that allows access into the ISU Hiring System. This is a one-time process that will allow a user to log in again without having to create a new account.

From the navigation bar on the left side of the screen, select “Create User Account”.

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University employees responsible for initiating and/or approving vacancy advertisements and hiring decisions for Faculty, Mid-level, R&S and R&b base vacancies may submit a user account request for approval. Notification of approval will come by email when the account has been approved. Please fill in the following information and click on the Continue button to submit your account request:

Please make a note of your Username and Password. The Username and Password is what you will use to access the system in the future.

Click on the cancel button if you wish to return to the login page.

If you have questions regarding user accounts for this system, please email Recruitment & Employment or call 515-294-2036.

*Required information is denoted with an asterisk.
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• NOTE: Required fields have an “*” to the left of the field.

• Provide the information requested on screen and keep the following in mind as you create your user account:

  **User Name** - You may want to use your network user name.

  **Employee ID** – A link shows where to get this number from your ISU Card.

  **Receiving Emails** – Select if you would like to receive emails on the status of your vacancies.

  **Departments** – Select those departments for which you have the authority to initiate or view vacancies. Use the > key to select.

  **Requested User Type** – The selected type will be verified by Human Resources, but the types are defined as:

  • Hiring Supervisor – Range is limited to the vacancies he/she creates within a specified department(s).
  • Department Chair/Director – Range is limited to the vacancies initiated within a department or center (or similar organization made up of multiple work units and hiring supervisors).
  • Dean/Assistant Vice President/Vice Provost – Range is limited to the vacancies within a college or similar administrative unit that oversees multiple directors. Not all administrative units will have an Assistant Vice President level.
  • Vice President/Provost/Assistant to President – Range is limited to all colleges or administrative units that report to the President, Provost, or a Vice President.
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• Once you have completed the requested information, Click “Continue” at the bottom of the screen. You will need to confirm your submission by clicking “OK.”

• When the information is reviewed by the HRS Department for approval, you will be notified by email that your account is activated and you may begin using the online hiring process.

• After your user account has been approved, you will Log In as a user in the Online Hiring System.
Logging in as a User

• To begin using the Online Hiring System, Open your internet browser and enter www.iastatejobs.com/hr in the address bar.

Enter your approved User Name and Password. Click the Login button.
Logging in as a User

Options from this screen:

**VACANCIES**
- **View Active**: Displays vacancies that have been approved but not filled or withdrawn
- **View Pending**: Displays vacancies that have not yet been approved
- **View Historical**: Displays vacancies that have been filled or withdrawn

**CREATE NOTICE OF VACANCY**
- **From Template**: Displays options to create a NOV from pre-populated templates.
- **From Previous**: Displays options to create a NOV from a previous NOV

**ADMIN**
- **Home**: Returns to Active Vacancies page
- **Change Default View**: This menu option does not display to Hiring Supervisors. When displayed, it will allow a user to narrow or broaden their view of vacancies displayed. For example, department users can view all vacancies in their department or elect to change to ‘user’ view and view only those initiated by them. “Change Default View” is also used to review vacancies from departments outside the user’s normal view.
- **Change Password**: You can change your password anytime.
- **Logout**