# HANDSHAKE - POST AN ON CAMPUS JOB AT CSUSM

**Create a Handshake Profile**

1. Go to csusm.joinhandshake.com
2. Click on "**No account? Sign up here**"
3. Click on "**Create an employer account**"

No account? Sign up here.

## Create your student or alumni account

Start exploring relevant jobs and internships today. No experience required.

Not a student or alumni? Create an employer account

California State University--San Marcos

Student Login →

You can also sign in with your email address.
(Please use your .edu address, if applicable.)

4. Fill out the fields requested.

   ➢ *It is critical to register using your **csusm.edu** email address*
   ➢ Password must be 9 characters long and contain at least two of: letters, numbers, or other characters.

5. Then click "**Sign up**".

### Sign up as an Employer

First Name          Last Name

Email Address (use your work email)

Password            Confirm Password

Phone Number

Job Title

**Sign Up**

6. Select what type of students you wish to recruit

   ➢ Select **all** options so it will not limit what type of students will be able to apply to your jobs.

   *(If you wish to specify your need for a certain major or class year, you will have the chance to do this in a later field).*

   ➢ Select your "Alma Mater and Graduation Year"

### Welcome to Handshake
Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

- [ ] Agriculture, Food & Horticulture
- [ ] Arts & Design
- [ ] Business, Entrepreneurship & Human Resources
- [ ] Civics & Government
- [ ] Communications
- [ ] Computer Science, Information Systems & Technology
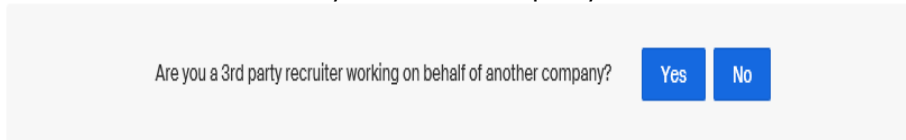
Add your Alma Mater

School Name          Graduation Year

Select School        2019

- [ ] My school is not listed, let me type my own

Add another Alma Mater

**Next: Employer Guidelines**

7. Then click "**Next: Employer Guidelines**".

8. Click "**No**" when asked if you are a third-party recruiter.

Are you a 3rd party recruiter working on behalf of another company?  Yes  No

9. Then click "**Next: Confirm your email**"
10. Handshake will send you a verification email to the email you provided. Verify your account by clicking "**Confirm Email**" upon receiving it.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

11. After confirming your email, Handshake should prompt you to connect with your employer/company or create a new employer/company account.
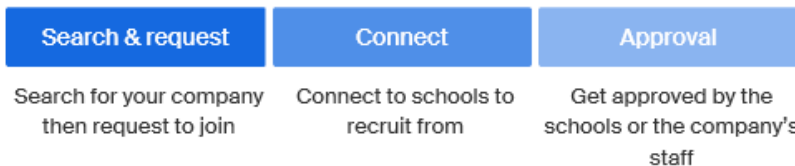
Find and join your company

Search for your company    Search

Are you a part of a division within this company?
No problem. First join this company, and then you'll be able to set up your division within it.

Can't find your company?

**Create New Company**

① ② ③

| Search & request | Connect | Approval |
|---|---|---|
| Search for your company then request to join | Connect to schools to recruit from | Get approved by the schools or the company's staff |

> If your employer/company is listed select "**Request**" to join that company
>> Then click "**Next**"
>> Only the account manager for that company will approve your request.

> If your company is not listed then "**Create New Company**"
> **\*IMPORTANT NAMING CONVENTION INFORMATION**:
>> Follow the CSUSM naming convention (as shown below):
>>> **CSUSM – Department** – Sub-Department (only if applicable)
>> \***Please note:** The first person to register their company will then become responsible for approving any other users who want to join that specific company.
>>> 1. Fill out your company profile
>>>> Company Name
>>>>> **List as the CSUSM naming convention** or it will not be approved.
>>>> Company Logo
>>>> Banner Image
>>>>> Employer Logo & Banner Guide
>>>> Industry
>>>>> Select "**Higher Education**"
>>>> Website

# Handshake - Post an on Campus Job at CSUSM

> - **Department Website**
> - Location
>   - **333 S Twin Oaks Valley Rd S, San Marcos, California 92078, United States**
> - Description
> - Company Size
>   - Choose one of the given options
> - Public Email
>   - Not needed

2. On the next page to Connect with Schools
   - Only connect with California State University--San Marcos
3. Finally Click **"Next"**

To add/update additional information please go to your "**Company Settings**"

<mark>Once your company is approved, you will be able to post jobs.</mark>

**Read below for information on POSTING A JOB once your company has been approved**

# HANDSHAKE - POST AN ON CAMPUS JOB AT CSUSM

**Post a Job**

1. If you are not signed in already, go to csusm.joinhandshake.com
2. Select "Post a Job" from the home page
3. Fill out the requested information:

   **Basics:**
   a. Job Title
   b. Where should students submit their application?
      ➢ Select "**Apply in Handshake**"
   c. Choose if you'd like your contact information shown
   d. Select "**On-Campus Student Employment**" as Job Type
   e. Select "**Part-Time**" for Employment Type
   f. Select "**Temporary/Seasonal**" and the start and end date
   g. Work study position
      ➢ ***Feature temporarily unavailable*** Select "**No**"
      ➢ If you are searching for students who are eligible for work-study, please include it in the job description
   h. Click "**Next**" at the bottom of the screen

   **Details:**
   i. Add your position description
   j. Add job function
   k. Add how many students do you expect to hire
   l. Add salary range
   m. Job location
      ➢ Must be the university physical address
         ➢ 333 S Twin Oaks Valley Rd S, San Marcos, California 92078, United States
   n. Specify which documents you will require the student submit via Handshake to apply
      ➢ Please note: The CSUSM Application for Student Employment is not required. If you would like to require it, please specify it in additional documents and include the link. The application is available on the Career Center website under the Handshake Login Page.
   o. Click "**Next**" at the bottom of the screen

   **Preferences:**
   p. Choose graduation date range (if applicable)
   q. Select school years
   r. Add minimum GPA
   s. Select majors
   t. Select Applicant Packages
   u. Click "**Next**" at the bottom of the screen

   **Schools:**
   v. Select the school (CSUSM) you would like your posting to appear on
   w. Do **not** select to interview on campus
      ➢ This feature is only applicable for employers who want to use the Career Center interview rooms during interview season.
   x. Choose the "Apply Start Date" and "Expiration Date" of your posting
   y. Finally click "**Save Changes**"
4. Once your job posting is reviewed, you will receive notification that it is posted and available.

*Questions about posting jobs? Contact the Career Center at 760-750-4902 or careers@csusm.edu*