

# Quick Guide for CSUSB departments



# Handshake



## Index Links

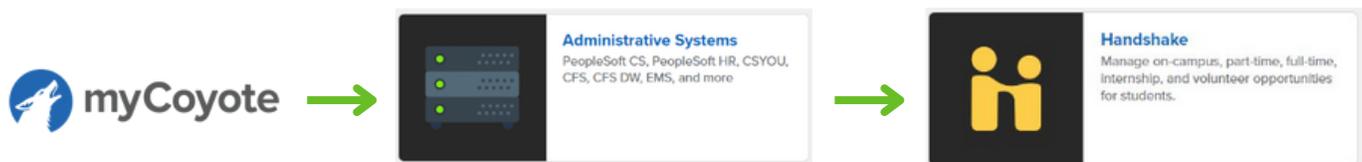
[Create Your On-Campus Employer Account](#)

[Click here to check On-Campus Employer Guidelines & How to post a job on Handshake](#)

# Creating Your On-Campus Employer Handshake Account

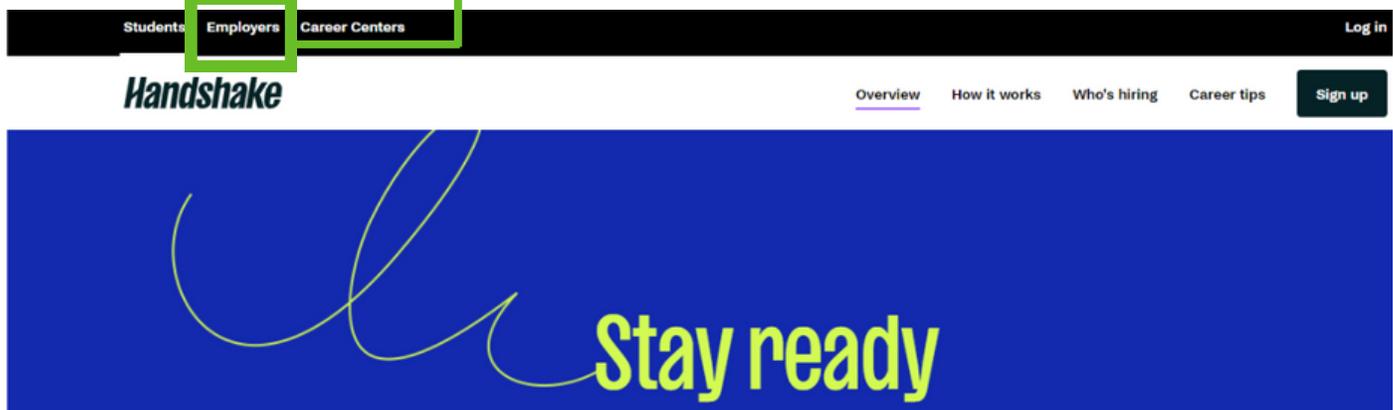
## Step 1

Go to **MyCoyote portal** (Staff Menu, Administrative Systems and then click on Handshake).



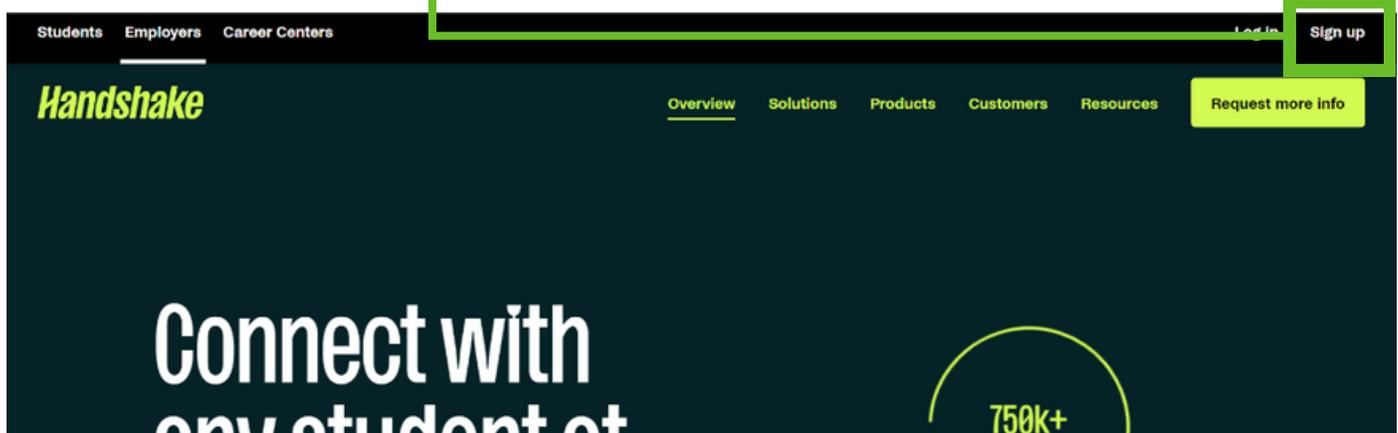
## Step 2

Click on "Employers".



## Step 3

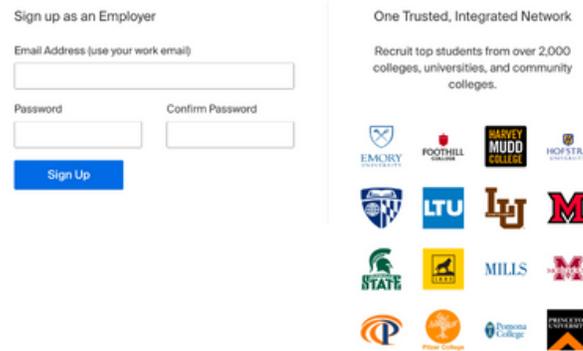
Click on "Sign Up".



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## Step 4

Enter your **CSUSB email address** and a **password** to Sign Up.



Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

Sign Up

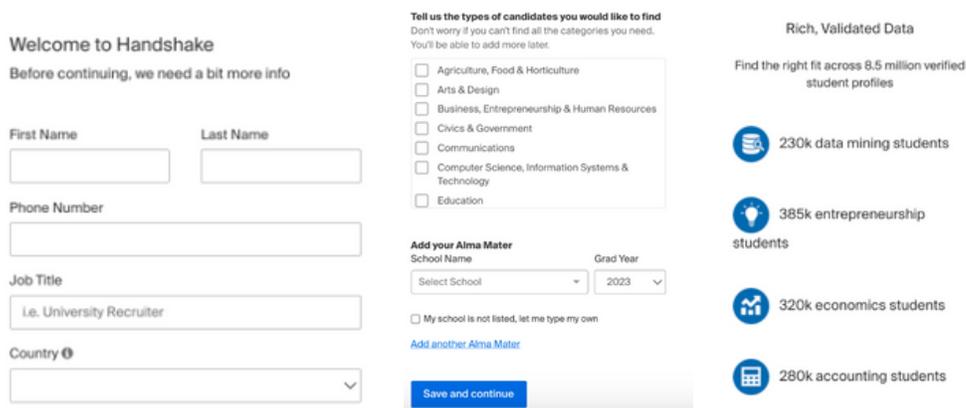
One Trusted, Integrated Network

Recruit top students from over 2,000 colleges, universities, and community colleges.

Logos of partner institutions: EMERY COLLEGE, Foothill College, HARVEY MUDD COLLEGE, HOFSTRA UNIVERSITY, LTU, IUPUI, M, STATE, MILLS, and others.

## Step 5

Enter the following information: such as Name, Last Name, CSUSB phone number, etc. Click **Save and continue**.



Welcome to Handshake

Before continuing, we need a bit more info

First Name Last Name

Phone Number

Job Title  
i.e. University Recruiter

Country

Tell us the types of candidates you would like to find  
Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civics & Government
- Communications
- Computer Science, Information Systems & Technology
- Education

Add your Alma Mater

School Name Grad Year

Select School 2023

My school is not listed, let me type my own

[Add another Alma Mater](#)

Save and continue

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

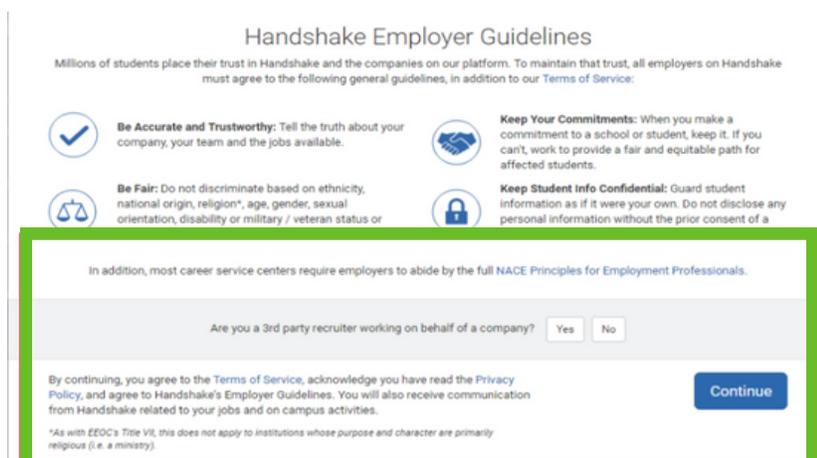
- 230k data mining students
- 385k entrepreneurship students
- 320k economics students
- 280k accounting students

## Step 6

**Review** the **guidelines** and linked **resources** before you proceed. **Select "no"** since you are not a 3rd party recruiting agency and then **click continue**.

According to Handshake, a third party recruiter is:

1. An employer who is hiring or posting jobs for a company other than the one they work for.
2. An employer who is hiring or posting jobs, but the pay/salary is provided by another company.
3. An employer who is hiring or posting jobs for both the company they work for and another company.



Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#):

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion\*, age, gender, sexual orientation, disability or military / veteran status or
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

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

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

Continue

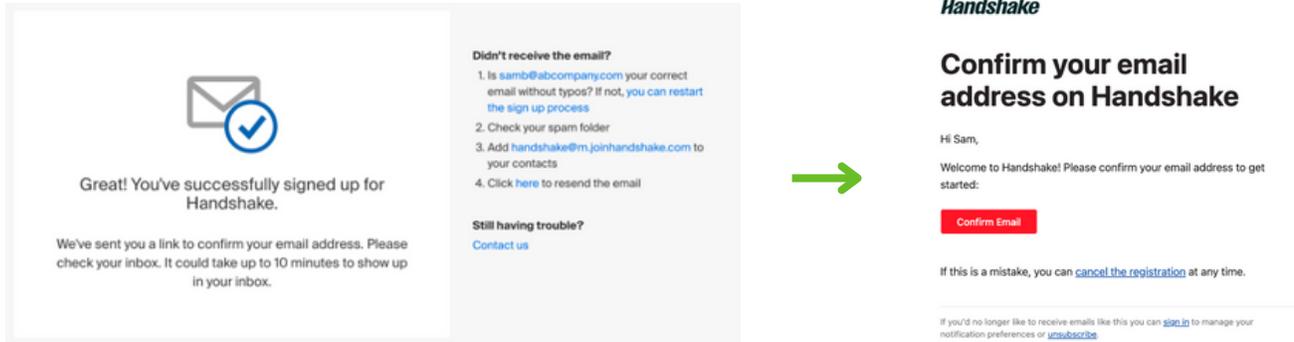
\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

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## Step 7

Verify your account via the email address you used to sign-up. The email should arrive in 10 minutes with a link to confirm your account.

From here, you'll be **redirected to Handshake** to find and join your company, or create a new company profile.

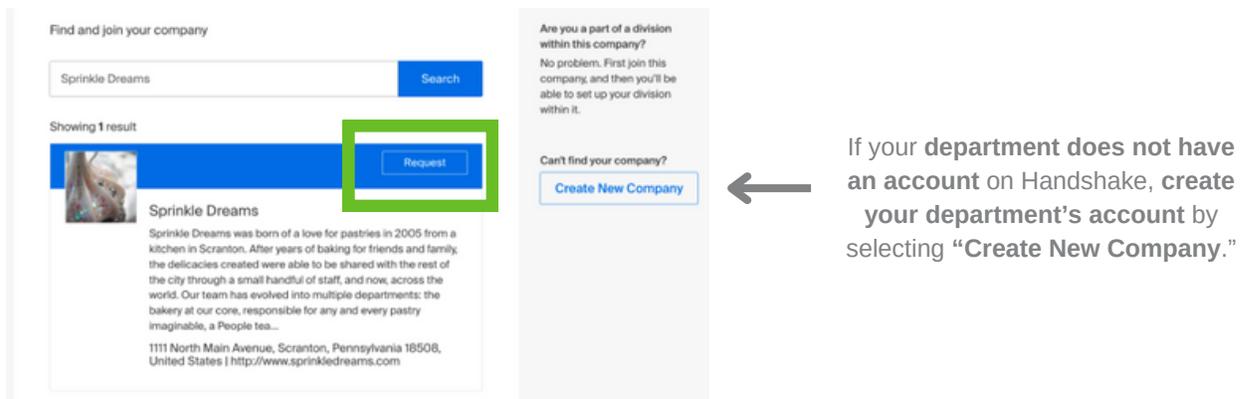


## Step 8

Enter the **name of your department** in the search engine.

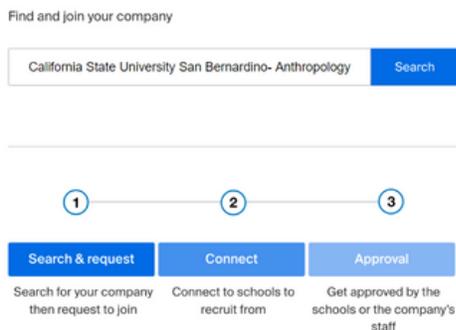
- If your department does not populate in the given list, double check with the **Student Employment** office or the **Career Center**.
- If your department does populate in the given list, find your department and select **"Request."**

Your department's account owner will review/approve your request.



## Step 9

Once you've requested to join an existing company (department) **or** created a new company (department) profile. Click **Finish**.



The **Career Center** will review your company (department) profile for verification within **2-3 business days**. Once verified, the department can now create their job posting for review by the **Student Employment Office**.

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## Questions? Reach out to us!

 (909) 537-5250

 [careercenter@csusb.edu](mailto:careercenter@csusb.edu)

 <https://www.csusb.edu/career-center>

      @csusbcareer

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5500 University Parkway. San Bernardino, CA 92407

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