Quick Guide for CSUSB departments

Handshake

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Create Your On-Campus Employer Account

Click here to check On-Campus Employer Guidelines & How to post a job on Hanshake
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".
Step 4
Enter your **CSUSB email address** and a **password** to Sign Up.

Step 5
Enter the following information: such as Name, Last Name, CSUSB phone number, etc. Click **Save and continue**.

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.
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.
Questions? Reach out to us!

(909) 537-5250

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

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