Create a **CSUSB department Handshake profile** and learn how to post **on-campus jobs** in

H *Handshake*

Welcome & Mission Statement

Hello and thank you for choosing to engage with our students and providing them with on-campus employment. The Career Center is an entity that provides services that enhance the professional development of CSUSB students and alumni, such as career counseling, workshops, and career/personality assessments. Furthermore, we promote and tailor events for our student body to gain opportunities to enrich their personal and professional goals.

CSUSB Handshake is an online platform that offers nation-wide internships, jobs, and volunteer opportunities. Additionally, this platform can be used by our own on-campus departments, allowing for the opportunity to connect with the student population about on-campus employment opportunities. In addition, on-campus employers have access to Career Center Resources that can be shared with current students and alumni.

Lastly, department employers have the ability to post on-campus jobs and share necessary qualifications to meet the department's needs. CSUSB Handshake allows departments to streamline their hiring process, as well as the student experience. Respectively, this allows students to connect with on-campus opportunities that best align with their career aspirations.

Mission statement

The Career Center at California State University, San Bernardino empowers students and recent alumni to develop a lifelong skillset for an ever-changing labor market through exploration, programming, and experiential learning opportunities to meet their personal and professional goals.

On-Campus Employer Guidelines

On-Campus Job Guidelines

Key Guidelines	Job Posting Qualifications
To align with CSUSB branding, please do not change your department name or format. Contact the Career Center if you have any questions regarding your department name X75250 or CareerCenter@csusb.edu Positions will be assigned an expiration date Maximum of 6 months past the posting date Work-Study positions will not be posted until supervisor has completed appropriate training provided by Student Financing.	• Position Title • Selections from the "Job Functions" field • A clear job description • Candidate requirements • Compensation of at least minimum wage

Please note the following:

The Student Employment and Career Center staff reserves the right to determine posting eligibility by reviewing each description and declining unsuitable for students or if critical information is missing (i.e., job description, pay, qualifications.)

Submitted on-campus jobs will be approved by the office of student employment within 48 hours.

IMPORTANT: Your employer account is shared with your department and you are responsible for managing your contacts and postings.
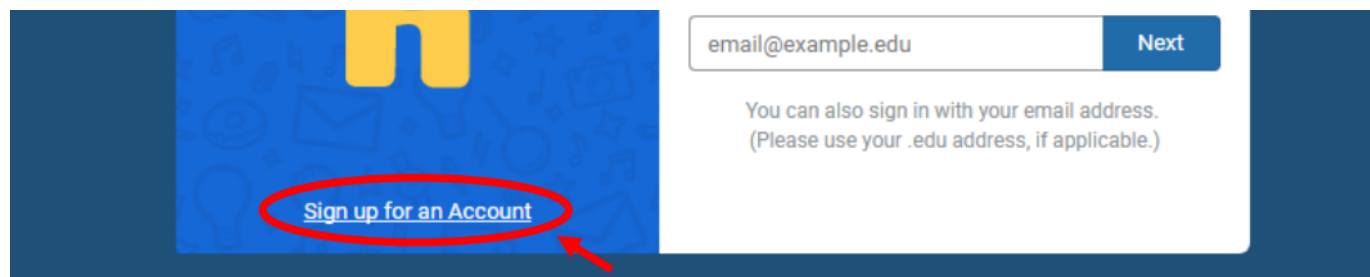
Creating Your On-Campus Department Account

On-Campus Employer Account Tutorial

Below are instructions on how to construct your on-campus employer account:

Step 1
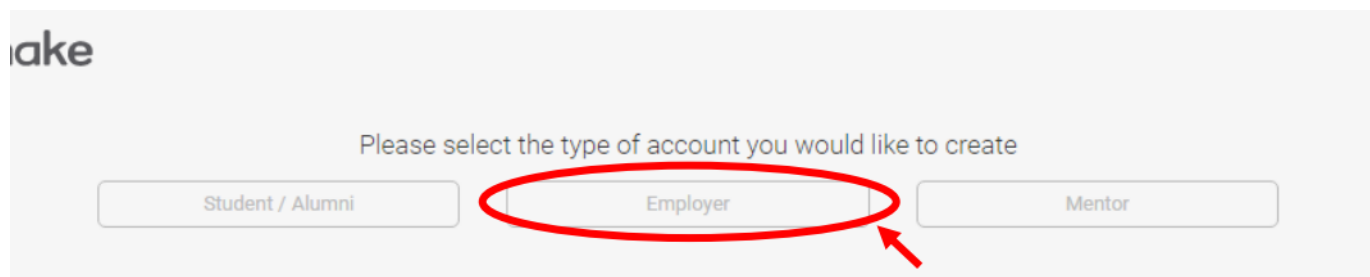
Go to **https://csusb.joinhandshake.com/login** and click on "**Sign up for an account**."

Step 2
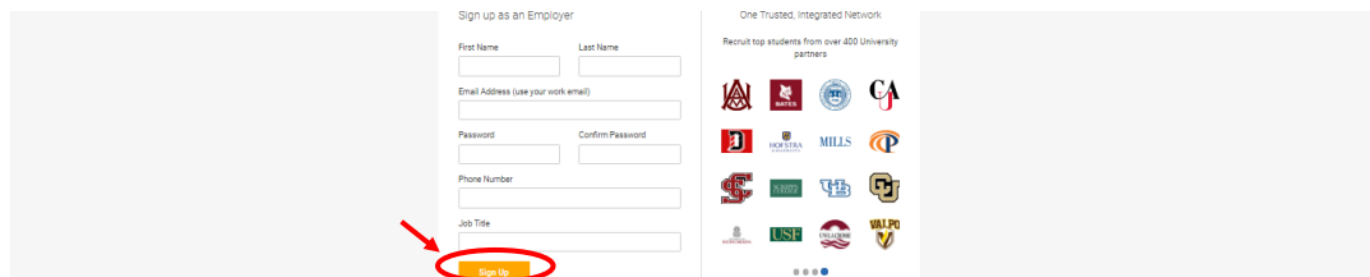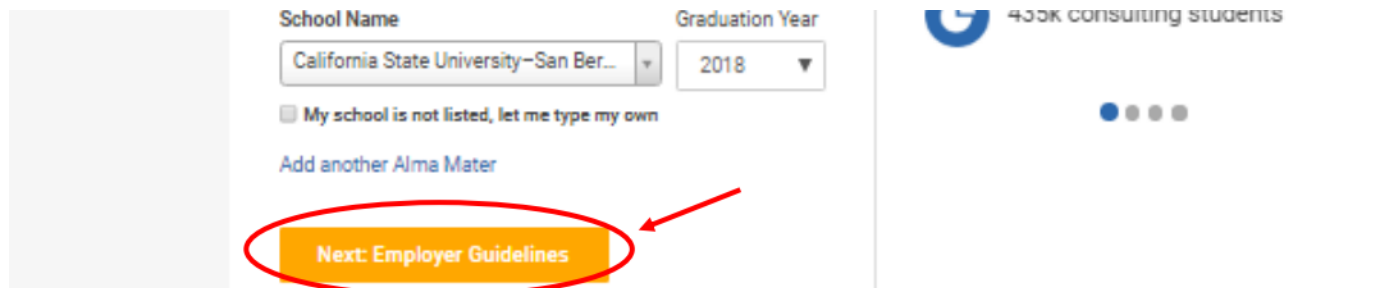
Select "**Employer**" as your account type.

Step 3

Please fill out the following: First Name, Last Name, email, password, password confirmation and phone number in the appropriate fields. When you are finished, select the yellow "Sign Up."

Step 4

Select the occupational groups you wish to recruit students from, along with indicating your alma mater. When you are finished, select "Next: Employer Guidelines."

Step 5
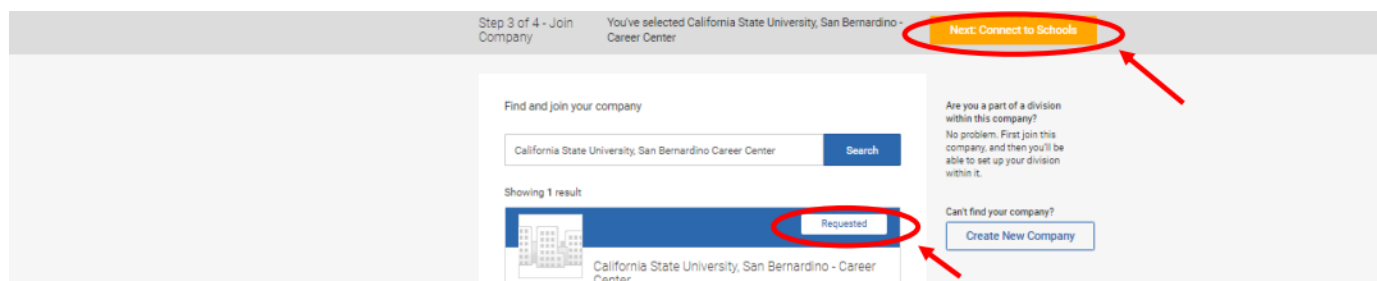
Read over the Employer Guidelines and select "No" if you are not a 3rd party recruiter. After you have read the necessary guidelines, terms of service and privacy policies, select "Confirm Email." An **email verification** will be sent to the email used in Step 3.

Step 6 - A

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 it is not found by either department, proceed to Step 6b. If your department does populate in the given list, find your department and select "Request." Then select "**Next: Connect with Schools**" on the top right hand corner. Proceed to Step 8 to connect with CSUSB.

Step 6 - B

If your department does not have an account on Handshake, create your department's account by selecting "**Create New Company**." Proceed to Step 7
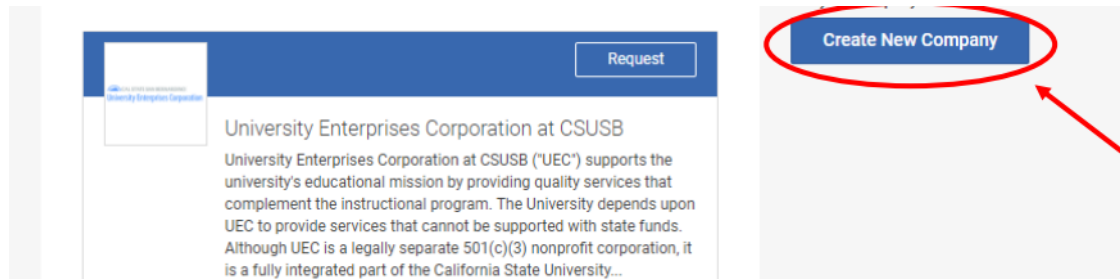

Step 7

Please **fill in the required fields** as completely as possible in order to complete your department's profile. When providing the department's name, type using the following format: "California State University, San Bernardino - [Department Name]." Proceed to Step 8.
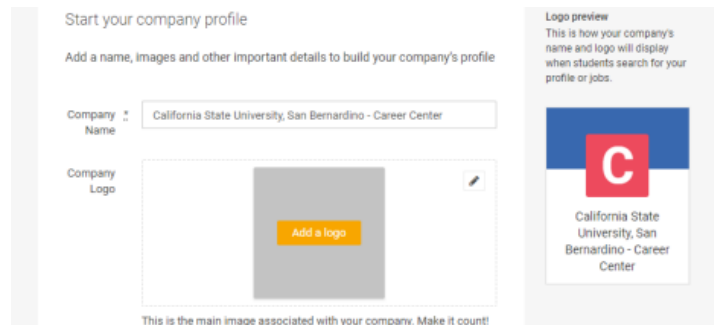
Step 8

To connect with CSUSB, **search for "California State University, San Bernardino"** in the search engine. Once you select the campus, select "Finish" and wait for approval or call the Student Employment Office for account verification. Once verified, the department will have the ability to post jobs and view applicants.
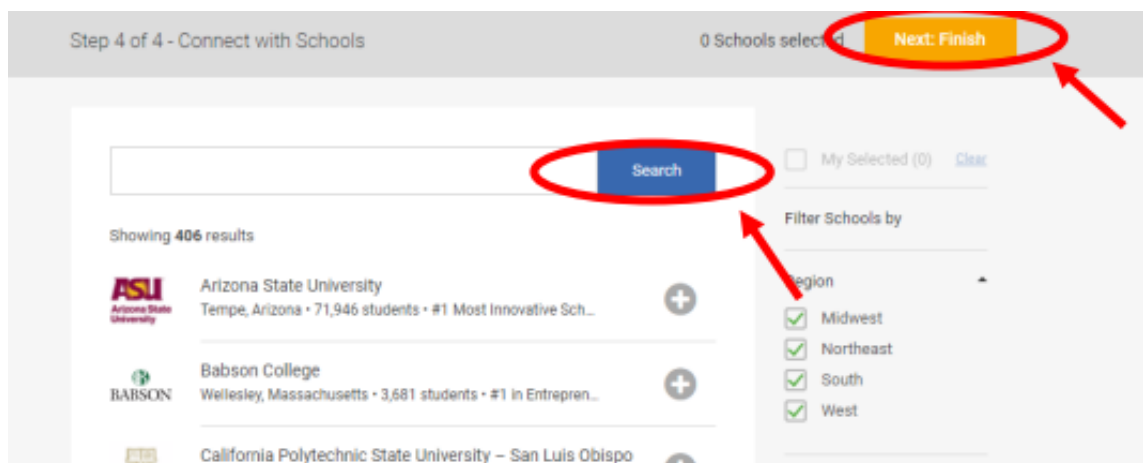
Posting a Job on Handshake

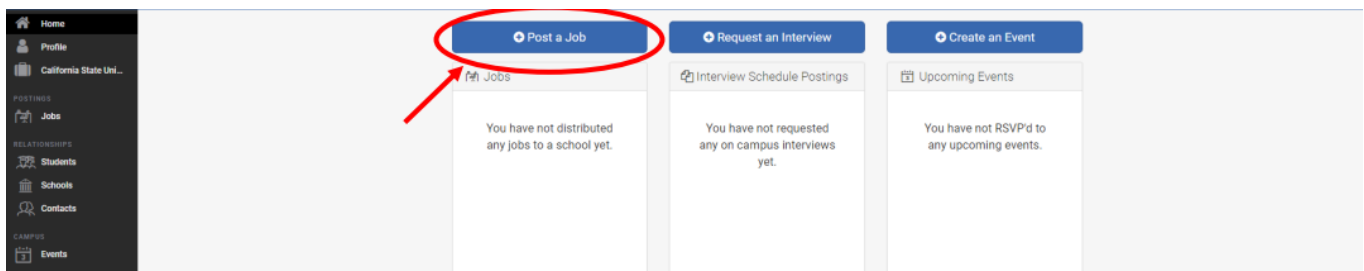Below are instructions on how to post an on-campus job on Handshake:

Step 1

Go to **https://csusb.joinhandshake.com/login** and log into your Handshake accoun.t
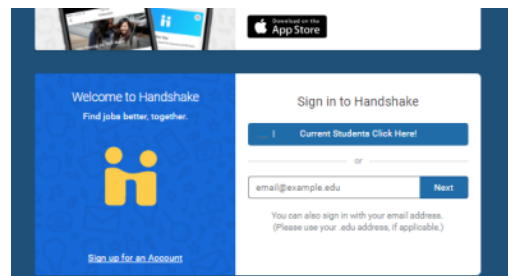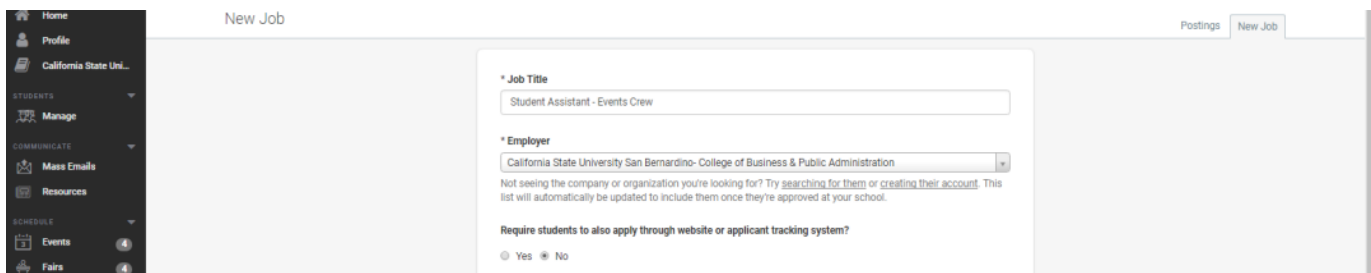

Step 2

On the Handshake homepage, select the tab that is labeled "**Post a Job**" on the top of the page to create your job posting.
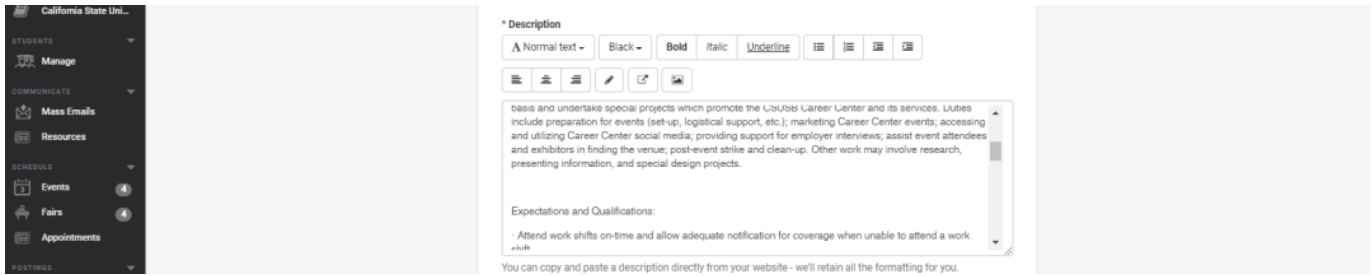

Step 3

Follow each prompt and **answer all 11 questions** to accurately represent each qualification for the on-campus job posting. Make sure to select the "**On-Campus Student Employment**" job type.

Step 4
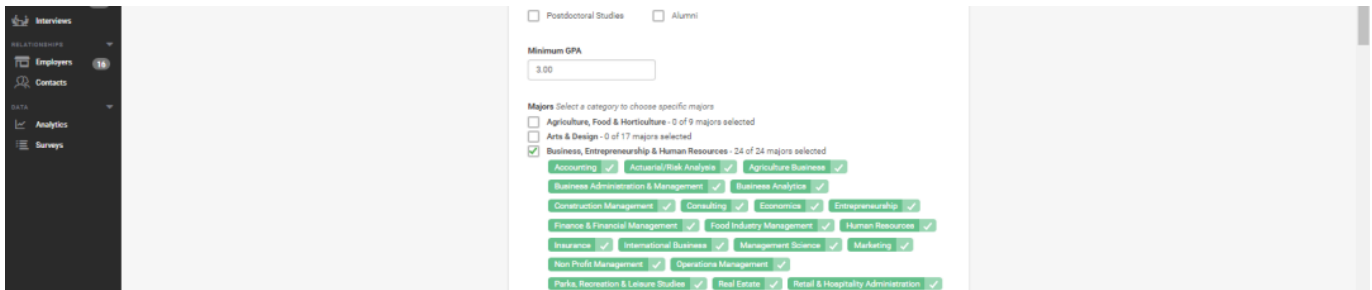
Follow each prompt and **answer all 5 questions** that require specific details about the job, such as the salary/pay rate, job functions, and required documents.
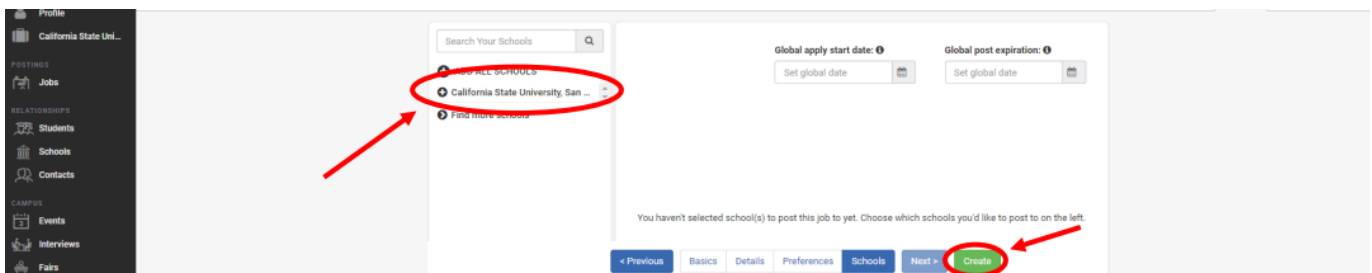

Step 5

Follow and answer each prompt that specifies your student applicant preferences for the on–campus job position, which includes the preferred school year, GPA and major(s).

Step 6

Select "California State University, San Bernardino" from the list on the left by selecting the plus (+) sign, which will add the job to the CSUSB job listing. When you are finished, select the green "Create" button to finalize the job posting. A **Student Employment Staff member will then review your job posting** and once it is fully reviewed, you will then receive an email confirming that your job posting has been approved. The job posting will now be visible to all CSUSB students.

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Career Center

Questions? Reach out to us!

📞 (909) **537-5250**

✉️ **careercenter@csusb.edu**

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

f ⓘ 🐦 ♪ ▶ in **@csusbcareer**

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