

Quick Guide for CSUSB departments



Handshake




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 (909) 537-5250

      @csusbcareer

 careercenter@csusb.edu

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

Santos Manuel Student Union (SMSU) South - Room 112
5500 University Parkway. San Bernardino, CA 92407

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.



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On-Campus Employer Guidelines

On-Campus Job Guidelines

Key Guidelines	Job Posting Qualifications
<p>To align with CSUSB branding, please do not change your department name or format.</p> <p>Contact the Career Center if you have any questions regarding your department name CareerCenter@csusb.edu</p> <ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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 1-3 business days.

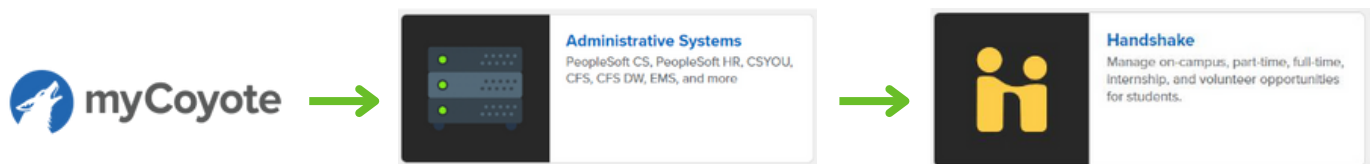
IMPORTANT: Your employer account is shared with your department and you are responsible for managing your contacts and postings.

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Creating Your On-Campus Employer Handshake Account

Step 1

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



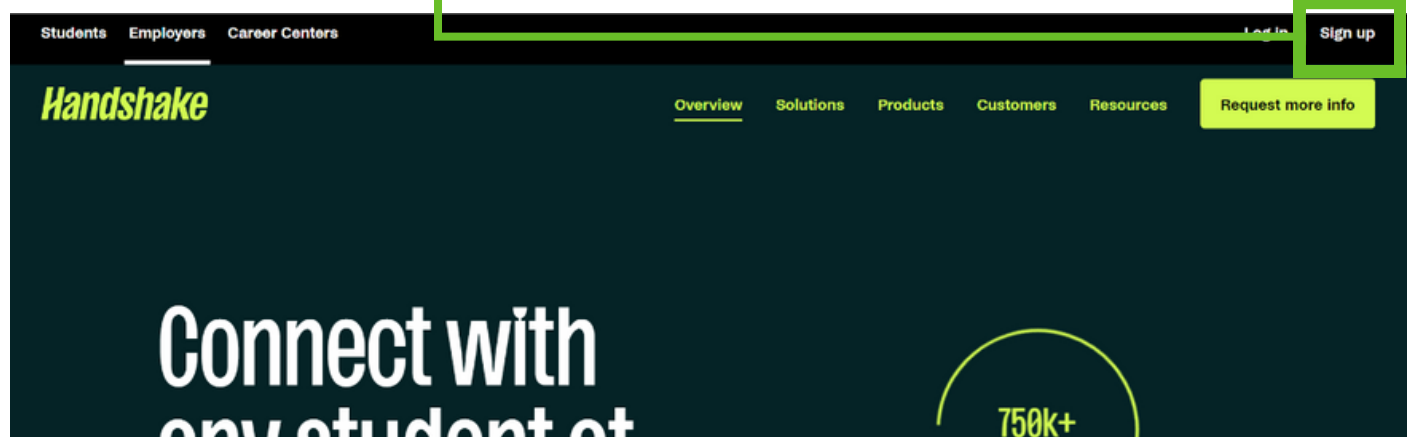
Step 2

Click on "Employers".



Step 3

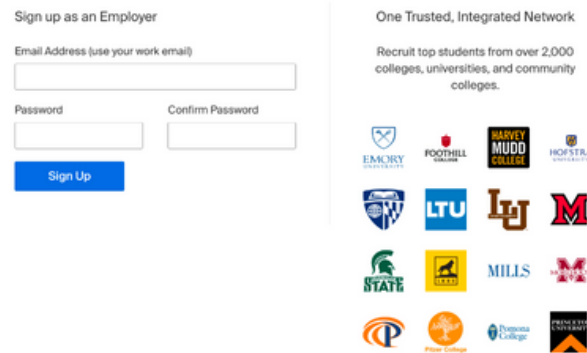
Click on "Sign Up".



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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

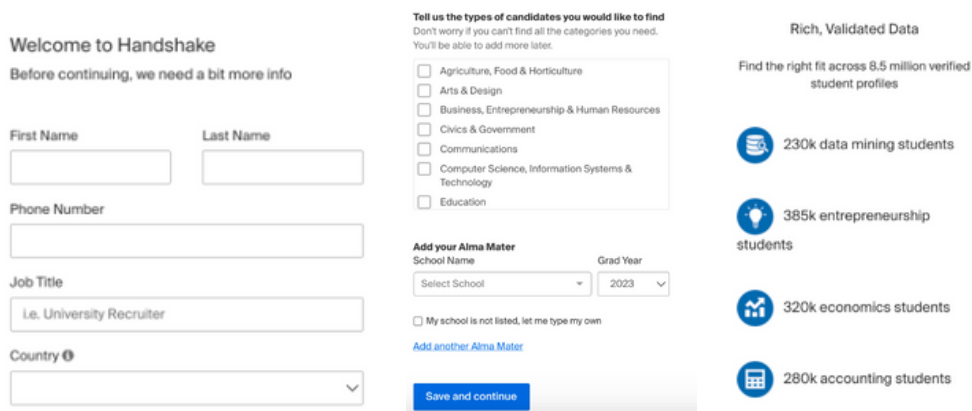
One Trusted, Integrated Network

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

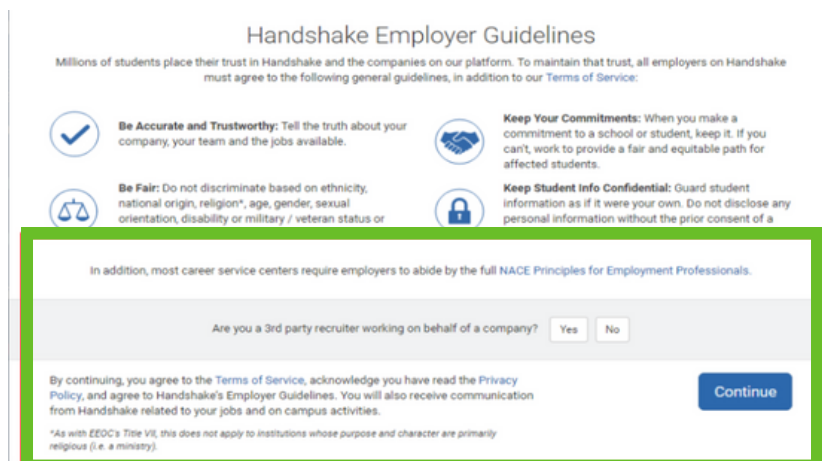
- 230k data mining students
- 385k entrepreneurship students
- 320k economics students
- 280k accounting students

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

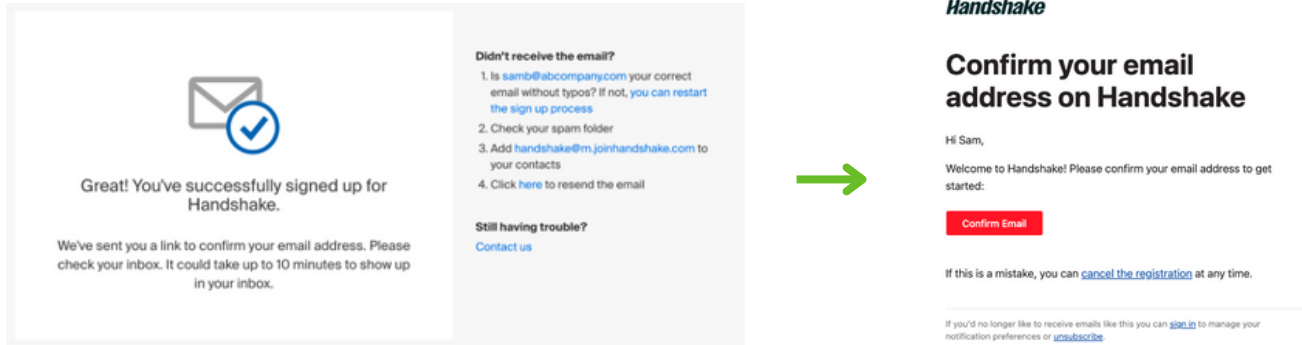
*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

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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.



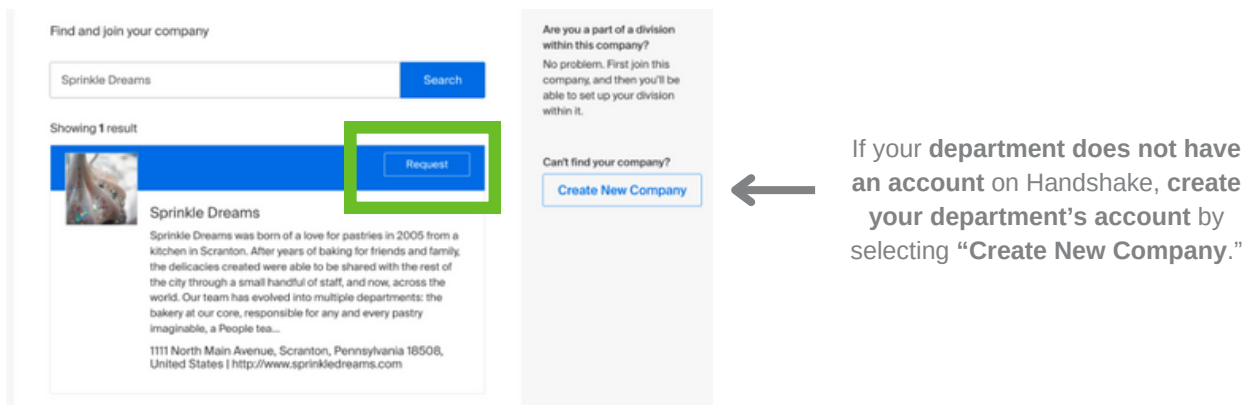
Step 8

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**.

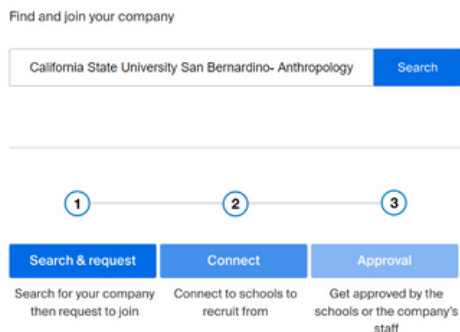
- If your department does populate in the given list, find your department and select **"Request."**

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**.

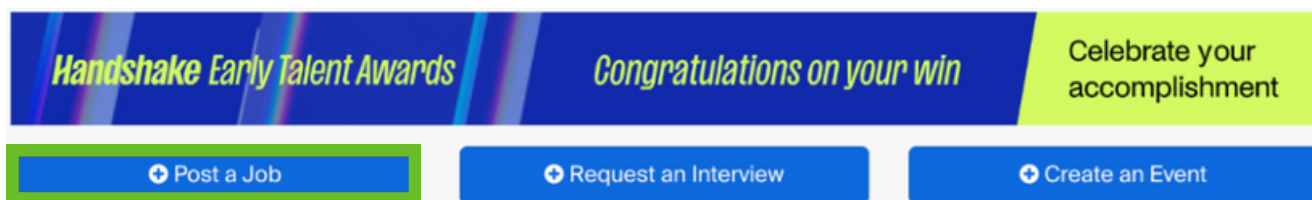
Once verified, the department can now create their job posting for review by the **Student Employment Office**.

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Posting a Job on Handshake

Step 1

Log in to your **Employer Handshake Account** and select **Post a Job**.



Step 2

Add **job posting details**. Then click **“Save”** and your job posting will be created.

Where should students submit their application?

Apply in Handshake
 Apply through external system

Job title
Student Assistant

Company Division (optional)
Select a division

Job Type

Internship
 Cooperative Education
 Experiential Learning
 On Campus Student Employment
 Fellowship
 Graduate School
 Job
 Volunteer

Employment Type

Full-Time
 Part-Time

Duration

Permanent
 Temporary / Seasonal

Start date
yyyy-mm-dd

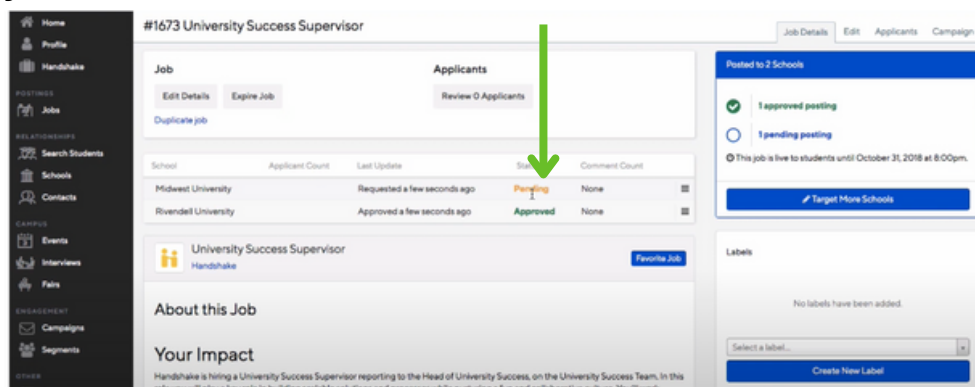
End date
yyyy-mm-dd

Is this a Work Study job?
Work study jobs are for eligible students only.

Yes
 No

Step 3

Student Employment **will review** your **pending on-campus** job posting within **2-3 business days**.




*If you need further assistance, feel free to call **Student Employment** at **(909) 537- 5225** or email at **student.employment@csusb.edu**

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Questions? Reach out to us!

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