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.
### Key Guidelines

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 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.

### Job Posting Qualifications

- 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.
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.

![Sign up as an Employer](image1.png)

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

![Handshake](image2.png)

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.
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.

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
Questions? Reach out to us!

(909) 537-5250

careercenter@csusb.edu

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

@csusbcareer

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