

# Quick Guide for CSUSB departments



# Handshake



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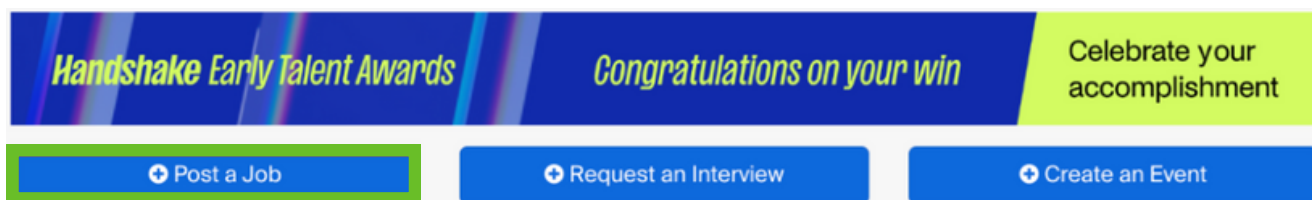
[Posting a Job on Handshake](#)

[Click here to check On-Campus Employer Guidelines & How to create your On-Campus Employer Account](#)

# 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

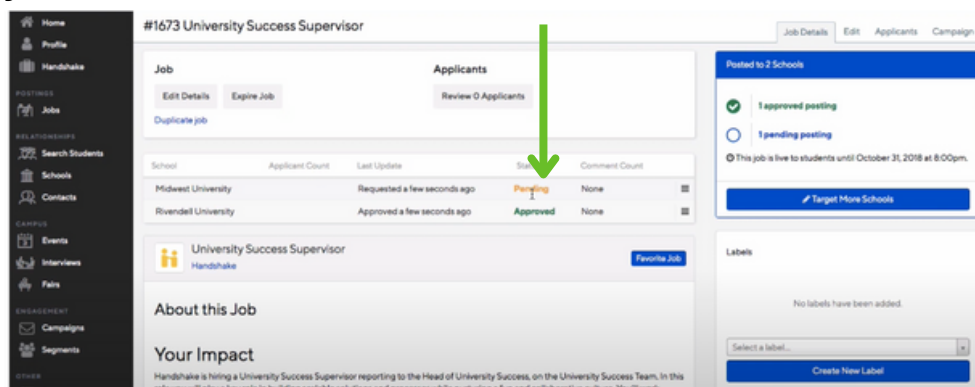
End date  
yyyy-mm-dd

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!

 (909) 537-5250

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

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

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