

Index Links

Posting a Job on Handshake

<u>Click here to check On-Campus Employer Guidelines &</u> <u>How to create your On-Campus Employer Account</u>



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

Posting a Job on Handshake

Step 1

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

Handshake Early Talent Award	ts			Celebrate your accomplishment
Post a Job		Request an Interview		Create an Event

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	Employment Type O Full-Time Part-Time	
Job title	Duration	
Student Assistant	O Permanent	
Company Division (optional)	Temporary / Seasonal	
Select a division +	Start date	End date
	yyyy-mm-dd	yyyy-mm-dd
Job Type		
Internship		
 Cooperative Education 	Is this a Work Study job?	
 Experiential Learning 	Work study jobs are for eligible students only.	
On Campus Student Employment	O Yes	
O Fellowship	No	
O Graduate School		
doL O		
O Volunteer		

Step 3

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

🖹 Handshaka	Job	Applicants				Pasted to 2 Schools	
	Edit Details Expire Job	Review O Ap	plicants				
elot (Duplicate job		_			1 approved posting	
			_			1 pending posting	
💯 Search Students	School Applicant Cour	t Last Update		Comment Count		O This job is live to students until October 31, 2018 at 8.0	
E Schools					-		
Contects	Midwest University	Requested a few seconds ago	Pending	None	-	✓ Target More Schools	
	Rivendell University	Approved a few seconds ago	Approved	None	-		
Drents							
j Interviews	University Success Super-	visor		Favor	doL ed	Labels	
, Fairs							
	About this Job					No labels have been added.	
Campaigna	About this Job						
						Select a label	
E Segments	Your Impact					Detect & Hotel.	

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

<u>Back to index</u>



Career Center

Questions? Reach out to us!

(909) **537-5250**



careercenter@csusb.edu



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

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Back to index