



handshake

CSUSB

Creating a CSUSB department Handshake profile
and on-campus job posting instructions



WE DEFINE THE *Future*

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Welcome

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
<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 X75250 or CareerCenter@csusb.edu</p> <p>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</p>	<p>Position Title</p> <p>Selections from the “Job Functions” field</p> <p>A clear job description</p> <p>Candidate requirements</p> <p>Compensation of at least minimum wage</p>

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.

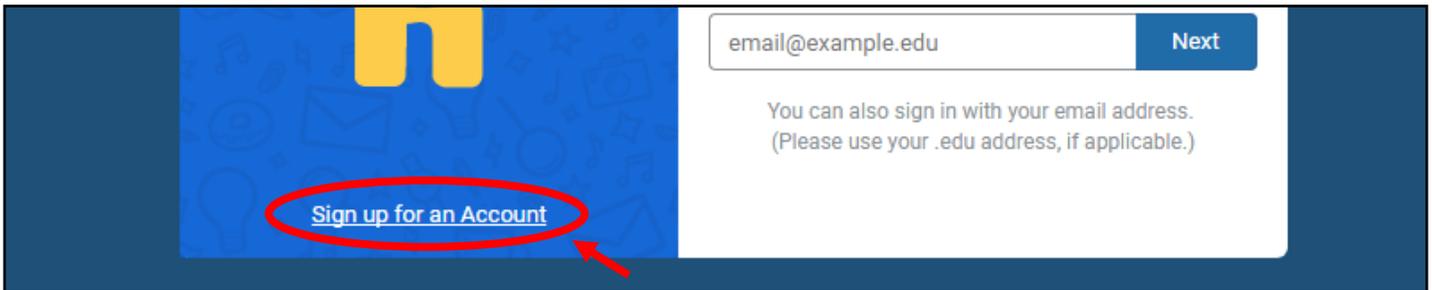
Creating Your On-Campus Department Account

On-Campus Employer Account Tutorial

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

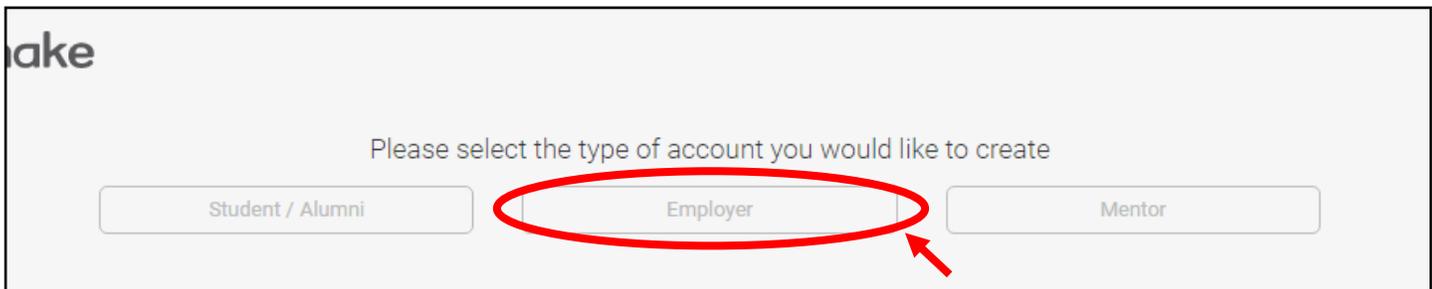
Step 1

Go to <https://www.csusb.joinhandshake.com> and click on “Sign up for an account.”



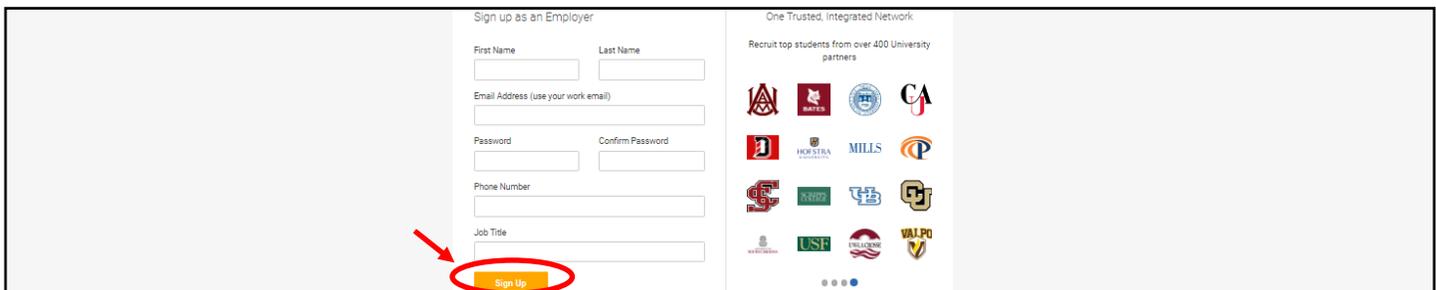
Step 2

Select “Employer” as your account type



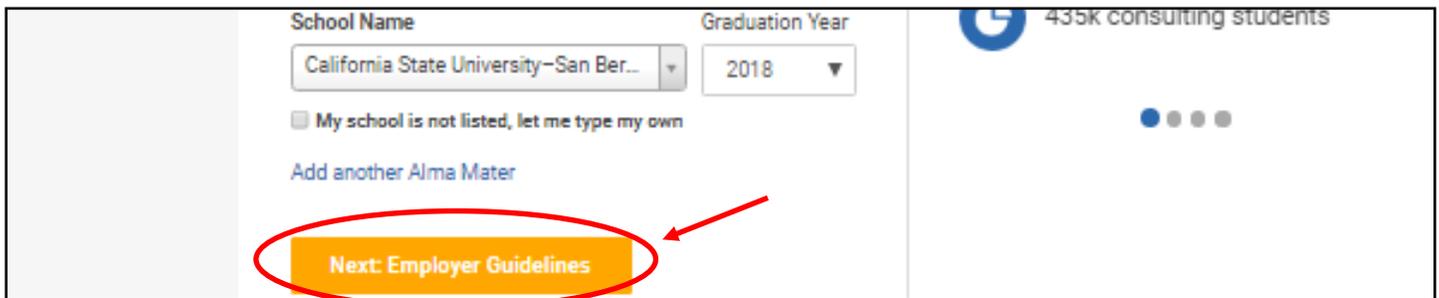
Step 3

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

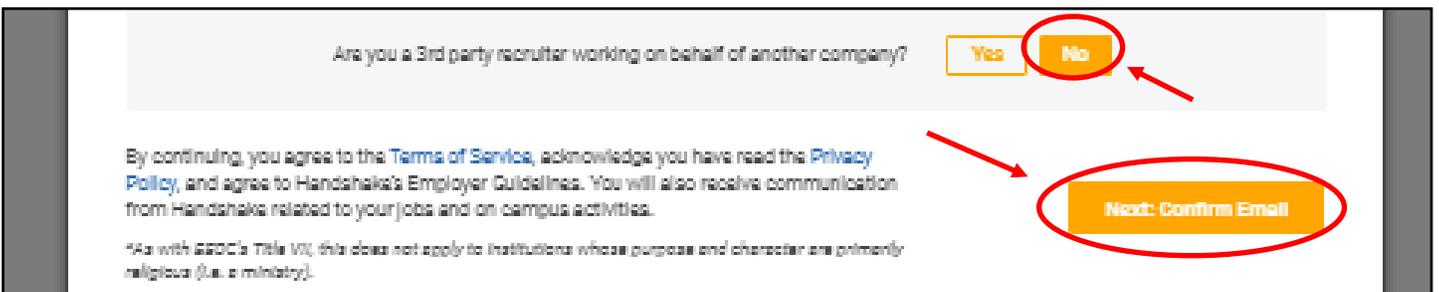
Select the occupational groups you wish to recruit students from, along with indicating your alma mater. When you are finished, select “Next: Employer Guidelines.”



A screenshot of a web form for Step 4. It features two dropdown menus: "School Name" (set to "California State University-San Ber...") and "Graduation Year" (set to "2018"). Below these is a checkbox labeled "My school is not listed, let me type my own" and a link "Add another Alma Mater". A prominent orange button labeled "Next: Employer Guidelines" is circled in red, with a red arrow pointing to it from the right.

Step 5

Thoroughly 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.



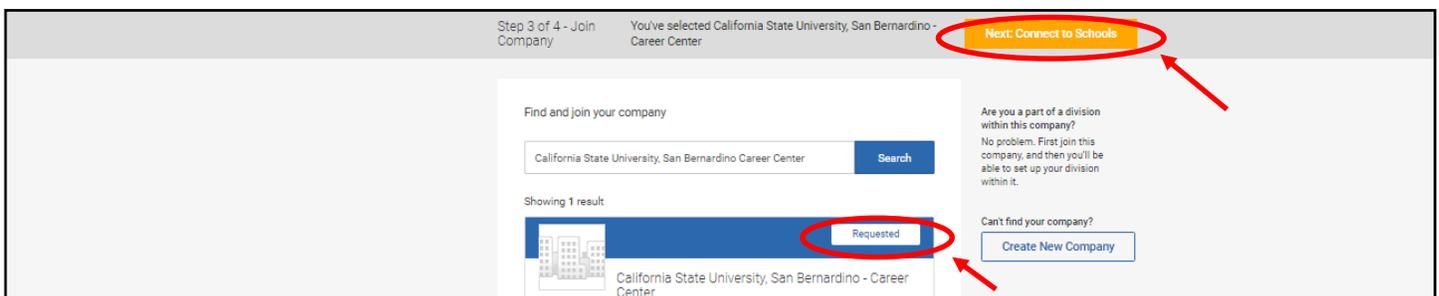
A screenshot of a web form for Step 5. The main question is "Are you a 3rd party recruiter working on behalf of another company?". There are two buttons: "Yes" and "No". The "No" button is circled in red, with a red arrow pointing to it from the right. Below the question is a paragraph of text: "By continuing, 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." At the bottom, there is a small disclaimer: "As with ASOC's Title VI, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry)." A prominent orange button labeled "Next: Confirm Email" is circled in red, with a red arrow pointing to it from the left.

Step 6a

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.

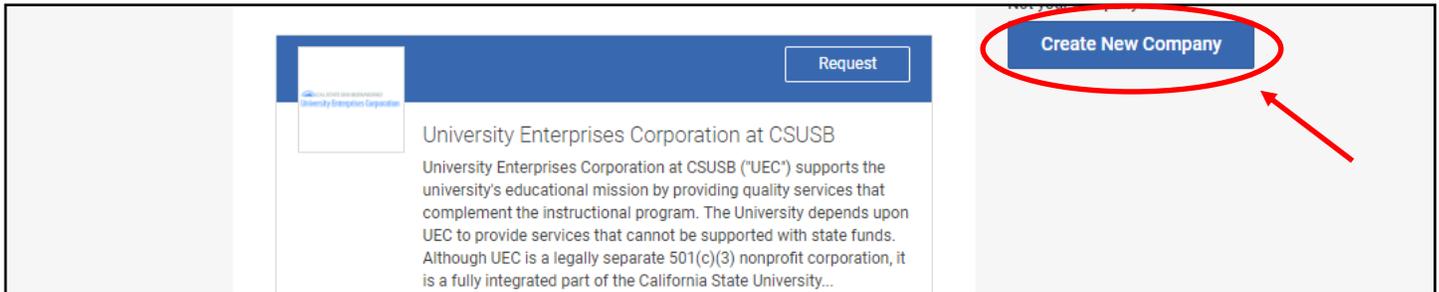
If your department *does* populate in the given list, find your department and select “Request.” Then select “Next: Connect with Schools” on the top right hand corner. Proceed to Step 8 to connect with CSUSB.



A screenshot of a web form for Step 6a. The top bar shows "Step 3 of 4 - Join Company" and "You've selected California State University, San Bernardino - Career Center". A prominent orange button labeled "Next: Connect to Schools" is circled in red, with a red arrow pointing to it from the right. Below this is a search bar with "California State University, San Bernardino Career Center" entered and a "Search" button. Underneath, it says "Showing 1 result" and displays a blue bar with a "Requested" button circled in red, with a red arrow pointing to it from the right. Below the bar is the text "California State University, San Bernardino - Career Center". To the right of the search bar is a section titled "Are you a part of a division within this company?" with a "Create New Company" button below it.

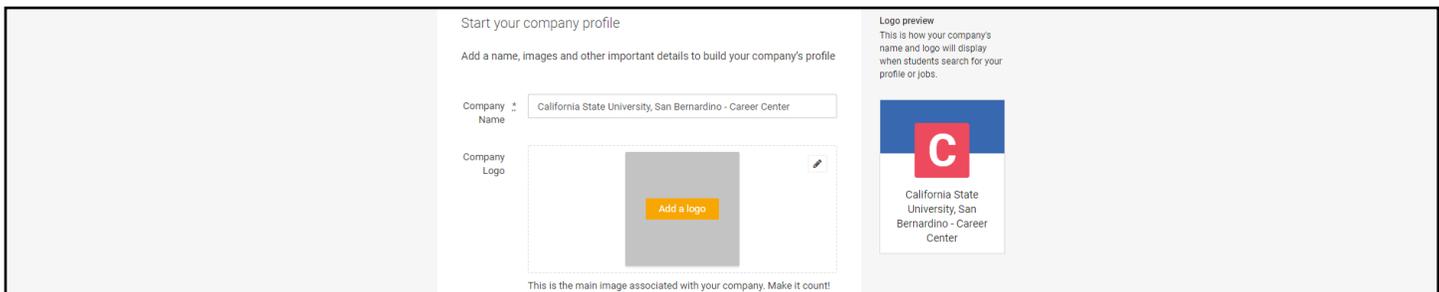
Step 6b

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



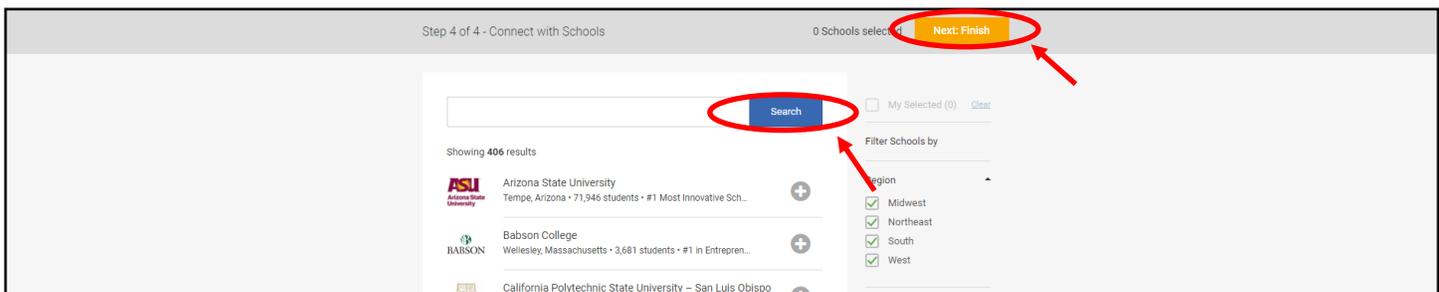
Step 7

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.



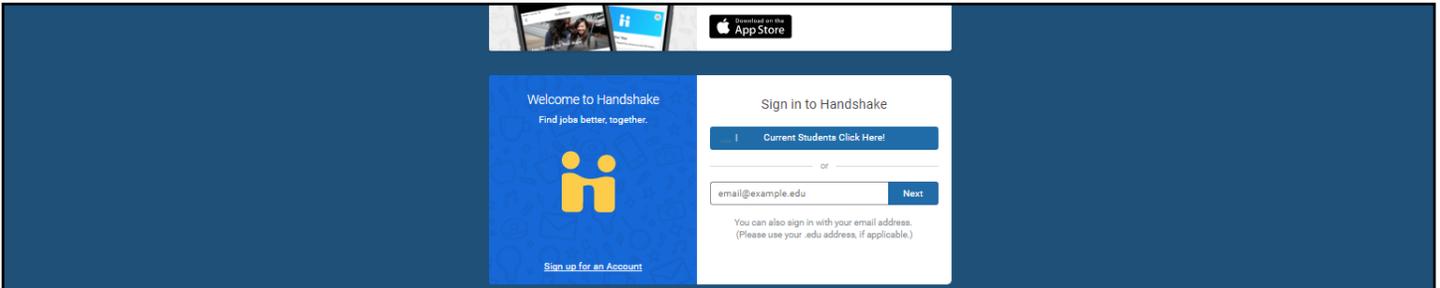
Posting a Job on Handshake

Posting a Job on Handshake

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

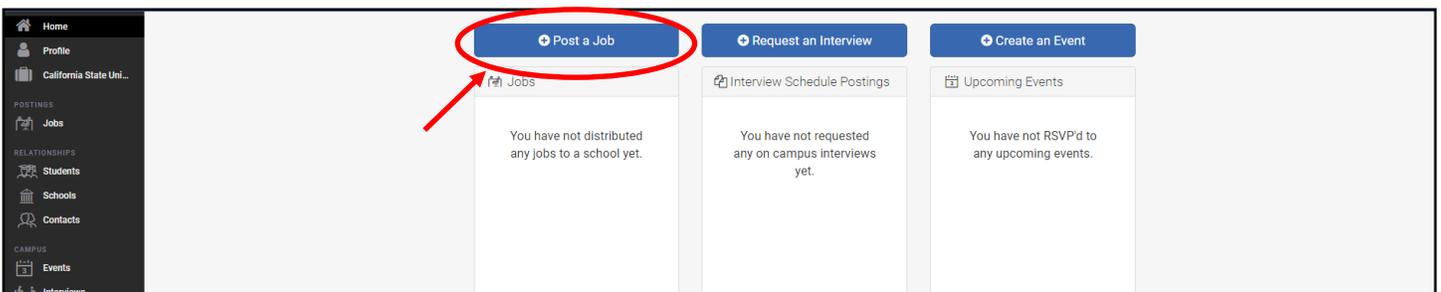
Step 1

Go to csusb.joinhandshake.com and log into your Handshake account



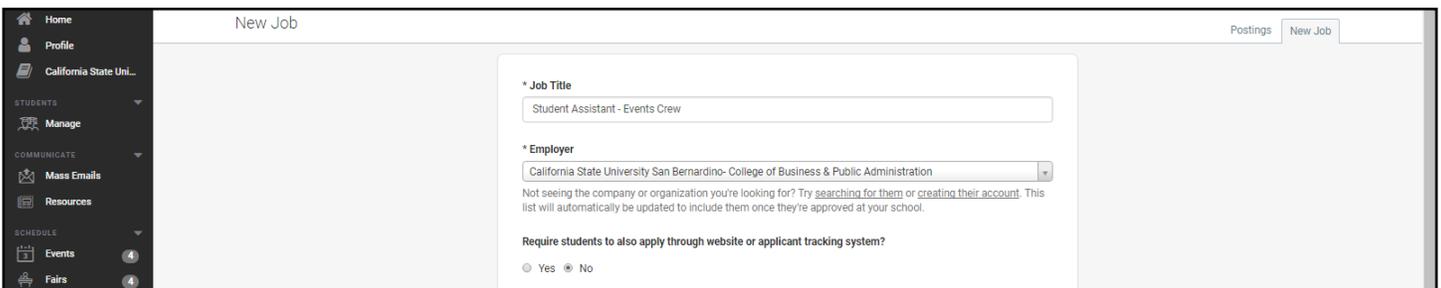
Step 2

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



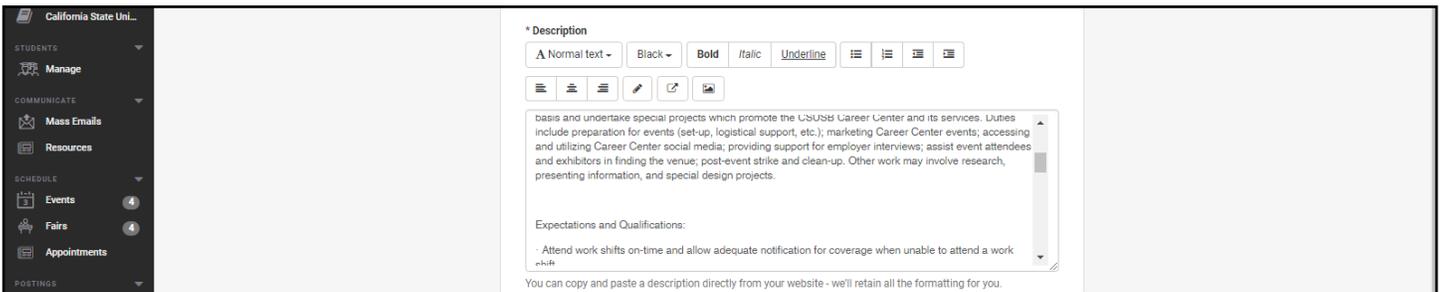
Step 3

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

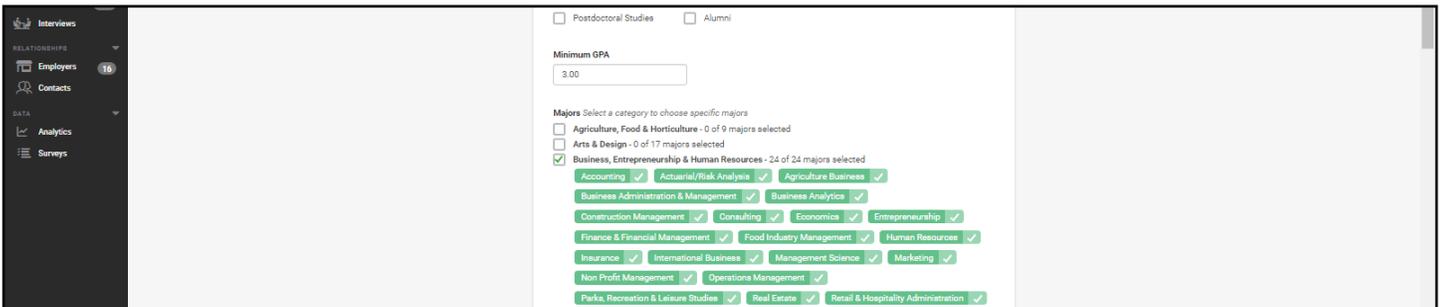
Follow each prompt and answer all 5 questions that require specific details about the job, such as the salary/pay rate, job functions, and required documents.



The screenshot shows a web interface for editing a job description. On the left is a dark sidebar with navigation options: STUDENTS (Manage), COMMUNICATE (Mass Emails, Resources), SCHEDULE (Events, Fairs, Appointments), and POSTINGS. The main content area has a title 'Description' and a rich text editor with options for text color (Black), bold, italic, underline, and bullet points. Below the editor is a text area containing the following text: 'basis and undertake special projects which promote the CSUSB Career Center and its services. Duties include preparation for events (set-up, logistical support, etc.); marketing Career Center events; accessing and utilizing Career Center social media; providing support for employer interviews; assist event attendees and exhibitors in finding the venue; post-event strike and clean-up. Other work may involve research, presenting information, and special design projects.' Below this is a section for 'Expectations and Qualifications:' with a bullet point: 'Attend work shifts on-time and allow adequate notification for coverage when unable to attend a work shift'. At the bottom, a note states: 'You can copy and paste a description directly from your website - we'll retain all the formatting for you.'

Step 5

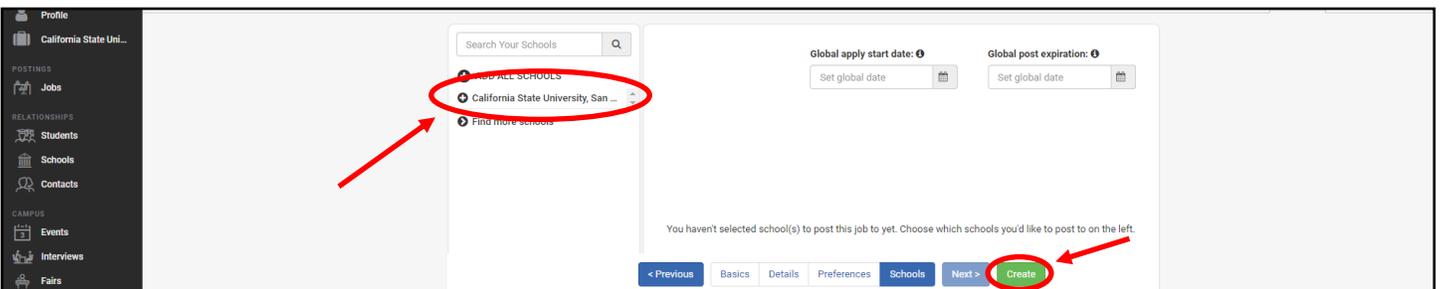
Follow and answer each prompt that specifies your student applicant preferences for the on-campus job position, which includes the preferred school year, GPA and major(s).



The screenshot shows a form for setting student applicant preferences. It includes checkboxes for 'Postdoctoral Studies' and 'Alumni'. A 'Minimum GPA' field is set to '3.00'. Under the 'Majors' section, there are several categories with checkmarks: 'Agriculture, Food & Horticulture' (0 of 9 selected), 'Arts & Design' (0 of 17 selected), and 'Business, Entrepreneurship & Human Resources' (24 of 24 selected). The 'Business, Entrepreneurship & Human Resources' category is expanded, showing a list of 18 sub-majors, each with a checkmark: Accounting, Actuarial/Risk Analysis, Agriculture Business, Business Administration & Management, Business Analytics, Construction Management, Consulting, Economics, Entrepreneurship, Finance & Financial Management, Food Industry Management, Human Resources, Insurance, International Business, Management Science, Marketing, Non Profit Management, Operations Management, Parks, Recreation & Leisure Studies, Real Estate, and Retail & Hospitality Administration.

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.



The screenshot shows the final step of creating a job posting. On the left sidebar, 'POSTINGS' is selected, with 'Jobs' highlighted. The main area has a search bar 'Search Your Schools' and a dropdown menu showing 'ALL SCHOOLS', 'California State University, San Bernardino' (circled in red with a red arrow pointing to it), and 'Find more schools'. To the right, there are fields for 'Global apply start date' and 'Global post expiration', both with 'Set global date' buttons. Below these is a message: 'You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left.' At the bottom, there are navigation buttons: '< Previous', 'Basics', 'Details', 'Preferences', 'Schools', 'Next >', and a green 'Create' button (circled in red with a red arrow pointing to it).

*If you need further assistance, feel free to call Student Employment at (909) 537-5138.

