



How to create your on-campus employer profile to recruit students



**CAREER  
DEVELOPMENT  
CENTER**

Student Employment Office

# Getting started



- To create your on-campus employer profile, contact the Student Employment Office for an invitation to join Handshake.

The screenshot shows the Career Development Center website. The header includes the Cal State LA logo and the text "Career Development Center". A navigation bar lists: STUDENTS, FUTURE STUDENTS, FACULTY & STAFF, ALUMNI & GIVING, ACADEMICS, ATHLETICS, and APPLY ONLINE. The main content area is titled "Campus Jobs" and features a sidebar with links: Students and Alumni, Employers, Faculty and Staff, Career Development Guides, CareerExpress, Handshake, Student Employment Office (highlighted), About Us, and Site Map. The main content area is titled "Student Employment Office" and contains a welcome message and two bullet points: "Student Assistant" and "Federal Work-Study (FWS)". Below this, there are sections for "Students" and "Departments" (sic), each with a list of links.

**Events**  
Summer Workshops  
Login to your Handshake account for more career events!

**Employers**  
On-Campus Interview Program  
Connect with us on LinkedIn

**Students**

- **Eligibility:** who can apply for on-campus jobs
- **How to Apply** and view application status
- **View & Apply to Available Jobs** online via Handshake (requires registration)
- **Application Form:** available online or in the Career Center

**Departments**

- **How to Hire a Student Assistant or Federal Work-Study Student**
- **How to Create an On-Campus Employer Profile on Handshake**
- **How to Manage Student Assistant Postings on Handshake**

- Our office will email you the invitation link.
- Click the link in our email invitation to sign up as an employer.

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- Fill out the requested information – **When providing an email, it is crucial that you use the domain @calstatela.edu.** (The format should be <your email prefix>@calstatela.edu. All the various domains (@cslanet.alstatela.edu; ad.calstatela.edu, etc.) are connected to the @calstatela.edu domain, and email using that domain will be delivered to your inbox.)
- Click “Sign up.”

The image shows a screenshot of the Handshake website's sign-up page for employers. The page has a blue header with the Handshake logo and a 'Log In' button. The main content area is divided into two columns. The left column is titled 'Sign up as an Employer' and contains several input fields: 'First Name' and 'Last Name' (two separate boxes), 'Email Address (use your work email)', 'Password' and 'Confirm Password' (two separate boxes), 'Phone Number', and 'Job Title'. A yellow 'Sign Up' button is located at the bottom of this column. The right column is titled 'One Trusted, Integrated Network' and features the text 'Recruit top students from over 400 University partners'. Below this text is a grid of 12 university logos, including ASU, UT, Carnegie Mellon University, Columbia University, Harvey Mudd College, Tufts University, Berkeley, and others. At the bottom of the grid are three small blue dots.

# Getting started



- Click on the majors you would like to recruit.
  - Clicking on a category will allow you to drill down.
    - Note: These categories are set by Handshake, and may not map exactly to Cal State LA degree programs.
- If you are indifferent about what majors you would like to hire, click all of the categories (there are 15).

The screenshot shows the Handshake user interface. At the top, there is a blue header with the Handshake logo and a "Log in" button. The main content area is divided into two columns. The left column is titled "Welcome to Handshake, Zoe" and "Before continuing, we need a bit more info". It contains a section "Tell us the types of students you wish to recruit" with a list of checkboxes for various majors: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; Education; and Engineering. Below this is a section "Add your Alma Mater" with a "School Name" dropdown menu (currently showing "Select School") and a "Graduation Year" dropdown menu (currently showing "2017"). There is also a checkbox for "My school is not listed, let me type my own" and a link "Add another Alma Mater". At the bottom of the left column is a yellow button labeled "Next: Employer Guidelines". The right column is titled "Rich, Validated Data" and "Find the right fit across 8.5 million verified student profiles". It features a vertical list of four categories, each with a blue circular icon and a text label: "550k business students" (with a briefcase icon), "360k finance students" (with a bar chart icon), "245k computer science students" (with a computer monitor icon), and "435k consulting students" (with a pie chart icon). Below this list are four small blue dots, with the first one being larger, indicating the current position in a sequence.

# Getting started



- Read the Employer Guidelines, Terms of Service, and Privacy Policy.
- Where you are prompted “Are you a 3<sup>rd</sup> party recruiter...,” select **NO**.
- Then click “Next: Confirm Email.”

A screenshot of the Handshake Employer Guidelines page. The page has a white background with a dark blue border. At the top, the title "Handshake Employer Guidelines" is centered. Below the title, a paragraph states: "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:". The guidelines are presented in four columns, each with an icon and text: 1. "Be Accurate and Trustworthy" with a checkmark icon. 2. "Be Fair" with a scales icon. 3. "Keep Your Commitments" with a handshake icon. 4. "Keep Student Info Confidential" with a padlock icon. Below these guidelines, a line of text says: "In addition, most career service centers require employers to abide by the full NACE Principles for Employment Professionals." At the bottom of the page, there is a question: "Are you a 3rd party recruiter working on behalf of another company?" with two orange buttons labeled "Yes" and "No". Below the question, there 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." To the right of this paragraph is a grey button labeled "Next: Confirm Email". At the very bottom, there is a small footnote: "\*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry)."

# Getting started



A link will be sent to your email, then...

A screenshot of an email from Handshake. The header shows the Handshake logo and the name 'Zoe'. The main content area has a blue background with a white envelope icon containing a checkmark. Below the icon, the text reads: "Great! You've successfully signed up for Handshake. We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox." To the right, there is a section titled "Didn't receive the email?" with a list of four steps: 1. Is zoe@joinhandshake.com your correct email without typos? If not, you can restart the sign up process. 2. Check your spam folder. 3. Add handshake@m.joinhandshake.com to your contacts. 4. Click here to resend the email. Below this list is a section titled "Still having trouble?" with a "Contact us" link.

handshake Help Zoe

Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?

1. Is zoe@joinhandshake.com your correct email without typos? If not, you can restart the sign up process
2. Check your spam folder
3. Add handshake@m.joinhandshake.com to your contacts
4. Click here to resend the email

Still having trouble?  
Contact us

Confirm your email address on Handshake.

A screenshot of a web page for confirming an email address on Handshake. The header shows the Handshake logo and a "Need Help?" link. The main heading is "Confirm your email address on Handshake". Below this, the text reads: "Hi Jade , Welcome to Handshake! Please confirm your email address to get started:". There is a large blue button labeled "Confirm Email". Below the button, it says: "If this is a mistake, you can [cancel the registration](#) at any time." At the bottom, there is a box with the text: "HAVE QUESTIONS? Email us at [support@joinhandshake.com](mailto:support@joinhandshake.com) or check out our [upcoming webinars](#)". The footer contains the text: "If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications. Handshake Headquarters 660 4th Street #113 San Francisco, CA 94107".

handshake Need Help?

## Confirm your email address on Handshake

Hi Jade ,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

HAVE QUESTIONS?  
Email us at [support@joinhandshake.com](mailto:support@joinhandshake.com) or check out our [upcoming webinars](#)

If you don't want to hear from us at all again you can [unsubscribe](#) from all Handshake notifications  
Handshake Headquarters  
660 4th Street #113 San Francisco, CA 94107

# Getting started



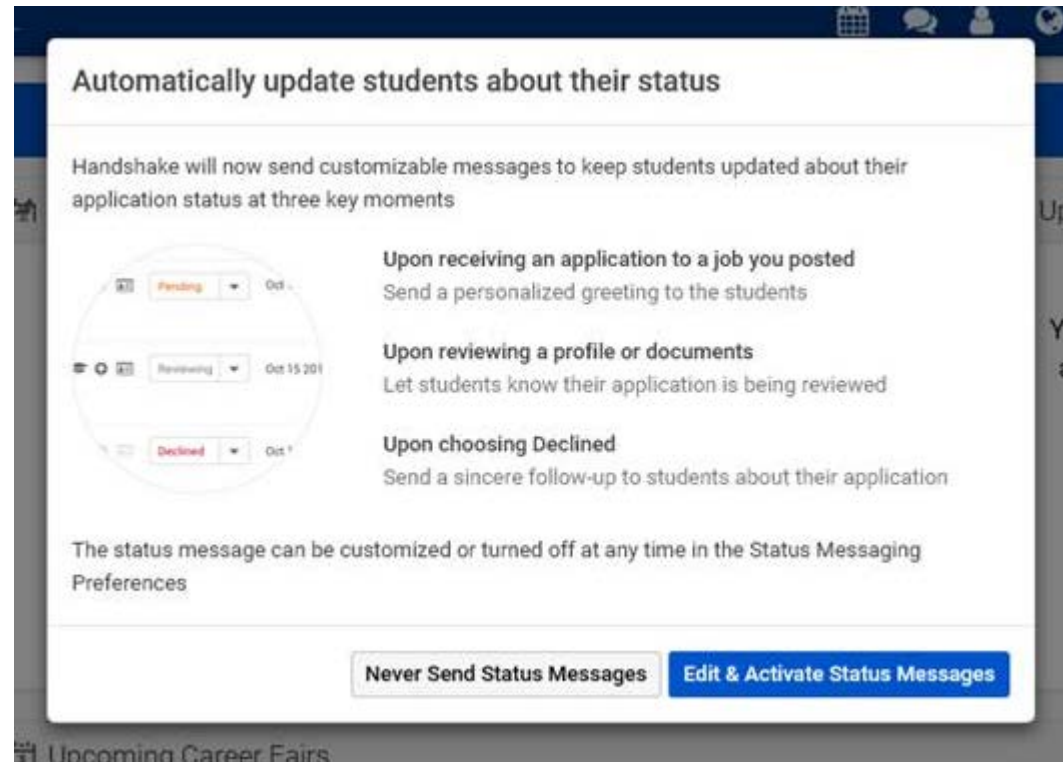
- Your final step is to connect with Cal State LA.
  - ONLY select California State University-Los Angeles, since that is the school at which you will be recruiting.
- Then click the yellow “Next: Finish” button

The screenshot shows the Handshake web interface. At the top, the Handshake logo is on the left, and 'Help' and 'CDC' are on the right. A green notification bar states: "Your email has been confirmed and you have been automatically approved to join the Cal State LA - Career Center employer account." Below this, a grey bar indicates "Step 4 of 4 - Connect with Schools" and "1 School selected", with a yellow "Next: Finish" button. The main content area features a search bar with "Cal State LA" entered and a "Search" button. Below the search bar, it says "Showing 1 result • Select all". A single result is displayed: "California State University—Los Angeles" with the Cal State LA logo, location "Los Angeles, California", and statistics "24,059 students • Top 150 Busines...". A blue checkmark icon is to the right of the result. At the bottom of the result area, it says "Done selecting schools to recruit at? Click 'Finish' above to finish signing up." On the right side, there is a "My Selected (1) Clear" section and a "Filter Schools by" section with a "Region" dropdown menu. The "Region" menu is open, showing four options: "Midwest", "Northeast", "South", and "West", each with a checked checkbox.

# Getting started



- You will then be asked whether to automatically update students about their application status, click “Never send status message.”



- You can now begin posting using [these instructions](#).