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

• Our office will email you the invitation link.

• Click the link in our email invitation to sign up as an employer.
• 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.”
• 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).
- Read the Employer Guidelines, Terms of Service, and Privacy Policy.
- Where you are prompted “Are you a 3rd party recruiter...,” select NO.
- Then click “Next: Confirm Email.”
Getting started

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

Confirm your email address on Handshake.
• 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
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.