How to create your on-campus employer profile to recruit students
- Visit [https://calstatela.joinhandshake.com/register](https://calstatela.joinhandshake.com/register)
- Select the **Employer** account type from the options presented
- Fill out the requested information - When providing an email address, it is crucial that you use the domain [@calstatela.edu](mailto:calstatela.edu). The format should be `<your email prefix>@calstatela.edu`. All the various domains (@cslanet.calstatela.edu; ad.calstatela.edu, etc.) are connected to the @calstatela.edu domain, and email using that domain will be delivered to your inbox.
- Then 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
A link will be sent to your email, then...

Confirm your email address on Handshake
• Once you have clicked on the emailed link to confirm your email address, you will be brought back to Handshake. Now, you can connect with your “Company,” which in our case is “Cal State LA – Your college, school, department or office”
Your final step is to connect with Cal State LA, since that is the school at which you will be recruiting:

- Click the yellow “Next: Finish” button and you are all set! We will approve your account on our end.
  - If there is a “gatekeeper” already assigned for your department (usually the department ASC), that person will approve your account.
• 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.