On-Campus Student Employment Program:

How To Create Your On-Campus Employer User Account To Recruit Students

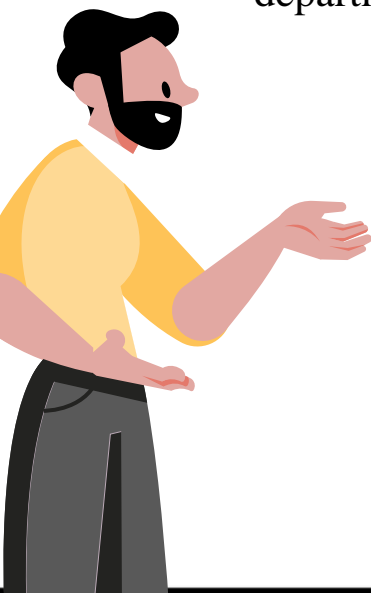# On-Campus Employer User Account

Getting Started

Request Handshake Access to an Employer Account

Send an email to studemp@calstatela.edu requesting the **Handshake Access Request** form. Please provide the email addresses of the requestor and of their department head.

NOTE: The Career Center will route the Handshake Access Request Form through Adobe Sign. After completing the form, our team will provide an email with instructions.
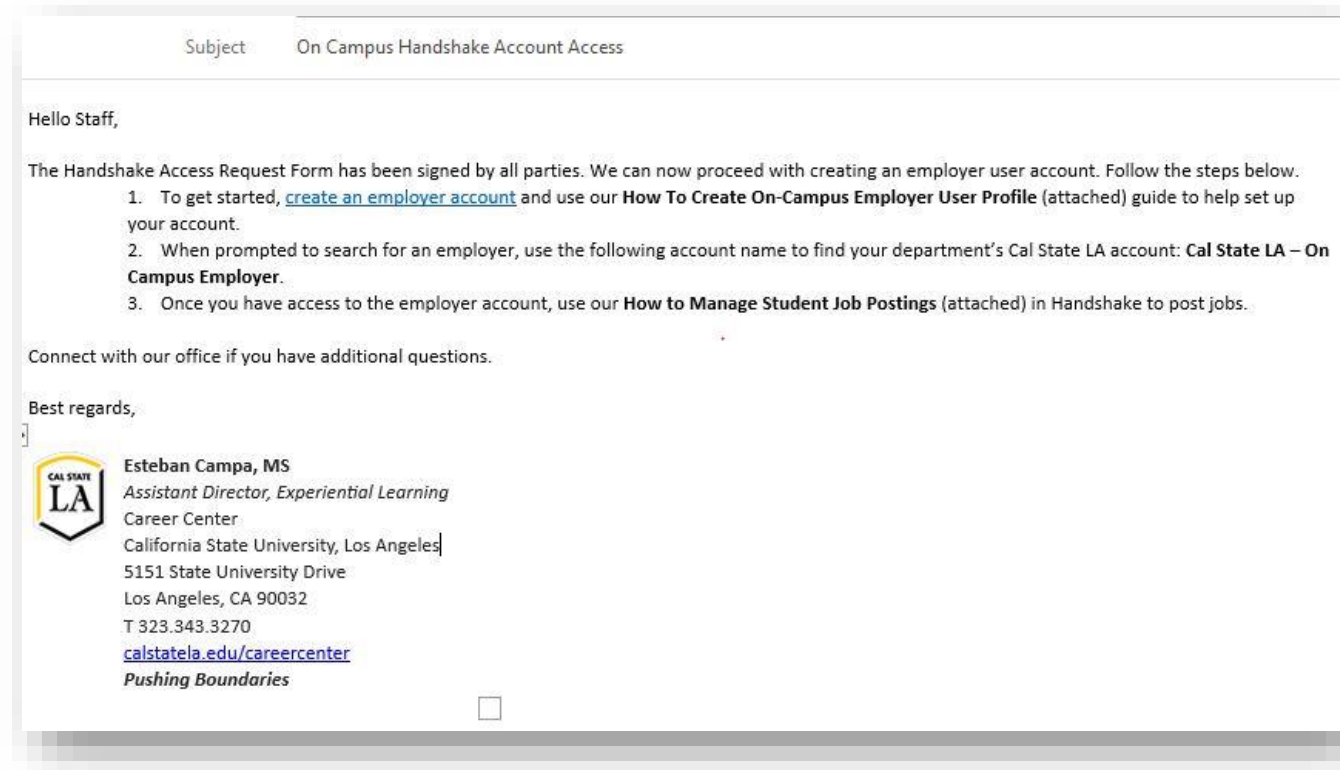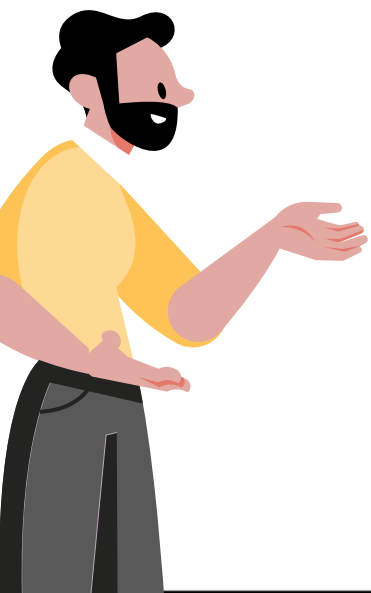
On-Campus Employer User Account

Process

Open the email provided by the Career Center and click on the **Create an Employer Account** hyperlink to begin creating an on-campus employer account.
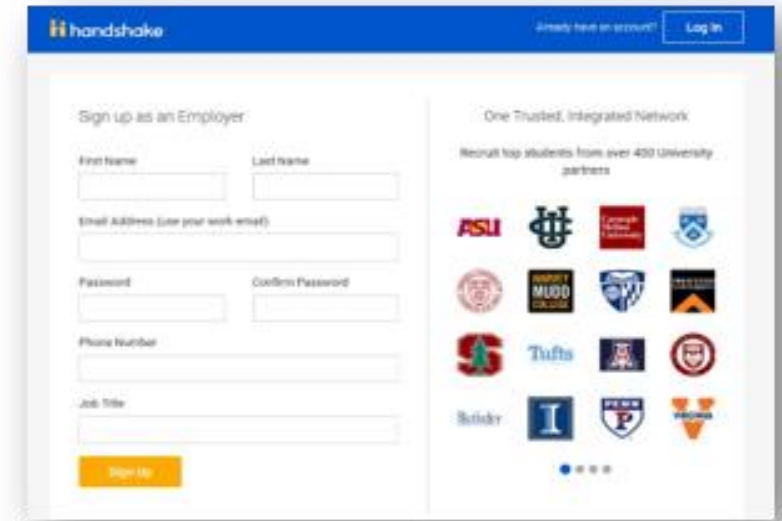

Subject   On Campus Handshake Account Access

Hello Staff,

The Handshake Access Request Form has been signed by all parties. We can now proceed with creating an employer user account. Follow the steps below.
1. To get started, create an employer account and use our **How To Create On-Campus Employer User Profile** (attached) guide to help set up your account.
2. When prompted to search for an employer, use the following account name to find your department's Cal State LA account: **Cal State LA – On Campus Employer**.
3. Once you have access to the employer account, use our **How to Manage Student Job Postings** (attached) in Handshake to post jobs.

Connect with our office if you have additional questions.

Best regards,

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Pushing Boundaries

On-Campus Employer User Account

Process

After opening the hyperlink, you will be instructed to sign-up as an employer. Please complete the pre-filled sections.

- When providing an email, it is crucial that you use the domain @calstatela.edu.

NOTE: 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 once complete.

On-Campus Employer User Account

Process

On this page, enter your profile information.
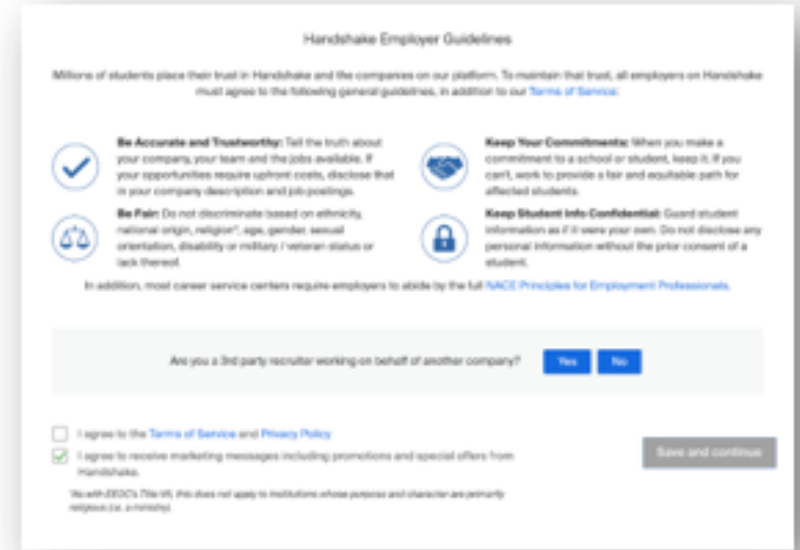
Click Save and continue.

On-Campus Employer User Account

Process

Please review the Handshake Employer Guidelines when prompted.

Select NO where you are prompted "Are you a 3rd party recruiter…,".

Click the box for "I agree to the Terms of Service and Privacy Policy" to move forward, and "I agree to receive marketing messages including promotions and special offers from Handshake" if desired.

Click Save and continue.

On-Campus Employer User Account

Process

Verify Your Account: A link will be sent to your email contains instructions on how to verify your account via the email address you used to sign up.

- When the email arrives, **click** the red button Confirm Email in the email to verify your account.

Note: Email verification links are active for 12 hours after they are sent.
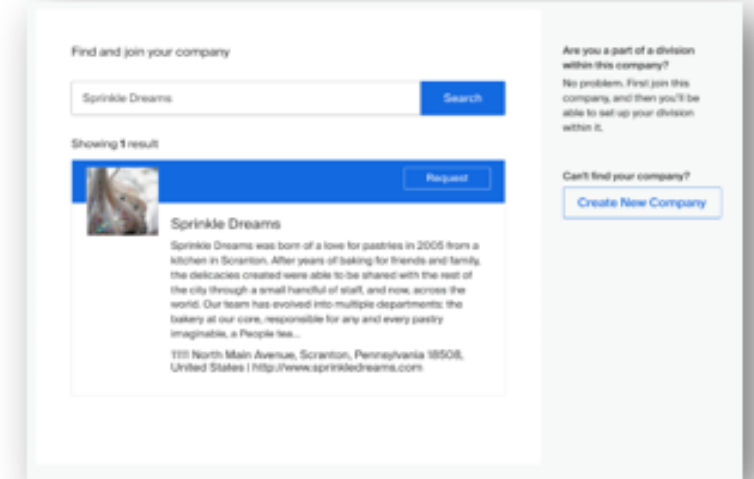
On-Campus Employer User Account

Process

Once your email is confirmed, you will be directed to Handshake to find and join your department's employer account.

- Search your department's Cal State LA employer account using the account name provided in the Career Center's email and **click** Request when the company profile pops-up.

- Once you've requested to join, **click** Finish in the top-right corner.

Note: If you've requested to join your department's profile, notify the Career Center and our team will accept your request.
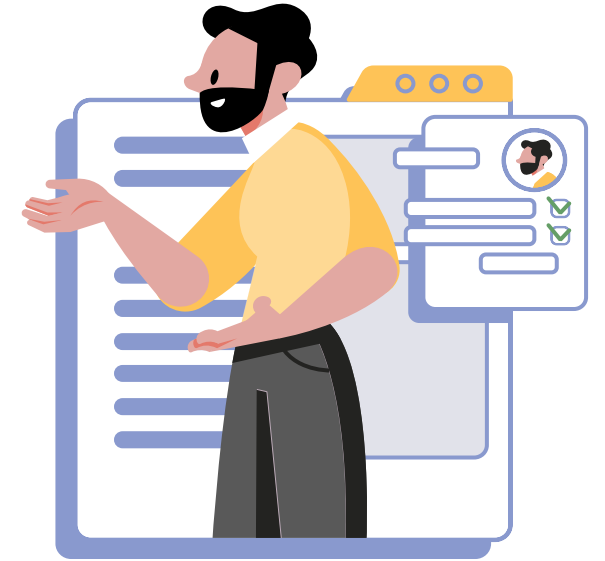
CAL STATE LA | Career Center

On-Campus Employer User Account

Process

Once your employer user profile is connected with your department's Handshake account, you can post jobs in Handshake. You can now begin posting using the instructions provided on the How to Manage Student Assistant Postings presentation.

Thank You