

# On-Campus Student Employment Program:

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



Career Center

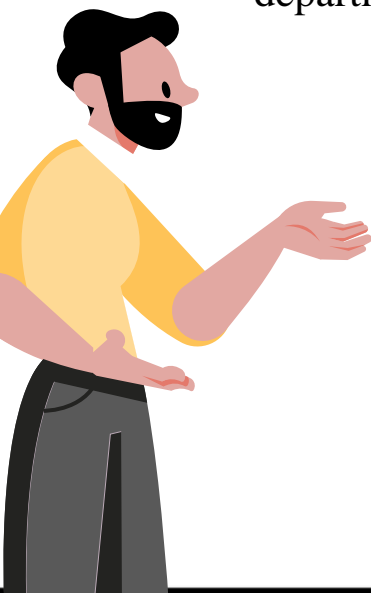
# On-Campus Employer User Account


## Getting Started

### Request Handshake Access to an Employer Account

Send an email to [studemp@calstatela.edu](mailto: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.





Handshake Access Request Form

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Complete the information in each section. Failure to fill out this form completely and accurately may result in a delay in processing your request.

General Information

|                     |                   |                 |
|---------------------|-------------------|-----------------|
| Last Name:          | First Name:       | Middle Initial: |
| Employee ID Number: | College/Division: | Department:     |
| Office Extension:   | Job Title:        | Email Address:  |

Access Request Information

Handshake Department Account Name:

Describe specific job duties and tasks that support your request for access to an employer business account on Handshake.

|                        |       |
|------------------------|-------|
| Applicant's Signature: | Date: |
|------------------------|-------|

By signing this request, you confirm that you have current FERPA and data security training certificates. Please note that users must maintain current training certificates while holding an account. Having expired training certificates or an inactive account for the course of one year can result in closure of the account. You will need to re-submit a new request form after the account is closed.

Access Approval

|   |       |
|---|-------|
| Department Chair/Administrator's Signature: | Date: |
|---|-------|

By signing this request, access approvers affirm that the job duties described above meet the requirements for granting faculty and staff organizational administrative access on Handshake. It is the department chair/manager's responsibility to communicate to the Career Center if this applicant's job responsibilities change. Any one of the access approvers can revoke this account at any time by emailing the Director of the Career Center.

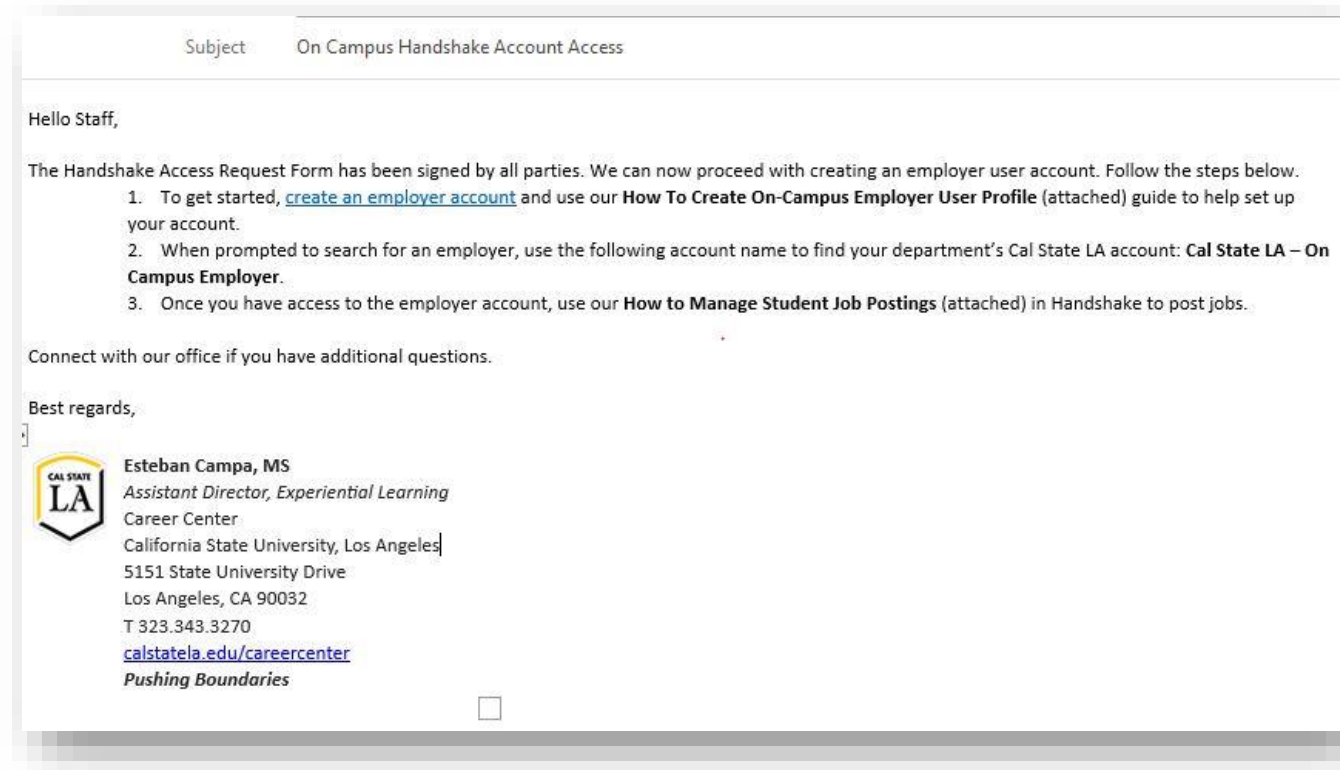
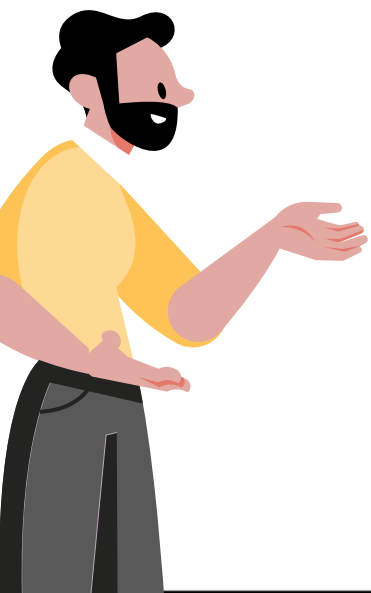


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# On-Campus Employer User Account

## 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.



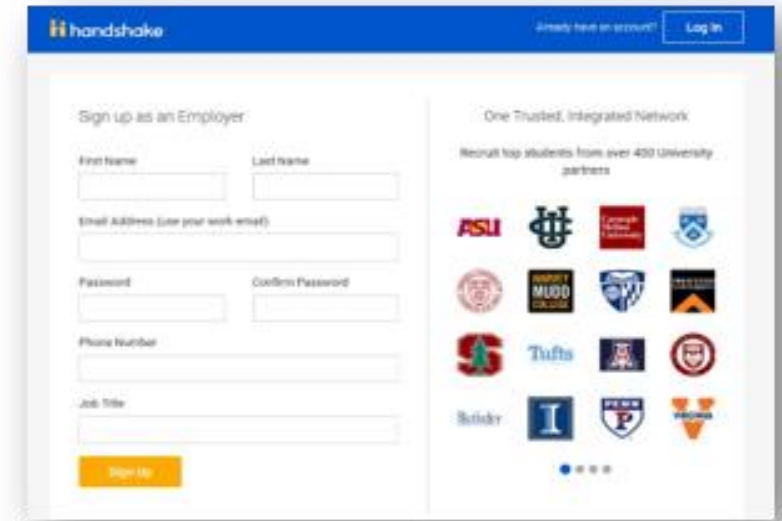
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# On-Campus Employer User Account

## 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.

A screenshot of the Handshake website's 'Sign up as an Employer' form. The form is titled 'Sign up as an Employer' and includes fields for 'First Name', 'Last Name', 'Email Address (use your work email)', 'Password', 'Confirm Password', 'Phone Number', and 'Job Title'. A 'Sign Up' button is at the bottom left. On the right, there is a section titled 'One Trusted, Integrated Network' with the text 'Recruit top students from over 400 University partners' and a grid of university logos including ASU, UC, Cornell, and others. A 'Log In' button is in the top right corner.

**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.**

Welcome to Handshake

Before continuing, we need a bit more info

First Name  Last Name

Phone Number

Job Title

Country

Tell us the types of candidates you would like to find  
Don't worry if you can't find all the categories you need, you'll be able to add more later.

☐ Agriculture, Food & Horticulture  
☐ Arts & Design  
☐ Business, Entrepreneurship & Human Resources  
☐ Cities & Government  
☐ Communications  
☐ Computer Science, Information Systems & Technology  
☐ Education

Add your Alma Mater

School Name  Grad Year

☐ My school is not listed, let me type my own

[Add another Alma Mater](#)

[Save and continue](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

- 230k data mining students
- 385k entrepreneurship students
- 320k economics students
- 280k accounting students



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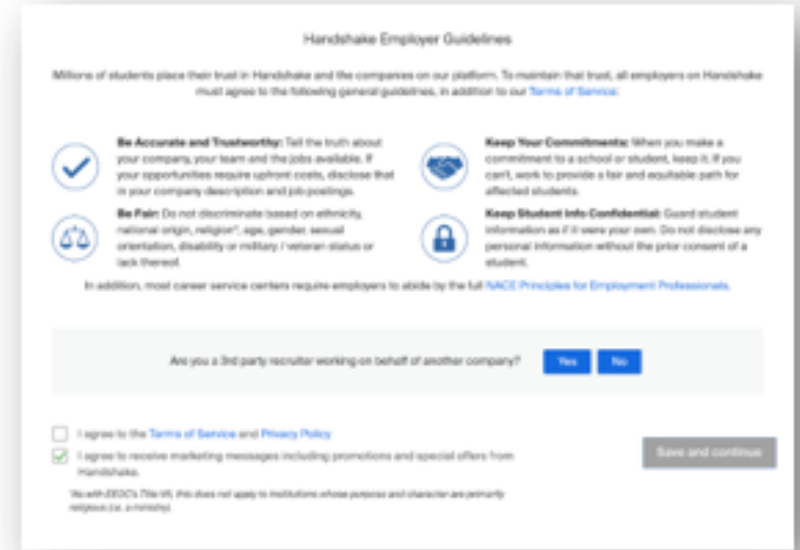
# On-Campus Employer User Account Process

**Please review the Handshake Employer Guidelines when prompted.**

**Select NO** where you are prompted “Are you a 3<sup>rd</sup> 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.



The screenshot shows the 'Handshake Employer Guidelines' page. At the top, it 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](#).' Below this, there are four guidelines, each with an icon and a brief description:

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available. If your opportunities require upfront costs, disclose that in your company description and job postings.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion, age, gender, sexual orientation, disability or military/veteran status or lack thereof.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

Below these guidelines, it says: 'In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).'

There is a section with the question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' buttons. The 'No' button is highlighted.

At the bottom, there are two checkboxes:

- ☐ I agree to the [Terms of Service and Privacy Policy](#)
- ☒ I agree to receive marketing messages including promotions and special offers from Handshake.

Below the checkboxes, there is a small note: 'We with EEO/AAE Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e., a ministry).'

At the bottom right, there is a 'Save and continue' button.

# 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.

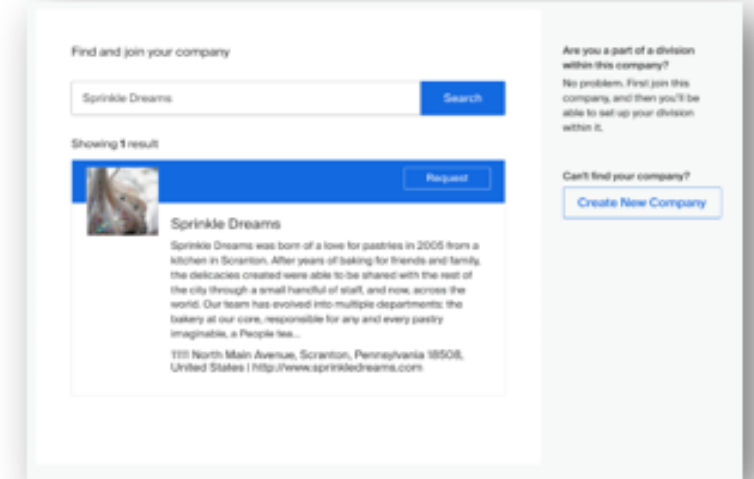


# On-Campus Employer User Account

## 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.

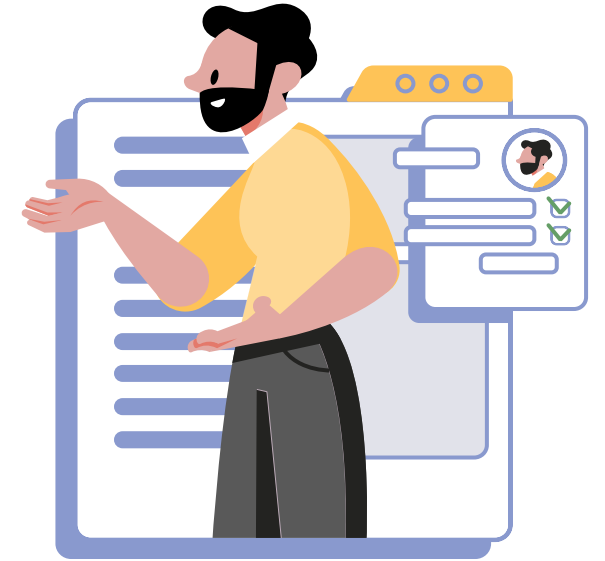




# On-Campus Employer User Account

## 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



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