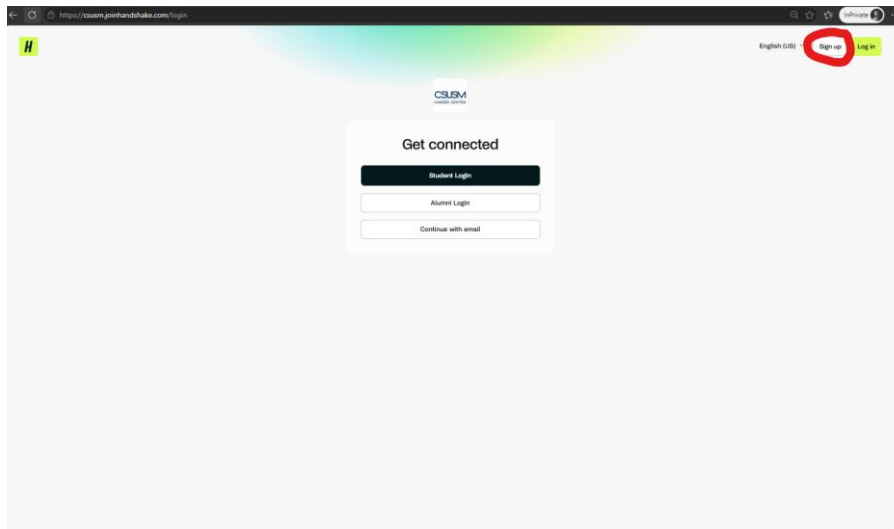


Handshake – Post an on Campus Job at CSUSM

Create a Handshake Profile

1. Go to csusm.joinhandshake.com
2. Click on “**No account? Sign up here**”
3. Click on “**Create an employer account**”



Sign up with California State University--San Marcos

Enter your email for California State University--
San Marcos.

Next

Employer? [Create account](#)

Career services? [Get started](#)

Questions about posting jobs? Contact the Career Center at 760-750-4902 or careers@csusm.edu

4. Fill out the fields requested.
 - *It is critical to register using your **csusm.edu** email address*
 - Password must be at least 9 characters long and contain at least two of: letters, numbers, or other characters.
5. Then click “**Create account**”

Sign up for free

Create an account to post your job—and gain access to more than 15 million verified students and alumni.

 Continue with Google

or

First name

test

Last name

account

Work email

testaccount@csusm.edu

Password

..... 

By clicking "Create account", I agree to the Handshake [Terms of Service](#) and have read the [Privacy Policy](#).

Already have an account? [Log in](#)

Create account

6. Select what type of students you wish to recruit
 - Select **all** options so it will not limit what type of students will be able to apply to your jobs. (If you wish to specify your need for a certain major or class year, you will have the chance to do this in a later field).
 - Select your phone number and educational history. For an on-campus job you should not be a third-party recruiter.

Complete your profile, Careers Center!

Double your candidate engagement when you complete your user profile.

User profile photo (optional)

Upload photo

Job title

Types of candidates you're looking for

You can add more later.

Phone number

Education history (optional)

School name

Graduation year

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

+ Add another school

Are you a third-party recruiter working on behalf of another company?

Yes

No

Continue

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7. Then select **“Continue”**
8. After hitting continue, Handshake will prompt you to connect with your employer/company or create a new employer/company account.

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

**CSUSM - Project Rebound**
San Marcos, CA

**CSUSM - California Indian Culture & Sovereignty Center**
San Marcos, CA

**CSUSM - National Latino Research Center**
San Marcos, CA

**CSUSM School of Nursing Skills and Simulation Laboratories**
San Marcos, CA

**CSUSM- Student Leadership & Involvement Center**

**CSUSM - California Indian Culture and Sovereignty Center**
San Marcos, CA

**CSUSM- Social Sciences, Political Science, Global Students and Women's , G**
San Marcos, CA

**CSUSM - ACADEMIC SENATE**
San Marcos, CA

**CSUSM - COMPASS Center**
San Marcos, CA

**CSUSM - Career Center**
San Marcos, CA

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- **IF your employer/company is already listed** select “**Request**” to join that company.
 - o Then click “**Next**”. Only the account manager for that company will approve your request.

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name



CSUSM - Career Center
Higher Education

 San Marcos, CA  10 - 50 employees

 <http://www.csusm.edu/careers>

Request to join

- **IF your employer/company is not listed:** then you need to “**Create New Company**”
 - *IMPORTANT NAMING CONVENTION INFORMATION***
 - Follow the CSUSM naming convention (as shown below):
CSUSM – Department – Sub-Department (only if applicable)
- *** Please note:** The first person to register their company will then become responsible for [approving any other users who want to join](#) that specific company.

Questions about posting jobs? Contact the Career Center at 760-750-4902 or careers@csusm.edu

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

CSUSM Test Center



+ Create new company "CSUSM Test "

Create or join your company

100% of Fortune 100 companies rely on us to hire their future workforce.

Company name

MSUSC Test Center



MSUSC Test Center

Create company

1. Fill out your company profile

- Company Name
 - **List as the CSUSM naming convention** or it will not be approved
- Company Logo
- Banner Image

Questions about posting jobs? Contact the Career Center at 760-750-4902 or careers@csusm.edu

- [Employer Logo & Banner Guide](#)
 - Industry
 - Select “**Higher Education**”
 - Website
 - Department Website
 - Location
 - 333 S Twin Oaks Valley Rd S, San Marcos, California 92078, United States
 - Description
 - Company Size
 - Choose one of the options given
 - Public email
 - Not needed
2. **Verify your Company**, you will need:
- a. CSUSM Government’s or CSUSM Corp’s Business registration number (Varies by position), Corp: **33-0397688**
 - b. Your Government ID (Drivers License, Passport, State ID, ect.)

Verify your company

Please have the following information ready for automatic company verification.



Business registration number

E.g., BRN, EIN, TIN, or your local equivalent

If you don't have a business registration number, you can [continue verification with your government ID only](#). However, this will delay the process.



Government ID

A photo of your government ID

Continue

*Example ID:

Let's get down to business



Legal company name

CSUSM Corporation

Company name (doing business as)

CSUSM TEST CENTER

Company website

http://csusm.edu

Identification type

Employer Identification Number ▼

Identification value

33-0397688

Examples of the Employer Identification Number include 12-1234567

Address

333 North Twin Oaks Valley Road

Identification type

Employer Identification Number ▼

Identification value

12-134575

Examples of the Employer Identification Number include 12-1234567

Questions about posting jobs? Contact the Career Center at 760-750-4902 or careers@csusm.edu

3. On the next page to Connect with Schools
 - Only connect with California State University—San Marcos
4. Finally Click “**Next**”

To add/update additional information please go to your “**Company Settings**”

Once your company is approved, you will be able to post jobs.

Read below for more information on POSTING A JOB once your company has been approved

POST A JOB ON CAMPUS:

1. If you are not signed in already, go to csusm.joinhandshake.com
2. Select “Post a Job” from the home page
3. Fill out the requested information:

Basics:

- a. Job Title
- b. Where should students submit their application?

Select “**Apply in Handshake**”
- c. Choose if you’d like your contact information shown
- d. Select “**On-Campus Student Employment**” as Job Type
- e. Select “**Part-Time**” for Employment Type
- f. Select “**Temporary/Seasonal**” and the start and end date
- g. Work study position

Feature temporarily unavailable Select “**No**”

If you are searching for students who are eligible for work-study, please include it in the job description

- h. Click “**Next**” at the bottom of the screen

Details:

- i. Add your position description
- j. Add job function
- k. Add how many students do you expect to hire
- l. Add salary range m. Job location

Must be the university physical address:

333 S Twin Oaks Valley Rd S, San Marcos, California 92078,
United States

- n. Specify which documents you will require the student submit via Handshake to apply

Questions about posting jobs? Contact the Career Center at 760-750-4902 or careers@csusm.edu

Please note: [The CSUSM Application for Student Employment](#) is not required. If you would like to require it, please specify it in additional documents and include the link. The application is available on the Career Center website under [the Handshake Login Page](#).

- o. Click “**Next**” at the bottom of the screen

Preferences:

- p. Choose graduation date range (if applicable)
- q. Select school years
- r. Add minimum GPA
- s. Select majors
- t. Select Applicant Packages
- u. Click “**Next**” at the bottom of the screen

Schools:

- v. Select the school (CSUSM) you would like your posting to appear on
- w. Do not select to interview on campus

This feature is only applicable for employers who want to use the Career Center interview rooms during interview season.

- x. Choose the “Apply Start Date” and “Expiration Date” of your posting
- y. Finally click “Save Changes”

4. Once your job posting is reviewed, you will receive notification that it is posted and available.