Cal Poly Campus Department Guide

Student Employment and Job Postings

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Welcome
Our goal in Career Services is to help students from California Polytechnic State University apply their education and experiences toward a lifetime of meaningful career success.

To support our mission, Career Services is excited to announce our transition to improved recruiting technology, MustangJOBS powered by Handshake, a modern platform for college job recruiting. Handshake has replaced our previous system and offers your department the unique opportunity to brand yourself as well as offering many new features to enhance your recruitment of Cal Poly talent.

Cal Poly Centers and Departments that offer jobs to students are welcomed and encouraged to use MustangJOBS, powered by Handshake, to promote their opportunities to students and to manage their application processes.

Getting Started
Similar to Facebook or LinkedIn, MustangJOBS enables each Department at Cal Poly to host their own unique organizational account, called the Employer Profile. All staff members who would like to join their Employer will need to register for an individual Handshake account (i.e. your staff account) that is used to connect your Department to students. Once a staff member has connected to an Employer account, they can post jobs on behalf of the Department.

Creating Your Account
Career Services has pre-populated most campus Departments as Employers. Use the following guide to enroll your staff account and connect to your Employer.

1. Start at this link: https://calpoly.joinhandshake.com/employer_registrations/new
2. Use the following as a step-by-step guide:
3. **IMPORTANT:**
   a. You must register using your @calpoly.edu email account or Department alias.
   b. In step 10, please select from the pre-populated list of Cal Poly Departments presented. If your Department is not listed, please contact us at careerservices@calpoly.edu or by phone at 805-756-5976.
   c. In step 11, verify only Cal Poly (California Polytechnic State University) is selected. No other schools should be selected. Click to continue.

If you prefer a video step-by-step format, please use the following link. Be sure to pay attention to the Important notes above when following this video guide to enroll.
Branding Your Employer Profile
Career Services has pre-enrolled most Cal Poly Departments with Handshake Employer accounts. To best showcase your Department to students, please take a few minutes to update and personalize your brand on the Employer profile listing.

- Recommended branding image sizes:
  o Employer (Department) logo - please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 and maximum size of 400x400 pixels.
  o Employer (Department) branding image - please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a size minimum of 1200x300 and a size maximum of 2000x500.

Post a Job
MustangJOBS, powered by Handshake, empowers you to receive the most qualified student candidates for your job posting.

1. Start at this link: https://calpoly.joinhandshake.com
2. Use the following as a step-by-step guide: https://support.joinhandshake.com/hc/en-us/articles/218693198-How-do-I-post-a-job-
3. IMPORTANT:
   a. In step 2, under ‘Job Type’ always use the selection for ‘On Campus Student Employment’.
   b. For Work Study listings, after selecting ‘On Campus Student Employment’, a new option will appear at the bottom of the screen for ‘Work Study’. Select ‘Yes’ to allow work study applicants for this position. This will make the posting eligible for both work study and non-work study applicants and you only need to post the position once.
   c. In step 5, please be sure to only select Cal Poly (California Polytechnic State University) as the school where you wish to post your job. Do not select any other Universities.

If you prefer a video step-by-step format, please use the following link. Be sure to pay attention to the Important notes above when following this video guide to enroll.

Important Links
- Main Site: https://calpoly.joinhandshake.com
- Registration Link to Get Started: https://calpoly.joinhandshake.com/employer_registrations/new
- System Documentation and additional help: https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer
Policies and Guidelines
As a valued Cal Poly partner, below are key guidelines you should be attentive to:

- To align with Cal Poly branding policies, please do not change your department name or format.
  - Contact Career Services if you have any questions regarding your department name at careerservices@calpoly.edu or (805) 756-5976.
- Positions will be assigned an expiration date of:
  - Part-time positions: 14 days past the posting date
  - Work-study positions: 60 days past the posting date
- Career Services staff reserves the right to determine posting eligibility by reviewing each description and declining positions deemed unsuitable for students. Minimum posting qualifications include:
  - Position title
  - Selections from the “Job Function” field
  - Clear job description
  - Candidate requirements
  - Compensation requires at least minimum wage
- Note that your employer account is shared with your department and you are responsible for managing your contacts and postings.
  - All edits on your account and postings will be reflected across your shared MustangJOBS account.

Questions and Help
- MustangJOBS Hotline: 805-756-5976
- Career Services Main Phone: 805-756-2501
- Email: careerservices@calpoly.edu
- Career Services website resources: http://www.careerservices.calpoly.edu/recruit-here
- Handshake Support Email: support@joinhandshake.com