

MustangJOBS:

To search for job opportunities (Current Students):

- 1) Login to MustangJOBS directly through their my.calpoly.edu portal.
- 2) Select the “Jobs” tab in navigation menu at the top of the web page.
- 3) Select the desired filters (i.e. “Full-time job”, “Location”, etc.) and type in “Architecture” in the search bar.

To search for job opportunities (Alumni):

- 1) Complete an Alumni Account Request. (<https://careerservices.calpoly.edu/explore-services/mj-alumniregistration>)
- 2) After creating an alumni account, login to MustangJobs directly here. **Hyperlink the following: (<https://calpoly.joinhandshake.com/login>)
- 3) Select the “Jobs” tab in navigation menu at the top of the web page
- 4) Select the desired filters (i.e. “Full-time job”, “Location”, etc.) and type in “Architecture” in the search bar

To apply for a job:

- 1) Select the specified job posting (please keep in mind of the application deadline, required qualifications, and role description)
- 2) Click the “Apply” button
- 3) Provide the required documents (i.e. resume, cover letter, portfolio, etc.)
- 4) Click “Submit Application”

To Check the Status of Your Application:

- 1) Select your profile icon in the top right-most tab in the navigation menu
- 2) Click on “My Jobs” in the drop down menu

For EMPLOYERS:

To post a job opening:

- 1) Visit <https://calpoly.joinhandshake.com/login>
- 2) Sign in to Handshake or choose the “Sign up for an Account” option.
- 3) Select the blue “+Post a Job” button.
- 4) For further questions regarding MustangJOBS or Handshake, please refer to Cal Poly Career Services. (<https://careerservices.calpoly.edu/recruit-here/posting-job>)

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