

Art & Design Student User Guide for MustangJOBS, powered by Handshake

1. To login to MustangJOBS, powered by Handshake, open you Cal Poly student portal webpage.
2. From the “Home” tab, under “My Apps”, click on “MustangJOBS” to use the single sign-on function. Otherwise, students can log in at <https://calpoly.joinhandshake.com/login>.
3. Once logged in, here are ways to maximize your job and internship search.

From the Top Menu Bar



Jobs Events Q&A Students Career Center Dale

YOUR NAME drop down menu

→ My Profile

- Update your graduation year, upload a picture, input work experience and extracurriculars, and all other sections to complete your profile.

→ Documents

- Click on “Update or add documents” then “Select from Computer” button and follow prompts to upload your default resume. Click on “Approve PDF” when done.
- You can “Build Profile from Resume” or edit the document by clicking on the document title.
- Click on the box under “Feature on Profile” for your default resume (remove your address and any other personal information you don’t want the public to know).

→ Career Interests

- Complete career interests list to get recommended employers, events, and jobs that match what you're actually interested in.
- Check out career interest categories like **Design/Art, Marketing – Brand Management, Fine Arts, and Web/Software.**
- Review these regularly and update your preferences to match job listings most relevant to your interests.

Jobs Menu

→ Job Search tab

- In the keyword search box on the left, you may search by company name, position title or other job key word. Once you press the search button, anything that matches the company name, job title or in the job description will be listed on the right.
 - Try searching keywords like design, art, or web media.
- Another way of searching is to narrow down your options by clicking on the filters
 - Filter by Design, Internet/Software, or Performing and Fine Arts as the Employer Industry
 - Filter by Design/Art, Advertising/Media/PR, or Marketing – Brand Management as the Job Function.

→ Applications tab

- View what positions you have applied to.

→ Employers tab

- Here you can explore all employers that use the Handshake network.
 - Search graphic design as the keyword or making the company industry Design, Advertising/PR/Marketing, or Internet/Software.
- By clicking on the star to the right of the employer's name, you can "Favorite" that employer.
 - Favorite an employer to get notifications when that employer posts a new job or when they are coming to campus for a career fair, Info Session, or On-Campus Interviews.

→ On-Campus Interviews tab

- The employers conducting On-Campus Interviews for the upcoming/current quarter are listed by deadline to apply date.
- Under the "Job Search" tab, you can see companies offering On-Campus Interviews by filtering under "Categories" and you can apply more filters to narrow your search.

Events Menu

→ Upcoming Events tab

- View upcoming workshops, career fairs and other events hosted by Career Services.
- Also view upcoming Info Sessions that specific employers are hosting at Cal Poly. Plan to attend to learn more about attending companies, their culture, positions they are recruiting for, and network individually with employer representatives.

→ Event Search tab

- Search through the upcoming events by adding filters such as type and date.

→ Fair Search tab

- Click on the Career Fair listed that you want to find out more about.
- Click on blue "Join Event" button to register for the event.
- Click on blue "View All Employers" button to see entire list of companies attending.
- Use the search box on the left to search for companies.
- Use the searchable fields on the left of the page to narrow down by Majors, Job Types, Employment Types, and Career Fair Sessions
- Click on [View Details](#) button under each employer to view Employment Types, Job Titles, Majors and/or Major Groups they are seeking, and Work Authorization.

→ Calendar tab

- View all events by a month, week, or day calendar.

Career Center Dropdown Menu

→ Appointments

- Schedule appointments with your career counselor and view your upcoming appointments.
- Leave comments and view the details on your past appointments.

→ Resources dropdown

- Get direct access to our 24/7 resources listed here: Going Global, Big Interview, FOCUS-2 self-assessment, Career Spots, Portfolium, and other helpful resource articles.