



CAL POLY

Student Affairs
Career Services



Onboarding and Job Posting Employer Guide

On & Off Campus Employers

January 2019

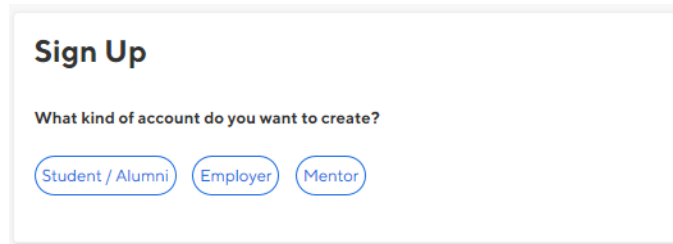
Welcome

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.

Creating Your Account

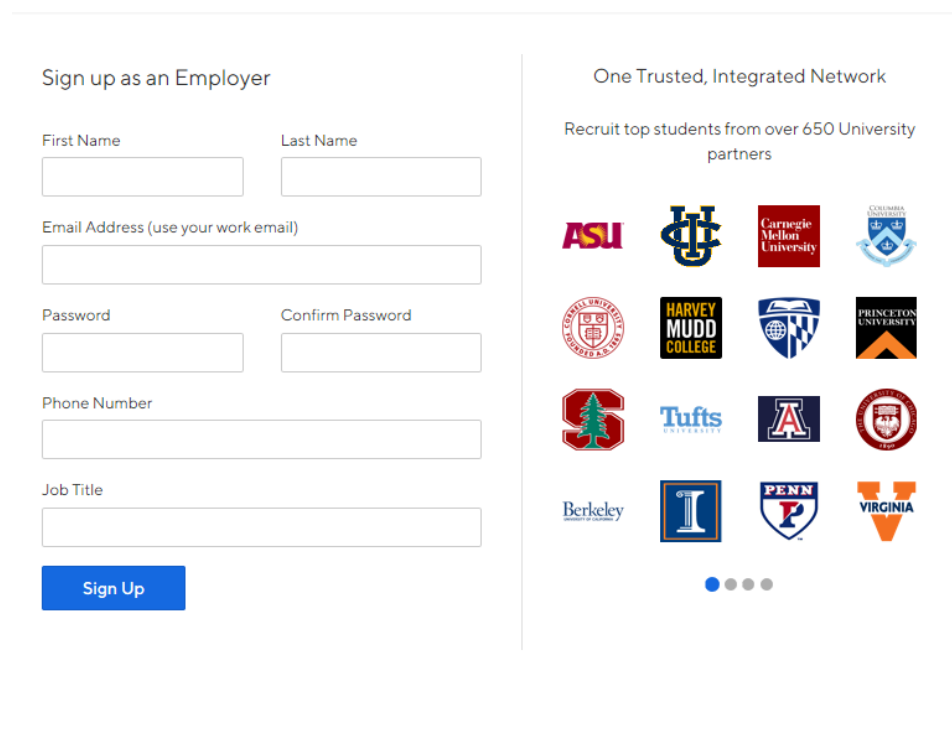
To register as an employer on Handshake follow these steps:

1. Visit https://calpoly.joinhandshake.com/employer_registrations/new and select 'Sign up for an account' in the Handshake icon. Then click "Employer."



2. Add your information here.
 - a. When creating a password make sure it meets these requirements:
 - i at least 12 characters,
 - ii at least one letter,
 - iii at least one number, and
 - iv at least one symbol
 - b. Please note: Your email domain must match your company. Use your company email.

On-Campus Departments: You must register using your @calpoly.edu email account.



3. Add your recruiting interests and Alma Mater information (optional):
 - a. Alumni still need to be approved with an employer account before they can connect with Cal Poly if they are registering as an employer.

Welcome to Handshake

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit

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

Add your Alma Mater

School Name **Graduation Year**

Select School 2019





My school is not listed, let me type my own

[Add another Alma Mater](#)

Next: Employer Guidelines

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles


-  550k business students
-  360k finance students
-  245k computer science students
-  435k consulting students

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4. Read the Employer Guidelines, Terms of Service, and Privacy Policy. Choose Yes or No to move forward and click “Next: Confirm Email.”

Handshake Employer Guidelines


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](#):




Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.



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.



Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.



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.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

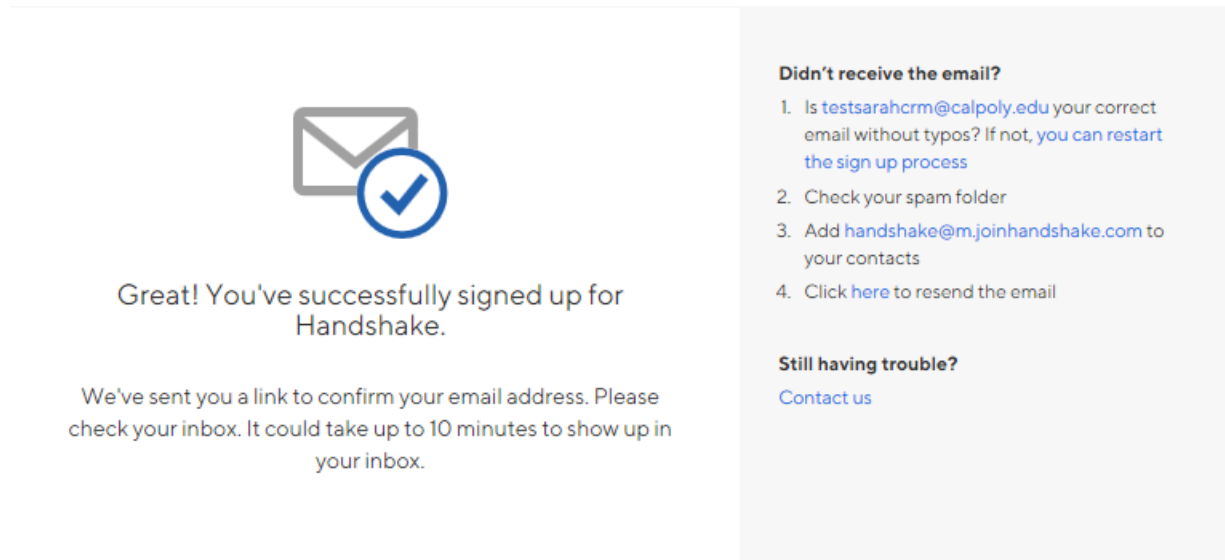
Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

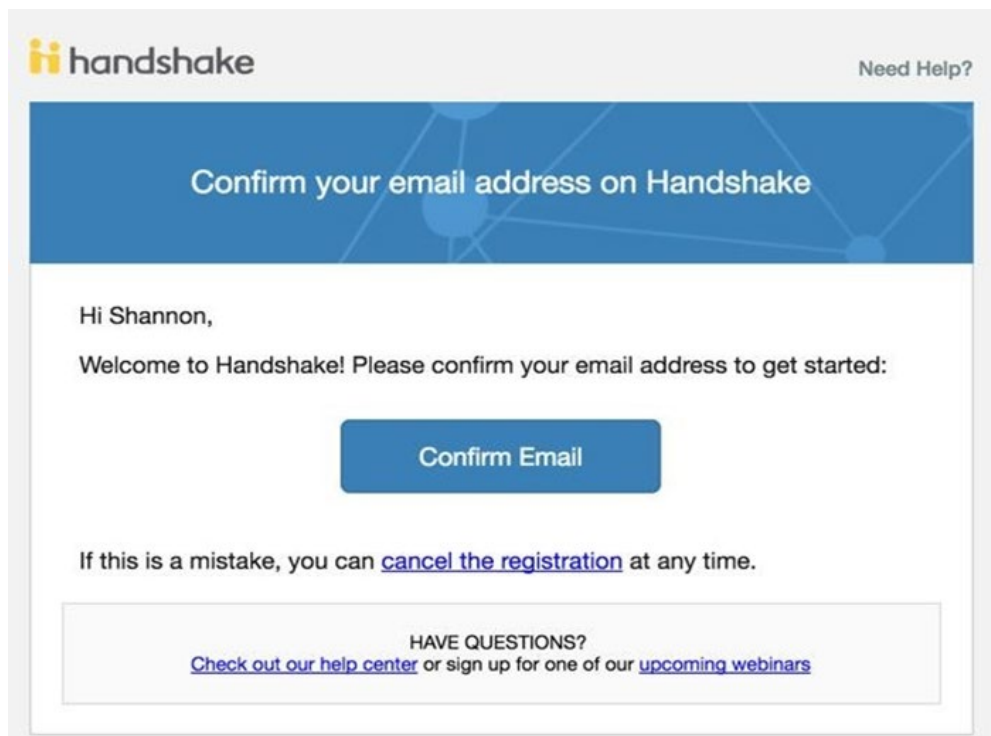
Next: Confirm Email

5. You will now see this screen, directing you to your inbox to confirm your account via email:
- Important: Be sure to check your spam folder. The email will be sent from handshake@notifications.joinhandshake.com**



The image shows a confirmation screen for Handshake. On the left, there is a large icon of an envelope with a blue checkmark inside a circle. Below the icon, the text reads: "Great! You've successfully signed up for Handshake." followed by "We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox." On the right side, there is a grey sidebar with two sections: "Didn't receive the email?" with a list of four steps (1. Is testsarahcrm@calpoly.edu your correct email without typos? If not, you can restart the sign up process; 2. Check your spam folder; 3. Add handshake@m.joinhandshake.com to your contacts; 4. Click here to resend the email) and "Still having trouble?" with a "Contact us" link.

6. Click the email confirmation button in your inbox.



The image shows an email confirmation screen for Handshake. At the top left is the Handshake logo, and at the top right is a "Need Help?" link. The main heading is "Confirm your email address on Handshake". Below this, the email content reads: "Hi Shannon, Welcome to Handshake! Please confirm your email address to get started:" followed by a large blue button labeled "Confirm Email". Below the button, it says: "If this is a mistake, you can [cancel the registration](#) at any time." At the bottom, there is a box with the text: "HAVE QUESTIONS? [Check out our help center](#) or sign up for one of our [upcoming webinars](#)".

7. Find and request to join your current company account or join a new company.
 - a. Step 3 of 4 has two versions (below) depending on your company.
 - b. If you request to join a company that already has an account in Handshake, your request will need to be approved by a staff member at your company who is already a user. (See #9 for directions on approving staff members)

On-Campus Departments: Please select from the pre-populated list of Cal Poly Departments presented. If your department is not listed, please add your department by naming it “Cal Poly - (Department name).”

This screenshot shows the 'Step 3 of 4 - Join Company' page. The top navigation bar includes the Handshake logo, 'Help', and 'Log Out'. Below the navigation bar, it says 'Step 3 of 4 - Join Company' and 'You've selected Handshake - MV'. A yellow button labeled 'Next: Connect to Schools' is visible. The main content area displays a message: 'Great! It looks like your company is already in Handshake.' Below this is a card for 'Handshake - MV' with a 'Requested' button. The card details include 'Demo employer account' and 'Mountain View, CA, USA | http://www.joinhandshake.com'. To the right, there are three sections of text: 'Are you a part of a division within this company?', 'Not your company?', and 'Unable to join?'.

This screenshot shows the 'Step 3 of 4 - Join Company' page. The top navigation bar includes the Handshake logo, 'Help', and 'Log Out'. Below the navigation bar, it says 'Step 3 of 4 - Join Company' and 'Next: Connect to Schools'. The main content area features a three-step process diagram: 1. Search & request, 2. Connect, and 3. Approval. Below the diagram is a search bar with the placeholder text 'Search for your company' and a 'Search' button. To the right, there are two sections of text: 'Are you a part of a division within this company?' and 'Can't find your company?' with a 'Create New Company' button.

8. Connect to California Polytechnic State University – San Luis Obispo. You can view all schools requested by clicking “My Selected.” Once your request is approved by the California Polytechnic State University Career Services staff, you will be able to interact with California Polytechnic State University in Handshake.

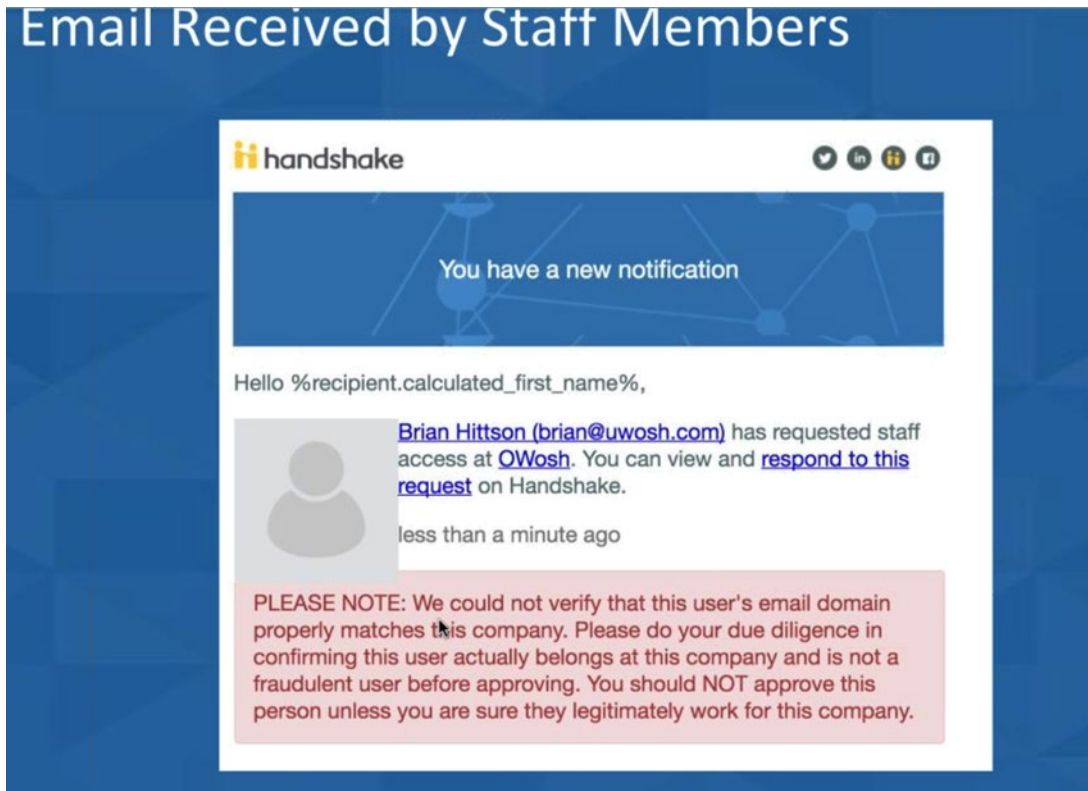
Important: Search “California Polytechnic State University – San Luis Obispo” when searching for Cal Poly

On Campus Departments: Verify only “California Polytechnic State University – San Luis Obispo” is selected. No other schools should be selected.

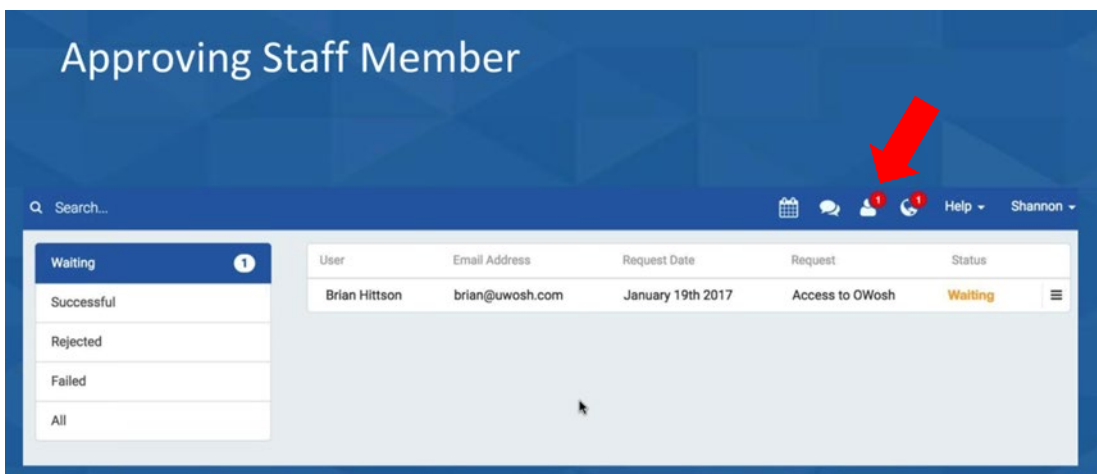
The screenshot shows the Handshake interface at the 'Step 4 of 4 - Connect with Schools' stage. The top navigation bar includes the Handshake logo, 'Help', and 'Log Out'. Below the navigation bar, it indicates '5 Schools selected' and a 'Next: Finish' button. A search bar is present with a 'Search' button highlighted by a red arrow. The search results show 16 items, including Airam University, Amaranta University, CAS University, Bryn Mawr - Testing with Tri Co, and Amaranta State University. Each item has a blue checkmark icon to its right. On the right side, there are filters for 'Region' (Midwest, Northeast, South, West) and 'Rank'. A 'My Selected (5)' checkbox is also visible, which is currently unchecked.

The screenshot shows the Handshake interface at the 'Step 4 of 4 - Connect with Schools' stage. The top navigation bar includes the Handshake logo, 'Help', and 'Log Out'. Below the navigation bar, it indicates '5 Schools selected' and a 'Next: Finish' button. A search bar is present with a 'Search' button. The search results show 5 items: Airam University, Bryn Mawr - Testing with Tri Co, Haverford College - Tri Co Testing, Amaranta University, and CAS University. Each item has a blue checkmark icon to its right. On the right side, there are filters for 'Region' (Midwest, Northeast, South, West) and 'Rank'. A 'My Selected (5)' checkbox is checked, highlighted by a red arrow, and a 'Clear' link is next to it. At the bottom, there is a message: 'Done selecting schools to recruit at? Click "Finish" above to finish signing up.'

9. Below is the message received by current staff members at your company who can approve new users. Only an existing user within the company can approve new users that are requesting to join the company account.



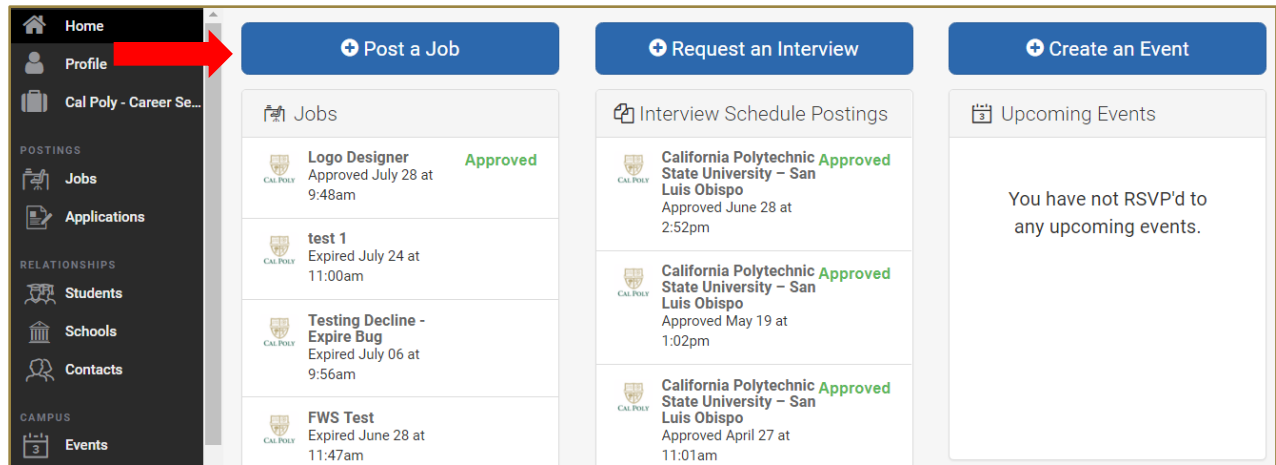
b. Existing users at the company can also select the 'human' icon in the top right-hand corner of the page to access the approval section. A number will appear in red to indicate how many staff are waiting for approval.



Post a Job

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

1. [Log in](#) to MustangJOBS, powered by Handshake.
2. On your homepage, click the blue “Post a Job” button.



3. Fill out each page of the 4 tabs on the bottom bar of options.

New Job

Jobs New Job

* Job Title

+ add an ATS / job code to match against your applicant tracking system (this will not sync applications)

Company Division

Choose a division...

Require students to also apply through website or applicant tracking system?

Yes No

Display your contact information to students?

Name Only Name and Email Don't show my info

* Job Type

Job

Internship

On Campus Student Employment

[Show more options](#)

* Employment Type

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Work Study Job?

Yes No

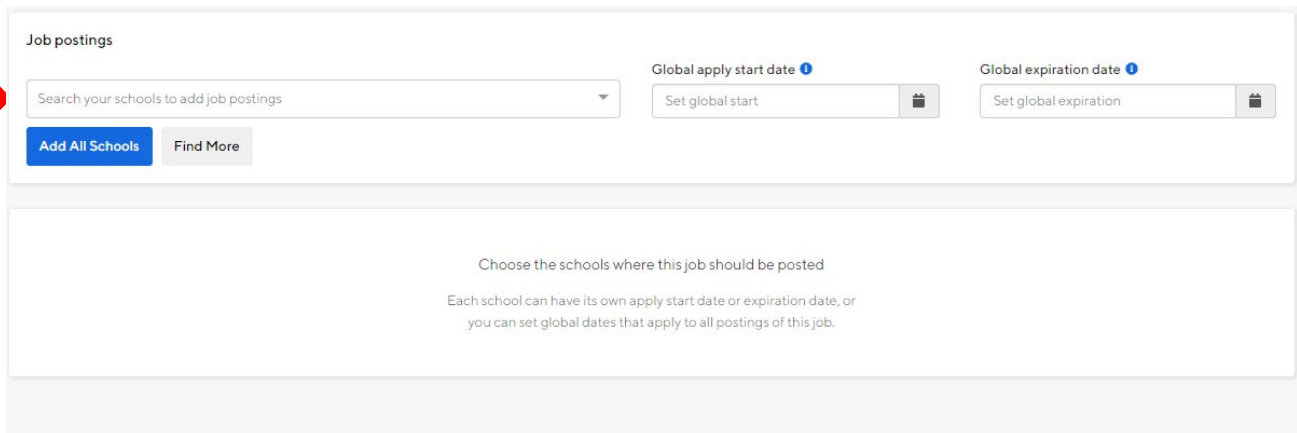
< Previous Basics Details Preferences Schools Next >

The screenshot shows the 'New Job' form in MustangJOBS. The form is titled 'New Job' and has a 'Jobs New Job' tab. It contains several sections: 'Job Title' with a text input field and a note about adding an ATS/job code; 'Company Division' with a dropdown menu; 'Require students to also apply through website or applicant tracking system?' with radio buttons for 'Yes' and 'No'; 'Display your contact information to students?' with radio buttons for 'Name Only', 'Name and Email', and 'Don't show my info'; 'Job Type' with radio buttons for 'Job', 'Internship', and 'On Campus Student Employment', plus a 'Show more options' link; 'Employment Type' with radio buttons for 'Full-Time' and 'Part-Time'; 'Duration' with radio buttons for 'Permanent' and 'Temporary / Seasonal'; and 'Work Study Job?' with radio buttons for 'Yes' and 'No'. At the bottom, there is a navigation bar with buttons for '< Previous', 'Basics', 'Details', 'Preferences', 'Schools', and 'Next >'. A red arrow points to the 'Next >' button.

On Campus Departments:

- a. Under 'Job Type' always use the selection for 'On Campus Student Employment'.
- b. For Work Study listings, select 'Yes' to allow work study applicants for this position. This will make the posting open for both work study and non-work study applicants and you only need to post the position once.
- c. Please be sure to only select "California Polytechnic State University – San Luis Obispo" as the school where you wish to post your job. Do not select any other universities.

4. On the "Schools" tab, add California Polytechnic State University – San Luis Obispo by searching. Employers can only add schools that have been approved. If you do not see California Polytechnic State University – San Luis Obispo pop up, then you have not been approved to post at our school yet.



Job postings

Search your schools to add job postings

Global apply start date ⓘ Set global start

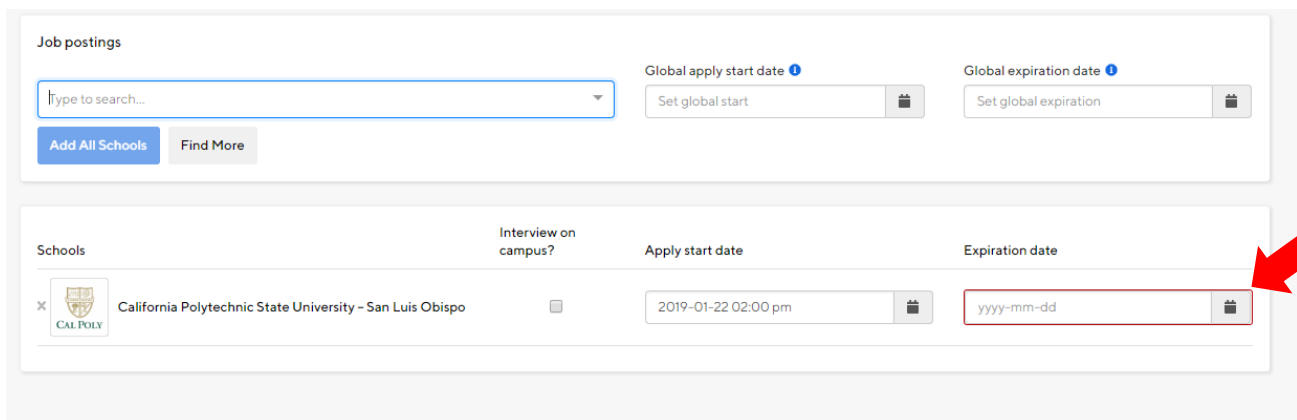
Global expiration date ⓘ Set global expiration

Add All Schools Find More

Choose the schools where this job should be posted

Each school can have its own apply start date or expiration date, or you can set global dates that apply to all postings of this job.

5. Change the expiration date to reflect how long you would like the job posted. (See Policies & Guidelines section)




Job postings

Type to search...

Global apply start date ⓘ Set global start

Global expiration date ⓘ Set global expiration

Add All Schools Find More

Schools	Interview on campus?	Apply start date	Expiration date
×  California Polytechnic State University – San Luis Obispo	<input type="checkbox"/>	2019-01-22 02:00 pm	yyyy-mm-dd

6. Click “Save” button to submit job posting.



Policies and Guidelines

Please visit our website to review our [recruiting policies](#).

On Campus Departments:

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 cs-recruiting@calpoly.edu or (805) 756-5976.
- Positions will be assigned an expiration date of:
 - Maximum of 6 months past the posting date
 - Work-study positions: Will be posted until the second week of June of the academic year posted.
- 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: cs-recruiting@calpoly.edu
- Career Services website resources: <http://www.careerservices.calpoly.edu>
- Handshake Support Email: support@joinhandshake.com