



CAL POLY

Student Affairs
Career Services



Onboarding and Job Posting Employer Guide

On & Off Campus Employers

November 2017

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.
2. Add your information here.
 - a. When creating a password make sure it meets these requirements:
 - i at least 9 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.



Great talent can be hard to find.
Handshake makes it easy. Sign up and
start recruiting today.

Recruit the best talent from schools like

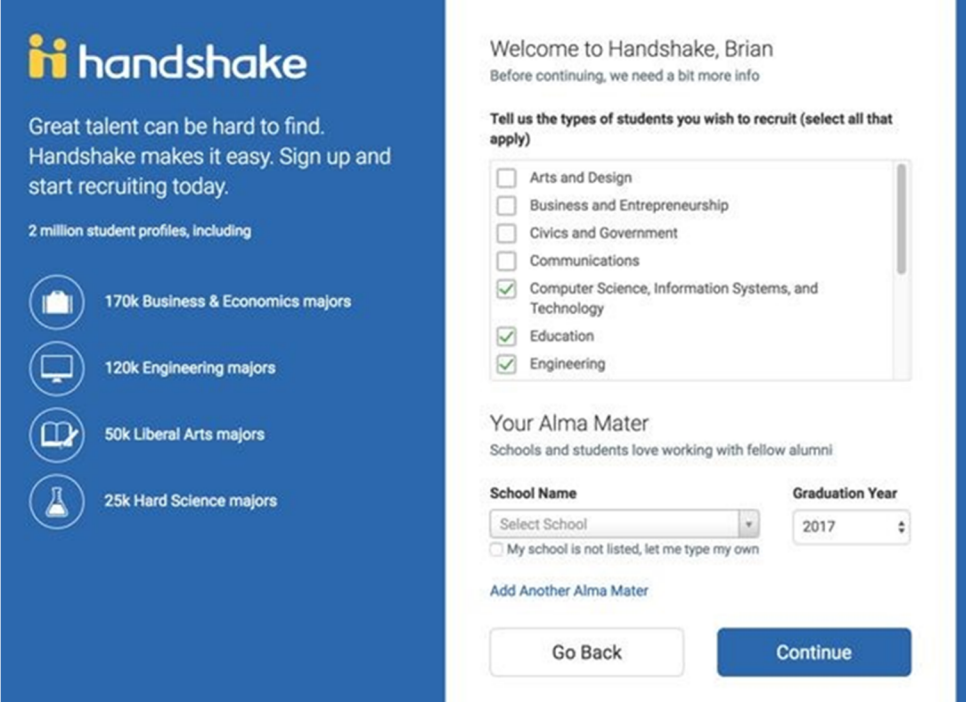
| | | |
|---|---|--|
|  Stanford University |  Cornell University |  University of California Berkeley |
|  University of Virginia |  Villanova University |  University of Michigan |
|  Carnegie Mellon University |  Michigan State University |  University of Chicago |

And over 150 more!

Sign up as an Employer:

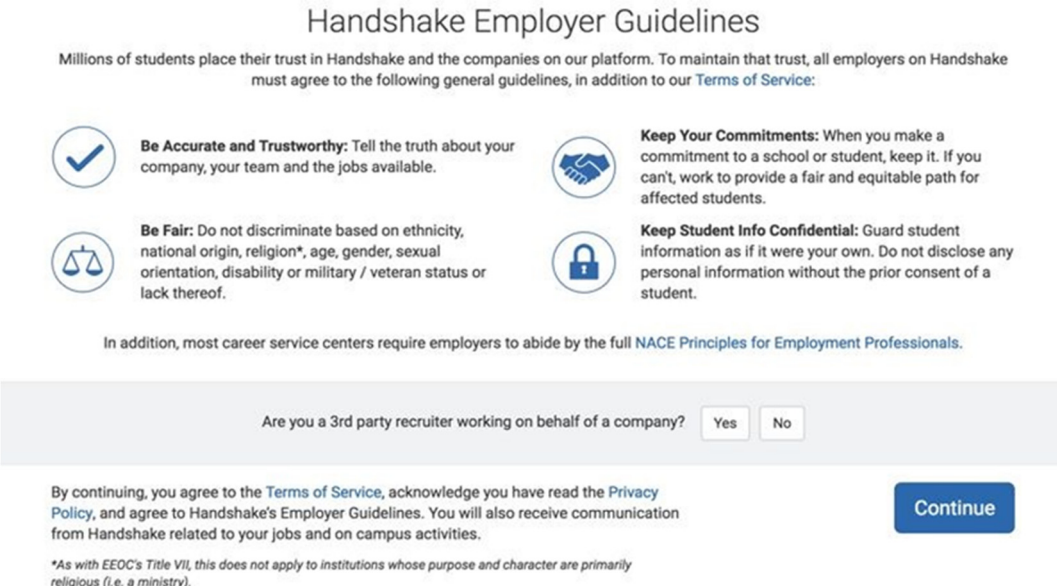
| | |
|--|--------------------------|
| First Name | Last Name |
| <input type="text"/> | <input type="text"/> |
| Email Address Use your work email | |
| <input type="text"/> | |
| Password | Confirm Password |
| <input type="password"/> | <input type="password"/> |
| Phone Number | |
| <input type="text"/> | |
| <input type="button" value="Sign Up"/> | |
| Already have an account? <input type="button" value="Log In"/> | |

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.



The image shows a registration form for Handshake. On the left, a blue sidebar contains the Handshake logo and text: "Great talent can be hard to find. Handshake makes it easy. Sign up and start recruiting today." Below this, it says "2 million student profiles, including" and lists four categories with icons: "170k Business & Economics majors", "120k Engineering majors", "50k Liberal Arts majors", and "25k Hard Science majors". The main content area is white. It starts with "Welcome to Handshake, Brian" and "Before continuing, we need a bit more info". Below this is a section titled "Tell us the types of students you wish to recruit (select all that apply)". It contains a list of majors with checkboxes: Arts and Design, Business and Entrepreneurship, Civics and Government, Communications, Computer Science, Information Systems, and Technology (checked), Education (checked), and Engineering (checked). Below this is a section titled "Your Alma Mater" with the subtext "Schools and students love working with fellow alumni". It contains two fields: "School Name" with a dropdown menu (currently showing "Select School") and "Graduation Year" with a dropdown menu (currently showing "2017"). Below these fields is a checkbox labeled "My school is not listed, let me type my own". At the bottom of the form are two buttons: "Go Back" and "Continue".

4. Read the Employer Guidelines, Terms of Service, and Privacy Policy.



The image shows the "Handshake Employer Guidelines" page. At the top, the title "Handshake Employer Guidelines" is centered. Below it, a paragraph states: "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](#):". Below this paragraph are four guidelines, each with an icon and a title: 1. "Be Accurate and Trustworthy" (checkmark icon): "Tell the truth about your company, your team and the jobs available." 2. "Be Fair" (scales icon): "Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof." 3. "Keep Your Commitments" (handshake icon): "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." 4. "Keep Student Info Confidential" (lock icon): "Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student." Below these guidelines is a paragraph: "In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#)." At the bottom of the page is a light gray box containing a question: "Are you a 3rd party recruiter working on behalf of a company?" with "Yes" and "No" buttons. Below this box is a paragraph: "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." To the right of this paragraph is a blue "Continue" button. At the very bottom, a small footnote reads: "*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry)."

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**



Great! You've successfully signed up for Handshake.


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.

Didn't receive the email?

1. Is shahitts@oshkosh.com your correct email without typos? If not, you can [restart the sign up process](#). Otherwise:
2. Check your spam folder
3. Add handshake@notifications.joinhandshake.com to your contacts
4. [Click here to resend the email](#).

Still having trouble? [Contact us](#).

6. Click the email confirmation button in your inbox.

Need Help?

Confirm your email address on Handshake

Hi Shannon,

Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

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 “Create New Company”
- 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).”

Step 1 of 2

First, find and join your company.

abc

10 Results

ABC Widget

ABC Widget

Are you a part of a division within this company?

No problem. First join your company. Then after activating your account, create a smaller group within your company profile to tailor your content to students.

Can't find your company?

Create New Company

8. Connect to California Polytechnic State University – San Luis Obispo. 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.

Step 2 of 2

Next, connect to schools

Tap the '+' on each school you're interested in recruiting students from

If you requested to connect with OWosh accidentally you can [cancel it now](#).

Selecting 0 schools with 0 students, out of 1,406,087 total students on Handshake

Search by school name

Order By

Default rank

Size

☒ All

☒ < 1,000 students

☒ 1,000 - 5,000 students

☒ 5,000 - 10,000 students

☒ 10,000 - 25,000 students

Location (US Region)

☒ All

Amaranta University

San Francisco, California • 5,391 students

#1 National Universities

California Polytechnic State University

San Luis Obispo, California • 19,246 students

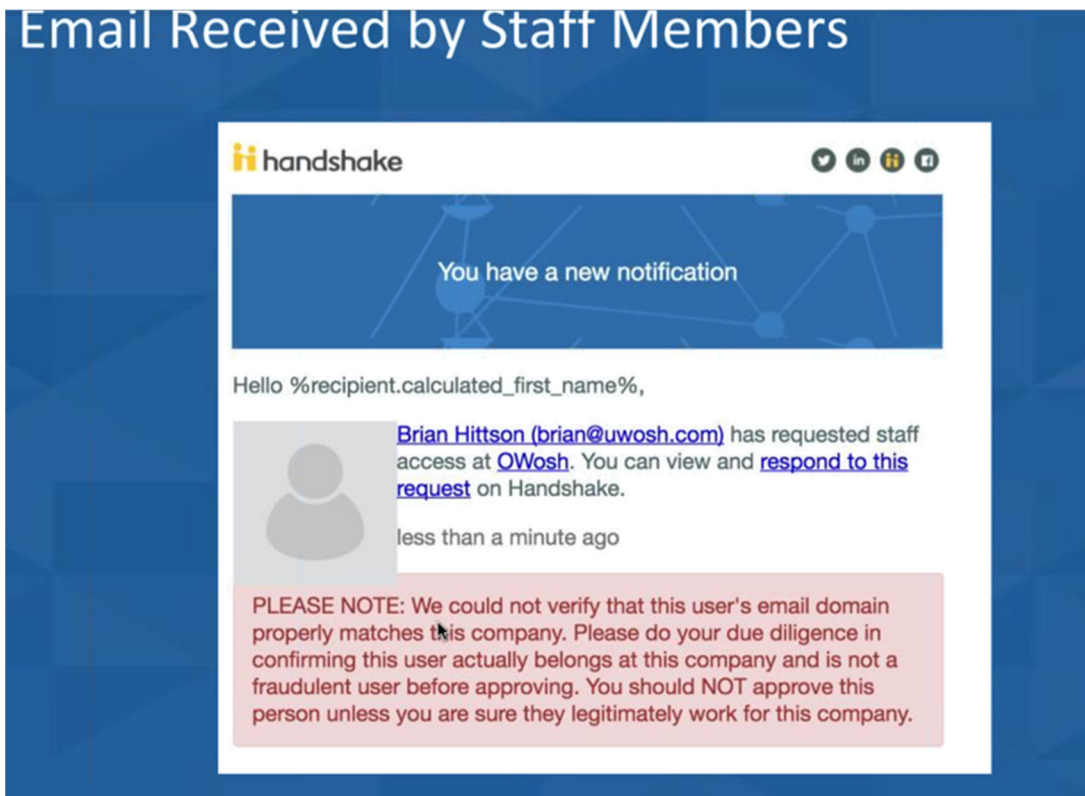
#1 Top Public Schools (West)

Harvey Mudd College

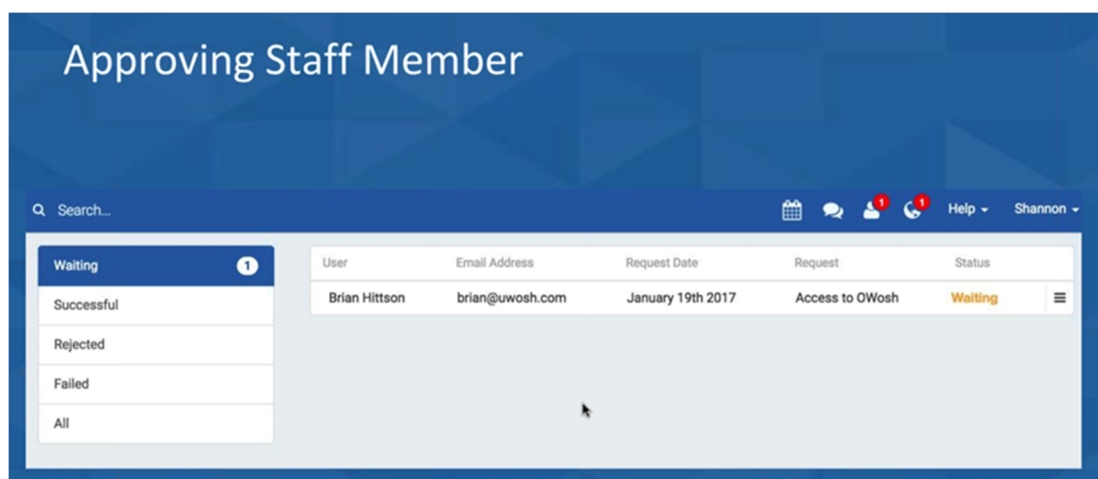
Claremont, California • 804 students

#1 Best Undergraduate Engineering Programs (No Doctorate)

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.



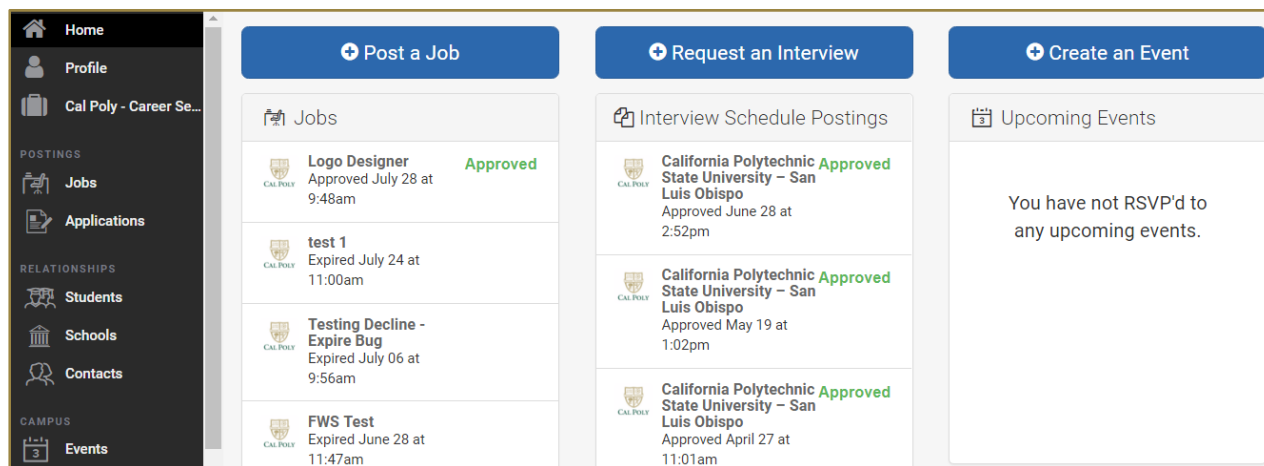
b. Existing users at the company can also select the 'human' icon in the top right-hand corner of the page to access the approval section. A number will appear in red to indicate how many staff are waiting for approval.



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 >



On Campus Departments:

- Under 'Job Type' always use the selection for 'On Campus Student Employment'.
- 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.
- 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.

- On the "Schools" tab, add California Polytechnic State University – San Luis Obispo by clicking the plus sign.

New Job Jobs

Search Your Schools

+

 ADD ALL SCHOOLS

+

 California Polytechnic State Uni...

+

 California State Polytechnic Uni...

+

 Claremont Graduate University

+

 Claremont McKenna College

+

 Harvey Mudd College

+

 Keck Graduate Institute

+

 Pitzer College

+

 Pomona College

+

 Princeton University

+

 San Jose State University

+

 Scripps College

+

 Find more schools

Global apply start date: ⓘ

Set global date

Global post expiration: ⓘ

Set global date

You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left.

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

New Job Jobs **New Job**

Search Your Schools

+

 ADD ALL SCHOOLS

+

 California State Polytechnic Uni...

+

 Claremont Graduate University

+

 Claremont McKenna College

+

 Harvey Mudd College

+

 Keck Graduate Institute

+

 Pitzer College

+

 Pomona College

+

 Princeton University

+

 San Jose State University

+

 Scripps College

+

 University of Colorado Denver

+


 Find more schools

Global apply start date: ⓘ

Set global date

Global post expiration: ⓘ

Set global date

| School | Interview on campus? | Apply start date | Expiration date |
|--|--------------------------|---------------------|---------------------|
| <div><div></div> California Polytechnic State Universi...</div> | <input type="checkbox"/> | 2017-11-28 11:00 am | Set expiration date |

- Click "Create" button to submit job posting.

< Previous

Basics

Details

Preferences

Schools

Next >

Create

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 careerservices@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: careerservices@calpoly.edu
- Career Services website resources: <http://www.careerservices.calpoly.edu>
- Handshake Support Email: support@joinhandshake.com