



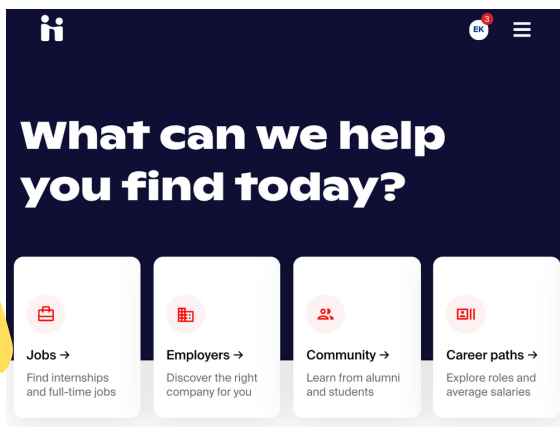
MustangJOBS

powered by **Handshake**

1

EXPLORE: Find the job you're looking for!

CHOOSE: "Jobs" on the home page



2

FILTER: Choose the "job type" and fill in the "job role" you want

Filters

Job type

Full-Time

Part-Time

Internship

On-Campus

Job

+ More

- ☐ Paid roles only
- ☐ Work study
- ☐ Interviewing on campus

Job Role

Graphic Design

Graphic Designers

Software Developers and Engineers

Electrical Engineers

3

DON'T MISS OUT ON INTERVIEW OPPORTUNITIES!

CHOOSE: "Interviewing on Campus"

Filters

Job type

Full-Time

Part-Time

Internship

On-Campus

- ☐ Paid roles only
- ☐ Work study
- ☐ Interviewing on campus

Access MustangJOBS through your Cal Poly Portal!



A Guide for Students in Maximizing MustangJOBS, powered by Handshake

Getting Started: Set Up Your Profile

From the Top Menu Bar



Profile Picture Dropdown Menu

→ My Profile

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

→ Documents

- Click on “Manage Documents” then “Add New Document” 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.

→ Career Interests

- Complete career interests list to get recommended employers, events, articles, and jobs that match what you're actually interested in.
- Check out career interest industries that are aligned with your major or what you are interested in doing.
- The job function is the type of work you could be doing. Select a few job functions to get started.
- Review these regularly and update your preferences to match job listings most relevant to your interests.

→ Settings & Privacy

- Update your Privacy setting. You will need “Employers” to sign up for 1:1 Interviews at virtual career fairs and “Community” to sign up for Group Sessions in addition to 1:1 Interviews.
- Click on Notification Preferences to update how to get notified on event activity, applications, and much more.

Jobs Menu

→ Job Search tab

- In the keyword search box on the left, you may search by company name, position title or other job keyword. Anything that matches the company name, job title or in the job description will be displayed.

- Another way of searching is to narrow down your options by clicking on the All Filters button
 - Use the Job Role, Industry and Major to narrow down open positions.
- Clicking on the **Save your search** button allows you to save all your sections from a particular search so you don't have to click on the same criteria next time you log in.

Don't miss out!

New jobs are getting added all the time.

Save your search and be the first to know.

→ **Applications tab**

- View what positions you have applied to.

→ **Employers tab**

- Here you can explore all employers that use the Handshake network.
- By clicking on the **star** to the right of the employer's name, you can "follow" that employer. Following an employer will send you notifications when that employer posts a new job or when they are coming to a career fair, Info Session, or On-Campus Interviews.

Events Menu

→ **Event Search tab**

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

→ **Career Fair** Click on the Career Fair listed that you want to find out more about.

- Click on the "Register" button to register for the event.
 - Once registered, you can view all employers attending.
- Use the search box on the left to search for companies.
- Use the searchable fields to narrow down by Majors, Job Types, and Location.

→ **On-Campus Interviews tab**

- The employers conducting On-Campus Interviews for the upcoming/current quarter are listed by deadline to apply date. You can filter down options using criteria on the left column.

Career Center 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.