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:


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.

4. Read the Employer Guidelines, Terms of Service, and Privacy Policy. Choose Yes or No to move forward and click “Next: Confirm Email.”
5. You will now see this screen, directing you to your inbox to confirm your account via email:
   a. **Important**: Be sure to check your spam folder. The email will be sent from handshake@notifications.joinhandshake.com

   ![Confirmation Email](image)

   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.

6. Click the email confirmation button in your inbox.
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).”
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.
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.

![Email Received by Staff Members](image1)

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.

![Approving Staff Member](image2)
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.
**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.

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