SEARCHES AND RECRUITMENT TRAINING

As of March 2020, the Searches and Recruitment in the CSU training is a single module. This module resides in CSU Learn. To take your training, please follow the steps below.

- 1. Click the link for <u>Searches and Recruitment in the CSU</u>.
- 2. Complete the steps to login to CSU Learn
- 3. Once logged in, you will land on the course details page
- 4. Click the **REGISTER** button on the top right (*click on the word REGISTER*, *do <u>NOT</u> click on the downward arrow*)

▲ II \	CSU Bakersfield	ଦ ଡ
Curriculum SEARCHES A		Completion Status
1. Searches and Recruitment in the CSU	Course Searches and Recruitmen	OPTIONS - < 🖤

- 5. Once registered you will see a congratulations message and the activity will have a **START** button
- 6. Click **START** and complete your training!

• Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.		
Curriculum SEARCHES AT	ND RECRUITMENT IN THE CSU <	
Searches and Recruitment in the CSU	DETAILS ACTIVITIES	
1. Searches and Recruitment in the CSU	Course Searches and Recruitmen	

- 7. After you complete the course, click Exit course
- 8. On the next screen, click Close
- 9. Click on the CSUB logo at the top of the screen to return to the CSU Learn landing page
- 10. Click Transcripts
- 11. Click the diploma icon, 🖼, beside the Searches and Recruitment in the CSU training
- 12. When the certificate of completion appears, click Print.

You will need to attach the certificate of completion to Form 2 of the hiring paperwork. You should give copies to your department and save an extra copy for yourself on your computer. You can always return to your transcripts, should you need another copy of your certificate of completion.

For technical assistance with the course or CSU Learn, please email <u>csulearn@csub.edu</u>.

CSU Bakersfield