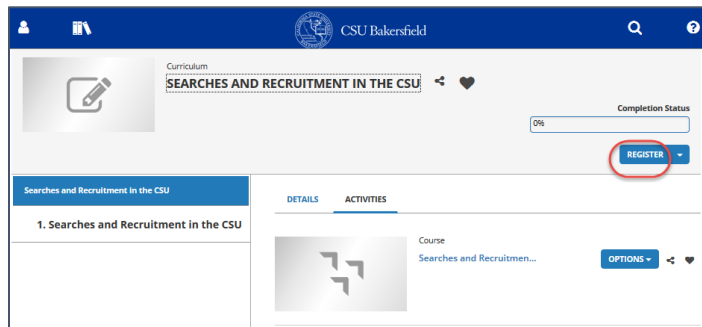


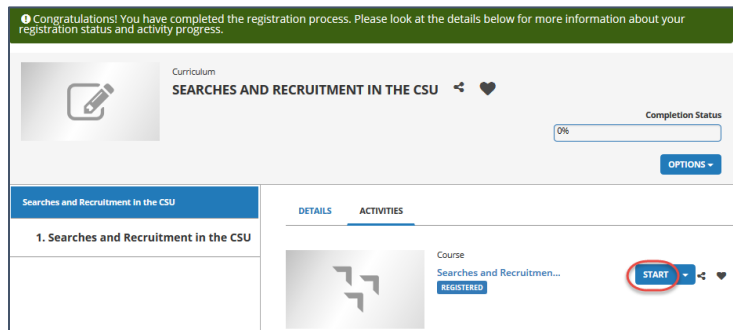
SEARCHES AND RECRUITMENT TRAINING


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 [Searches and Recruitment in the CSU](#).
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 NOT click on the downward arrow*)



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



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 csulearn@csub.edu.