



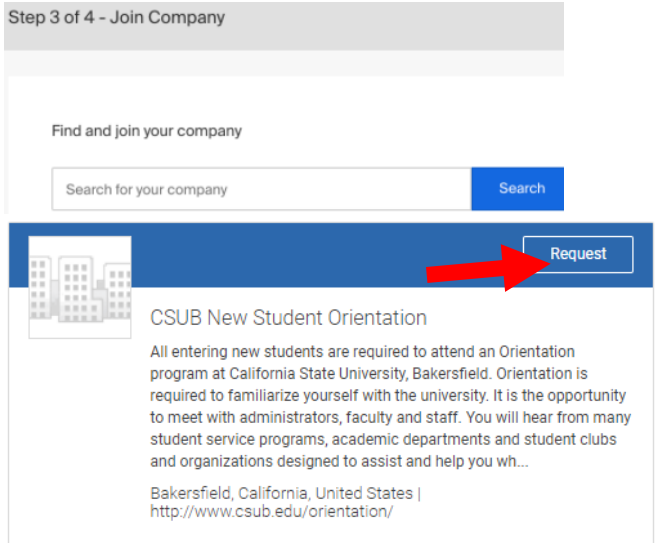
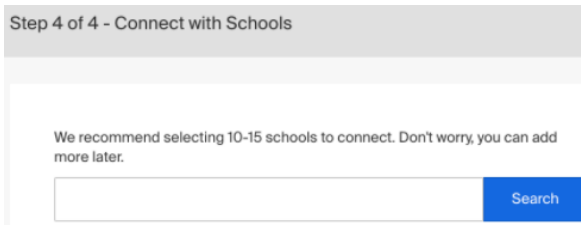
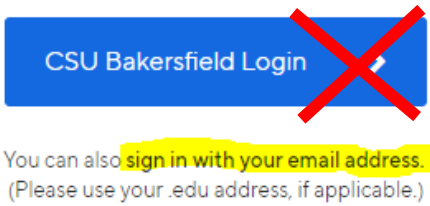


Handshake: Create an Employer Account

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| 1. | Go to https://csub.joinhandshake.com/login | |
| 2. | Select Sign up here (top right corner) | No account? Sign up here.  |
| 3. | Click on Sign up here | Are you an employer? Sign up here  |
| 4. | Sign up as an Employer <ul style="list-style-type: none"> Provide Email Address, Password, Confirm Password Select: Sign UP | Email Address (use your work email) <input type="text"/> Password <input type="password"/> Confirm Password <input type="password"/> Sign Up |
| 5. | Welcome to Handshake Enter Name, Phone Number, Job Title etc. Select Next: Employer Guidelines | First Name <input type="text"/> Last Name <input type="text"/> Phone Number <input type="text"/> Next: Employer Guidelines |
| 6. | Handshake Employer Guidelines <ul style="list-style-type: none"> Please read the guidelines Select Yes or No for: Are you a 3rd party recruiter working on behalf of another company? Select Next: Confirm Email | Are you a 3rd party recruiter working on behalf of another company? <input type="button" value="Yes"/> <input type="button" value="No"/> Next: Confirm Email |
| 7. | You've successfully signed up for Handshake. <ul style="list-style-type: none"> Check your email to confirm email address |  Great! You've successfully signed up for Handshake. |
| 8. | Email Confirmation: From: "Handshake" <handshake@m.joinhandshake.com> <ul style="list-style-type: none"> Please check spam/junk folder for the email Click on Confirm Email |  Confirm your email address on Handshake |

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| <p>9.</p> | <p>When you click Confirm Email, you will be taken to Step 3 of 4 – Join Company</p> <p>Search for your CSUB department:</p> <ul style="list-style-type: none"> ➤ Scroll until you find your department name. ➤ Once you have found your CSUB department, select Request to add to the account. <p>If you do not see your CSUB department, please call us at 661-654-3033.</p> |  |
| <p>10.</p> | <p>Step 4 of 4 –Connect with Schools</p> <ul style="list-style-type: none"> • CSUB (California State University— Bakersfield) will be defaulted as your school <p>Click on Next: Finish</p> |  |
| <p>11.</p> | <p><u>Please contact CECE to get your account activated.</u></p> <p>To log in, please use the “sign in with your email address” option.</p> <p>*Do not click on CSU Bakersfield Login — it is for students only.</p> <p>If you have any questions, please contact us at career@csub.edu.</p> |  |