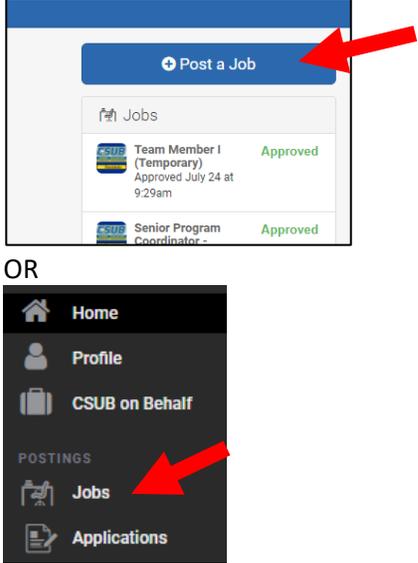
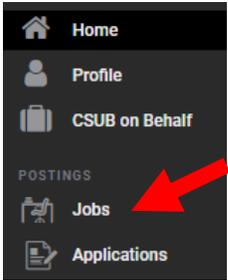


Handshake: How to Post a Job

1.	Go to https://csub.joinhandshake.com/login . To log in, please use the “sign in with your email address” option.	
2.	<p>Create Job Posting</p> <p>Option 1: Select +Post a Job</p> <p>Option 2: Select Jobs (left side) Select Create Job (right side)</p>	 <p>OR</p> 
3.	<p>Job Basics</p> <ul style="list-style-type: none"> • Complete all sections. • Specify if students are applying via Handshake or include an application link. <p>Click on Next to continue</p>	<p>Where should students submit their application?</p> <p><input checked="" type="radio"/> Apply in Handshake <input type="radio"/> Apply through external system</p> <p>Job title</p> <input type="text"/> <p>⚠ Job Title is required</p> <p>Job Type</p> <p>Basics Details Preferences Schools Preview Next ></p> 
4.	<ul style="list-style-type: none"> • Description: Provide job description and qualifications. • Required Documents: Complete this section if students are applying via Handshake. <p>Click on Next to continue</p>	<p>Description</p> 

<p>5.</p>	<p>Preferences</p> <ul style="list-style-type: none"> Optional Preferences: Graduation date, School Years, GPA, and Majors Applicant Packages: Please provide contact name. <p>Click on Next to continue</p>	<p>Graduation date range (Optional)</p> <p>Earliest grad date Latest grad date</p> <p>month year month</p> <p>Hiring alumni? You can leave earliest graduation date blank.</p> <p>School years (Optional)</p> <p><input type="checkbox"/> Freshman</p> <p><input type="checkbox"/> Sophomore</p> <p><input type="checkbox"/> Junior</p> <p><input type="checkbox"/> Senior</p>										
<p>6.</p>	<p>Select a School</p> <p>If CSUB if not selected</p> <ul style="list-style-type: none"> Search for California State University – Bakersfield Provide apply start date and expiration date. <p>Click on Next to continue</p>	<p>Job postings</p> <p>Search your schools to add job postings Global apply start date Global expiration date</p> <p>Set global start Set global expiration</p> <p>Add All Schools Add Favorite Schools Find More</p> <table border="1"> <thead> <tr> <th>Schools</th> <th>Status</th> <th>Interview on campus?</th> <th>Apply start date</th> <th>Expiration date</th> </tr> </thead> <tbody> <tr> <td> California State University - Bakersfield</td> <td></td> <td><input type="checkbox"/></td> <td>2021-10-12 04:00 pm</td> <td>yyyy-mm-dd</td> </tr> </tbody> </table>	Schools	Status	Interview on campus?	Apply start date	Expiration date	 California State University - Bakersfield		<input type="checkbox"/>	2021-10-12 04:00 pm	yyyy-mm-dd
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<p>7.</p>	<p>Preview Posting</p> <ul style="list-style-type: none"> Review posting and click on Save to submit job. 	<p>Basics Details Preferences Schools Preview Next</p> <p style="text-align: right;">Delete</p> <p style="text-align: right;"> Save</p>										
<p>8.</p>	<p>View expired or current jobs</p> <p>Click on the Jobs tab (Left Side)</p> <ul style="list-style-type: none"> Click on each available tab to view your jobs Active, Expired, All, Declined, Not Posted Click on job title to view details. 	<p>Jobs viewing all CSUB on Behalf jobs Edit this</p> <p>Active Expired All Declined Not Posted</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Job</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 5488011</td> <td>Testing</td> </tr> <tr> <td><input type="checkbox"/> 5284637</td> <td>Social Media Assistant</td> </tr> </tbody> </table>	ID	Job	<input type="checkbox"/> 5488011	Testing	<input type="checkbox"/> 5284637	Social Media Assistant				
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<p>9.</p>	<p>After you post a job, CECE Staff will review it prior to activating the posting.</p>	<p>If you have any questions, please contact us career@csub.edu.</p>										