handshake

Please select the type of account you would like to create

dent / Alumni   **Employer**   Mentor

Create a Handshake Account

Complete Company's information

Required: Company name, Website, Phone, Location,

and description.

Additional options include: Company size, social media etc.

Auto Approve Staff if you'd like to enable <u>any user</u> with a confirmed email address from your company to automatically be approved when they request access. (leave box unchecked to manually approve each staff).

Create New Employer When company information complete the employer landing page is shown where you may create job postings, events, oci, etc.

You can edit your company's profile information by: Clicking on company's name left-hand navigation bar

(under Profile).

Overview page--can edit your logo and branding image.

To update company information, click *Edit* tab company information

Click Update when edits are completed

To add your company's logo:

Click *Add a logo,* Click *Upload New Image.*

Select the logo image 1:1 (width to height) ratio is best for your logo max size of 400x400.

Click *Select image and Save,* Click *Add a branding image.*

Upload New image Select the logo image you'd like to use ratio between 4:1 and 5:1 (width to height) branding image max size 2000x500.

Click *Select image and Save*

Once approved, Handshake provides access to post jobs, sign up for OCI, Information Sessions and Register for Events

Handshake Contact Information

Support Team:
Day-to-day tactical questions?
Having trouble accessing your account? Reach out to support@joinhandshake.com

Cal Poly Pomona Career Center

www.cpp.edu/~career

909-869-2342

career@cpp.edu

CAREER CENTER
CAL POLY POMONA

Post a Job from your home dashboard

Complete 4 steps: Job Basics, Job Details, Job Preferences, Schools to post to. Complete **required fields*** identified with an asterisk (*)--to create your job. **Note:** the more fields completed, the more robust and desirable the job posting will be for candidates.

Job Title You'll see an option below to add an ATS / job code. If you select you can add a tracking code to the job that matches it your own website. It's useful, but does not actually provide any additional functionality.

Requiring students to apply through an **external website or applicant tracking system** If "yes" for this option, add the url for them to apply. Note: Student(s) apply with Handshake but they will see your link to also apply through the external website.

Display contact information if providing it to students OR choose **"Don't show my info"**

Job Type Choose "Show more options", additional items will be provided from which to choose such as Graduate School

OPTIONAL: Add **Employment Type & Duration** if selecting Temporary / Seasonal--add a start and end date.

Add a **Description** for your job If you copy and paste a description format remains

Choose from **Job Functions** dropdown menu

You can add a **Job Salary** if you'd like, however this is completely optional. You can also toggle the dropdown on the right between per year / per month / per hour, or mark the job as an unpaid position

Enter a **location** : Begin typing the address, suggestions will appear in the field - choose one

This can be a specific office or a general "Irvine, USA" If multiple locations select **Add Another Location**

Once **Job Details** are complete choose **Next** to view

Job Preferences:
Note: Preferences added will NOT prevent students from applying for job. Instead, candidates meeting all preferences will be available for you to review

Add **Grad date range** for jobs by earliest and latest grad dates for qualified students

You may toggle to School Year - like Freshman, Sophomore, Junior instead

Choose **Majors** according to requirement for job(s)

Lastly, configure **Applicant Package**, include how often

Setting up your **Major(s)** Consolidated across **each school on Handshake**

Choosing "Computer Science", mapping the major preference to each schools` individual term for "Computer Science" Once you select a category (by clicking on the checkbox next to it), that category will expand to show the majors within it.

All majors in a category will be selected by default. Remove each specific major if not part of requirement for posting

Once you're finished with **Job Preferences**—Choose School(s)

How to edit job posting-

Click **Jobs** on the left hand navigation bar

Select the job you wish to update