Get Connected. Stay Connected.

HORNET CAREER CONNECTION

www.csus.edu/careercenter

Job Postings • Career Fairs • Review Resumes
On-Campus Recruiting • Company Presentations

HORNET CAREER CONNECTION is a free, online service for employers, Sac State students and alumni. Registered employers are able to post jobs, browse student resumes, schedule recruitment events such as career fairs, company presentations (information sessions), on campus interviews, table events and much more!

HOW TO REGISTER WITH HORNET CAREER CONNECTION:

Step 1: Login to our website: www.csus.edu/careercenter
Step 2: Scroll over Employer
Step 3: Click Hornet Career Connection
Step 4: Click New User Registration
Step 5: Fill out the registration form and Submit
Step 6: Check your e-mail for a confirmation letter with your username and password

Please allow two business days for your registration to be processed; you will receive an e-mail notification.

How to change your password:

Step 1: Login to our website: www.csus.edu/careercenter
Step 2: Scroll over Employer
Step 3: Click Hornet Career Connection
Step 4: Click Employer Login
Step 5: Enter your username and password
Step 6: Once you have logged in click Account
Step 7: Click Password/Preferences tab

Recruiting Policy at California State University, Sacramento
All employers who conduct recruiting activities utilizing any Career Center resources are required to comply with all Federal Equal Employment Opportunity (EEO) Laws, California State Labor Standards Enforcement (DLSE) Law, and the National Association of Colleges and Employers (NACE) Principles for Professional Practice. The Career Center reserves the right to exercise its broad discretion and refuse service to anyone. All job and internship listings are posted at the discretion of the Career Center, and we reserve the right to choose to not post a position if it does not appear to support the best interests of students and/or the University.
HOW TO POST A JOB:

Step 1: Log onto Hornet Career Connection and click the Job Posting tab
Step 2: Click Add New
Step 3: Fill out position information and click Submit

Please allow two business days for the posting to go live; you will receive an e-mail notification.

HOW TO REPOST ARCHIVED JOBS:

Step 1: Log onto Hornet Career Connection and click the Job Posting tab
Step 2: Click Add New
Step 3: Click Show Archived
Step 4: Edit the position information and click Submit

Please allow two business days for the posting to go live; you will receive an e-mail notification.

HOW TO SIGN UP FOR CAREER FAIRS:

Step 1: Log onto Hornet Career Connection and click the Career Fairs and Events tab
Step 2: Click Register next to the event
Step 3: Fill out your request and click Submit

Please allow five business days for the invoice to generate; you will receive an e-mail notification.

HOW TO SIGN UP FOR ON CAMPUS RECRUITMENT:

Step 1: Log onto Hornet Career Connection and click the On Campus Interviews tab
Step 2: Click Request a Schedule
Step 3: Fill out your request then click Add Item
Step 4: Fill out the job description (if you have more than one click Add Item) and click Submit

Please allow five business days for confirmation; you will receive an e-mail notification.

HOW TO SIGN UP FOR COMPANY PRESENTATION:

Company Information Session, Industry Presentations, or Table Event

Step 1: Log onto Hornet Career Connection and click the Career Fairs and Events tab
Step 2: Click on Information Session/Tabling Event
Step 3: Click Add New
Step 4: Fill out your request and click Submit

Please allow five business days for confirmation; you will receive an e-mail notification.

If you have any questions regarding Hornet Career Connection, please contact the Recruitment Programs Student Assistant at 916-278-2228 or jobs@csus.edu