

Get Connected. Stay Connected.
CAREER CONNECTION

www.csus.edu/careercenter



Post Jobs • Career Fairs • Review Resumes
On-Campus Recruiting • Company Presentations

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 CAREER CONNECTION:

- Step 1: Login to our website: www.csus.edu/careercenter
- Step 2: Scroll over **Employer**
- Step 3: Click **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 **Career Connection**
- Step 4: Click **Already Registered**
- 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 Career Connection and click **Job Posting**

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 VIEW STUDENT RESUMES:

Step 1: Log onto Career Connection and click **Job Postings**

Step 2: Select **Student Resumes**

Step 3: Select a student

HOW TO REPOST ARCHIVED JOBS:

Step 1: Log onto Career Connection and click **Job Listings**

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 Career Connection and click **Career Fairs and Events**

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 Career Connection and click **On Campus Interviews**

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 Career Connection and click **Career Fairs and Events**

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 Career Connection, please contact Recruitment Programs Student Assistant at 916-278-2228 or jobs@csus.edu