How to Duplicate a Job Posting

This can be used when you want to re-advertise for a position that has been advertised in the past. To duplicate your job, follow these steps after logging in:

- 1) Go to url <u>https://app.joinhandshake.com/login.</u> **Do not use Single Sign On for Handshake.**
 - a. Enter the student employment email address (<u>studentemployment@coloradocollege.edu</u>) under Employers & Career Centers

H	No account? Sign up here .
Find jobs better, together.	Sign in Students & Alumni Please select your school to sign in.
Students Discover and launch the best career for you.	Please select your school to sign in.
Employers Build your best, most diverse team yet. Career Centers	Employers & Career Centers Please sign in with your email.
Bring more opportunities to your students. Learn More	studentemployment@coloradocollege.edu

2) Then enter your password credentials and click Sign In

COLORADO COLLEGE	Welcome back, Student Please enter your password to sign in.
CC Student Employment studentemployment@coloradocollege.edu	Sign In Forgot your password?
Is this not you? Switch Accounts.	

*Please note, to ensure the security of the CC Student Employment Handshake account the password will be changed every 6 months. We will contact all stake holders with the new password. Do not save passwords on browser as they will change.

- 3) *Click Jobs* in the left-hand navigation bar.
- 4) *Click* directly on the name of the job you'd like to duplicate. If the job is expired you may need to select the Expired tab to locate your job posting.

ii Handshake	Q Search				📋 🔍 🧳	Favorite Schools -	Help +
Home	Jobs viewing all CC	Student Employment jobs Edit this			Ту	ype to search	Searc
My Profile Company Profile	Active Expired	All Declined Not Posted Divis	sions 🔻				VIEW
	ID :	Job ¢	Applicants \$	School \$	Expired 🔺	Status \$	Campus I
Postings	2993106	Test	▲ 0	Colorado College	8/16/2019	Declined	No
Jobs	3003017	Kristen's Assistant	å 0	Colorado College	8/21/2019	Declined	No
	2988230	Student Employment Assistant	4 0	Colorado College	8/30/2019	Declined	No
Relationships	3153071	Test	å 0	Colorado College	9/26/2019	Declined	No
Search Students	3154812	Return for correction test	≜ <u>0</u>	Colorado College	9/27/2019	Expired	No
Schools	3133523	Student Employment Test	≜2	Colorado College	10/2/2019	Expired	No
Contacts		c	Can't find a job you're looking for? I	Make sure you've added the	school it's posted to.		

5) This will take you to this job's overview page. From here, *click* **Duplicate Job** towards the top of the page.

#2988230 Student E	mploymen	t Assistant			
Job Preview job posting Edit Details Expire Job Duplicate job		Applicants Review 0 Applicants View profiles and downloc	ad application	documents.	
School *	Applications	Last Update 🔹	Status ÷	Comments *	
Colorado College	0	Declined a month ago	Declined	0	=
		< 1/1 →			
Student Employ CC Student Employn	ment Assista nent	ant			Favorite Job
About this Job	nent and Comm	unications Manager in various w	avs to provide a	n evcellent custor	nersenice

6) This will immediately and automatically create a brand new copy of this job posting. All information about this job will be preserved, except for schools and applicants. This means you will need to repost to Colorado College.

Student Employment Assistant					
Job was successfully duplicated. You may now distribute the job to schools.					
	Where should students submit their application? Apply in Handshake Apply through external system 				
	Student Employment Assistant				
	Company Division (Optional)				
	CC Financial Aid	× •			
	Display your contact information to students?				

We strongly recommend reviewing the copied job before you post it. You can review the copied job by using the page tabs on the bottom of the screen.

iration Permanent	:						
<	Basics	Details	Preferences	Schools	Preview	Next >	

Some key areas to review are:

- **Title:** We recommend updating the title before posting it if needed.
- **Schools:** Make sure to add Colorado College to post this job to. You can do this on the **Schools** tab when editing the job.
- **Ignore the Global apply start date and expiration date.** These dates are only used if you were an employer advertising to numerous schools simultaneously.
- **Apply Start Date & Apply End Date:** Review the default dates that your job is set to open / expire, and update them if needed.

Job postings			Global apply start date ()	Global expiration date ()	
Add All Schools Add Favorite Schools	Find More		- Set global start	Set global expiration	
Schools	Status	Interview on campus?	Apply start date	Expiration date	
Colorado College			2019-10-03 11:00 am	yyyy-mm-dd	

- 7) When you have reviewed this posting, added schools, and updated the dates, *click* on **Save** to save and post the job. There will be a quick message in the bottom right corner stated the Job has been successfully updated.
- 8) This job will then go to the Pending status for approval. Click Home to go back and see the job posting is pending approval.

Handshake	Q Search				
Home	#3174838 Student Employment As				
My Profile					
Company Profile	Job Preview job posting				
	Edit Details	Expire Job		1	
Postings	Duplicate job			1	
Jobs				-	
Relationships	School ~		Applications *	La	
Search Students					
Schools	Colorado Colleg	e	U	R	

9) Now you can see the job is pending approval.

