How to extend your job posting

- 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 bett together.	ter,	Sign in Students & Alumni Please select your school to sign in.	
Students Discover and launch the best career f Employers Build your best, most diverse team ye	for you. et.	Please select your school to sign in.	
Career Centers Bring more opportunities to your stud	dents.	Please sign in with your email.	
Learn More		MEXT	

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) Once logged in you will be brought to the homepage of the CC Student Employment homepage of Handshake. Click on the Jobs link to the left.

Handshake	Q Search	
Home		O R
My Profile		
Company Profile	শ্রি Jobs	Posting
Postings	Personal Assistant Requested September 27 at 10:59am	Vou
Jobs	Student Employment Pending Assistant Requested 8 minutes ano	fou
Relationships		
Search Students		
Schools		
Contacts		

4) Select Active to view currently active job postings.

Home	Job	S viewing all	CC Student Employment jobs Edit this		
My Profile Company Profile		ctive Expired	All Declined Not Posted Divisions -		
		ID ¢	Job ¢	Applicants \$	School \$
Postings		3174838	Student Employment Assistant	a 0	Colorado College
Jobs		3155266	Personal Assistant	≜ <u>0</u>	Colorado College
Relationships			Can't find a	job you're looking for?	Make sure you've added the

5) Select the position you wish to edit by clicking the title.

Job	S viewing all C	C Student Employment jobs Edit this		
A	ctive Expired	All Declined Not Posted Divi	sions -	
	ID ¢	Job ‡	Applicants \$	Sc
	3174838	Student Employment Assistant	a 0	C
	3155266	Personal Assistant	▲ 0	C
			Can't find a job you're looking for?	Make s

6) Click Edit Details.

#3174838 Student Em	ployment	Assistant			
Job Preview job posting Edit Details Expire Job Duplicate job		Applicants Review 0 Applicants View profiles and downlo	pad application (documents.	
School -	Applications	Last Update ÷	Status ≎	Comments ÷	
Colorado College	0	Requested 11 minutes ago	Pending	0	=
		< 1/1 →			
Student Employn	ment Assista _{ent}	ant			Favorite Job

7) Here you can edit any part of the job posting by going to the appropriate tab. If no changes are needed Click Schools tab. Once here you can update the Expiration date using the calendar icon. Then click Save in the bottom right corner.

					Job Details	Edit
Job postings			Global apply start date 📭		Global expiration date 💁	
Search your schools to add job postings		~	Set global start		Set global expiration	
Add All Schools Add Favorite School	s Find More					
Schools	Int Status ca	terview on impus?	Apply start date		Expiration date	
Colorado College	Pending		2019-10-03 11:00 am	=	2019-10-03 5:00 pm	
						-

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.



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

