

Student Employment through Handshake

Re-Posting Old or Expired Positions:

1. Login to Handshake at <u>https:/app.joinhandshake.com</u>



- 2. Click **Jobs** in the left navigation bar
- 3. Locate the job you would like to duplicate (re-post).

Tip: Use the tabs at the top of the job postings table to switch displayed results for **Active** postings, **Expired**, **All**, **Declined**, or **Not posted** (drafting) — use the column headers to sort the results in ascending/descending order. Positions you are re-posting should always be **Expired**.

ii Handshake	Q Search		📑 🔍 💄 💞 Favo	xites filter applied • Help • Tina Reynolds •
Home My Profile Company Profile	Jobs viewing all Sprinkle Dreams jobs Edit this		Type to	search Search Create Job
	Active Expired All Declined Not Posted D	Divisions -		VIEW BY School Job
	D: Job:	Invite Applicants () :	Schools : Created +	Type Status
Talent Engagement Branding	3323 Social Media Manager	Capplicants	25 8/19/2021	Job 8 17
	3267 Manager - B2B Customer Success Team	Capplicants	25 7/28/2021	Job 8 17
Segments	3266 Bakery Production Manager	Capplicants	25 7/28/2021	Job 7 17 1
Campaigns Analytics	3138 Kitchen Operations Manager	Capplicants	25 6/2/2021	Job 8 17
	3110 Front Counter Attendant	2 applicants	25 5/18/2021	Job 7 18
	1959 Pastry Chef	A 3 applicants	7 7/16/2019	Job 4 2 1
Jobs				

4. Click the job you would like to duplicate



5. Within the Details section of the job, click **More Actions** in the upper-right corner and select **Duplicate job**

h Handshake	Q Search		👘 🔍 🛓 🤅	107 Favorites filter applied • Help • Tina Reynolds •
Home My Profile Company Profile Talent Engagement	← Jobs Manager - B2B Customer St Job #3267 • Created 7/28/2021 by Tina Reynolds • Exp	uccess Team		Edit More Actions • Duplicate job Expire job Prevšew job
Branding	Details Schools Matches Applicants (0)		
Segments				
Campaigns				Labels
Analytics	Job Roles	d these leb Poles or most	Edit	Add label
Postings	applicable. If you think they do not apply, you may edit	them. Learn more		Create new label
Jobs	Customer Success Managers and Sales Representation	atives of Services		Notes
Relationships				View and add notes
Candidates	Basic Information			
Schools	Locations	Compensation		Tracking Code
Contacts	Scranton, Pennsylvania, United States	Paid		No tracking code added
	Duration			No making code added
Meetings	Permanent			Annulla ant Davis and Davisiants
Events				Will be listed as "Contacts" for Universities
Scheduling	_			

6. The screen will then load to the "Basics" tab within the job posting

iii Handshake	Q. Search 📛 💁 💄 👹 Favorites filter applied + Help + Tina Reynolds +						
Home	Manager - B2B Customer Success Team						
My Profile							
Company Profile							
	Where should students submit their application?						
Talent Engagement	Apply in Handshake						
Dura d'a s	Appry mough external system						
Branding	Job title						
Segments	Manager - B2B Customer Success Team						
Campaigns							
Analytics	Company Division (optional)						
	Select a division *						
Postings							
Jobs	Allow students to view my profile and message me on this job?						
	Students will be able to view my profile on this job and message me to ask about this role. You can change						
Relationships	this setting by editing this job at any time.						
Condidates	I so allow students to view my profile and message me						
Canuidates							
Scribols	Job Type						
Contacts	dob e						
Meetings	Cancel (Basics Details Preferences Schools Preview Nort 2						
Events	Centrol Country Country Frequences Octrools Frequences Save						
Scheduling							

- 7. We strongly recommend reviewing all of the details before you post the job. Some key areas to review are:
 - **Title**: We recommend updating the title before posting it to help differentiate between the original job posting and new job posting.
 - Apply Start Date & Apply End Date: Review the default dates that your job application window is set to start and expire and update as needed.
- 8. Click **Save** in the lower-right corner of the screen to save your changes. The request will be sent immediately upon saving.