How to edit your student employment job using Handshake

- 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. Employers Build your best, most diverse team yet.	Please select your school to sign in.	
Career Centers Bring more opportunities to your students.	Please sign in with your email.	
Learn More	Next	

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 appropriate job title under the Jobs header. **Be sure to only select your job posting to edit.

Jobs Personal Assistant Requested September 27 at 10:59am Student Employment Assistant Requested So minutes ago	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.
Personal Assistant Requested September 27 at 10:59am Student Employment Assistant Requested so minutes ago	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.
Upcoming Career Fairs		
View All Upcoming Career Fairs		

4) To view the comments regarding the job posting correction click on the three bars shown to the right of the job status. Then select "View Details".

#3174838 Student Employment Assistant					
Job Preview job posting		Applicants			
Edit Details Expire Job		Review 0 Applicants			
Duplicate job		View profiles and downloa	ad application	documents.	
School •	Applications	Last Update 🔹	Status ÷	Comments ÷	
Colorado College	0	Requested 37 minutes ago	Pending	1	
		< 1/1 >			
Student Employ	ment Assista	ant			Favorite Job

5) A pop up screen will appear where you can view the comment explaining what information needs to be updated. Once read then click Close in the bottom right corner.

Student Employment Assistant at Colorado College					
Pending Application Open Thursday, October 3, 2019 11:00 AM	Expires Thursday, October 3, 2019 5:00 PM	0 applications	Interested in interviewing on campus: No		
Comments & Activity					
Add a comment					
Add Comment			//		
Kristen Clinton posted Thursday, October 3, 2019 11:43 AM					
Please review pay step amounts and update to either Pay Step I amount or Step 2. Emailed 10/01/2019					
			Close		

6) Then click Edit Details to edit this job posting.

#3174838 Student Employment Assistant					
Job Preview job posting Edit Details Dupincare job	2	Applicants Review 0 Applicants View profiles and downloa	ad application	documents.	
School +	Applications	Last Update 🔹	Status ≎	Comments ÷	
Colorado College	0	Requested 40 minutes ago	Pending	1	≡
< 1/1 >					

7) From here, you can edit each section of the job posting by clicking through the bottom tabs. Click on Save in the bottom right hand corner to Save any changes made.

Student Employment Assistant		Job Details E	dit Applicants
Where should students submit their application?		Job Details	Applicants
Company Division (Optional) CC Financial Aid	× •		
Display your contact information to students? Name only Don't show my info			
Job Type Internship Cooperative Education Experiential Learning On Campus Student Employment Fellowship Graduate School Job			
Employment Type Full-Time Part-Time			
Duration Permanent Temporary / Seasonal 			
Cancel Cancel Resics Details Preferences Schools Preview Next >		[Delete

8) Select home on the left side menu. This position is now updated. **Please email the Student Employment office (studentemployment@coloradocollege.edu) so the position can be reviewed again**.

ii Handshake	Q Search		Ë	🍳 静 Favorite Schools -
Home		Post a Job	Request an Interview	
Company Profile		শ্রি Jobs	创 Interview Schedule Postings	Upcoming Events
Postings Jobs Relationships Search Students Schools Contacts Campus		Student Employment Pending Teat Requested less than a minute ago	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events
Events Interviews Fairs		Upcoming Career Fairs		