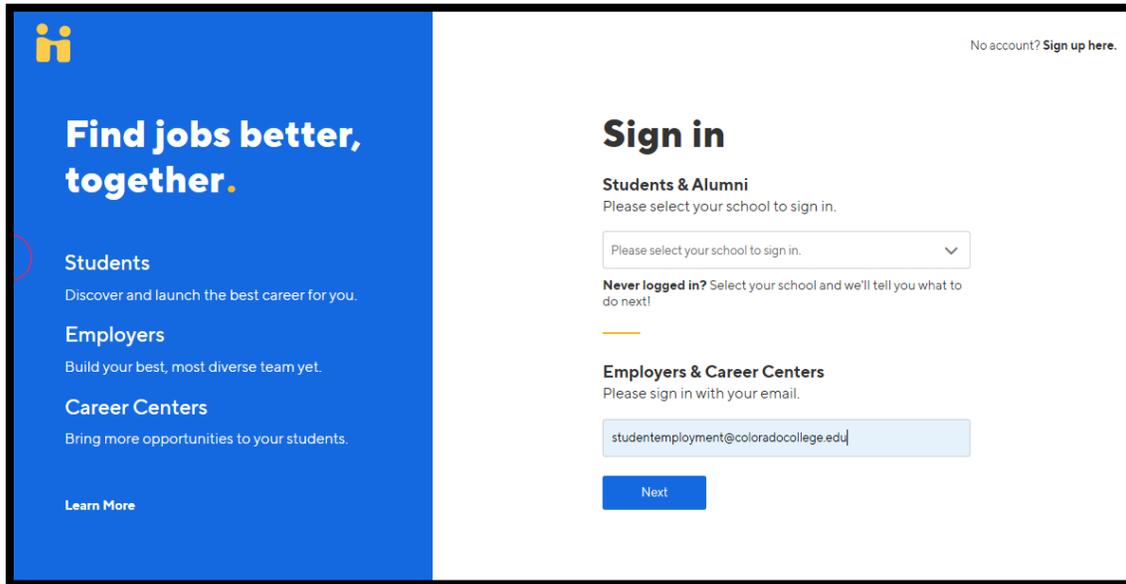


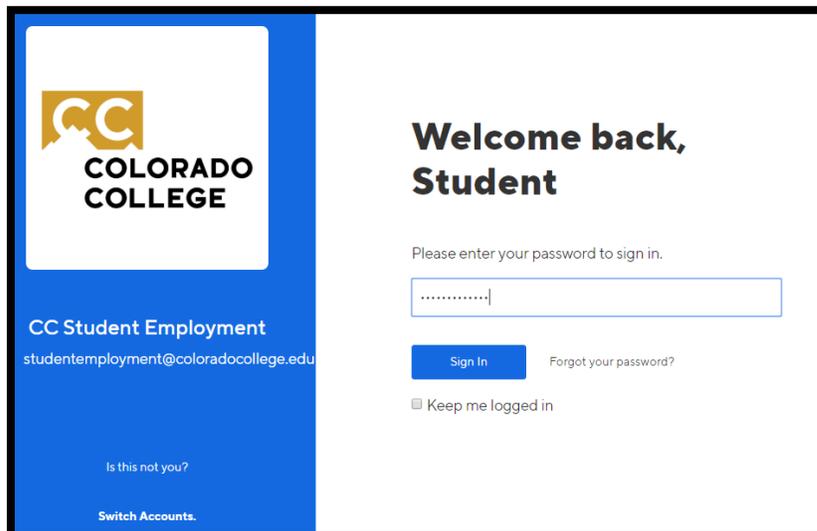
How to Duplicate a Job Posting

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

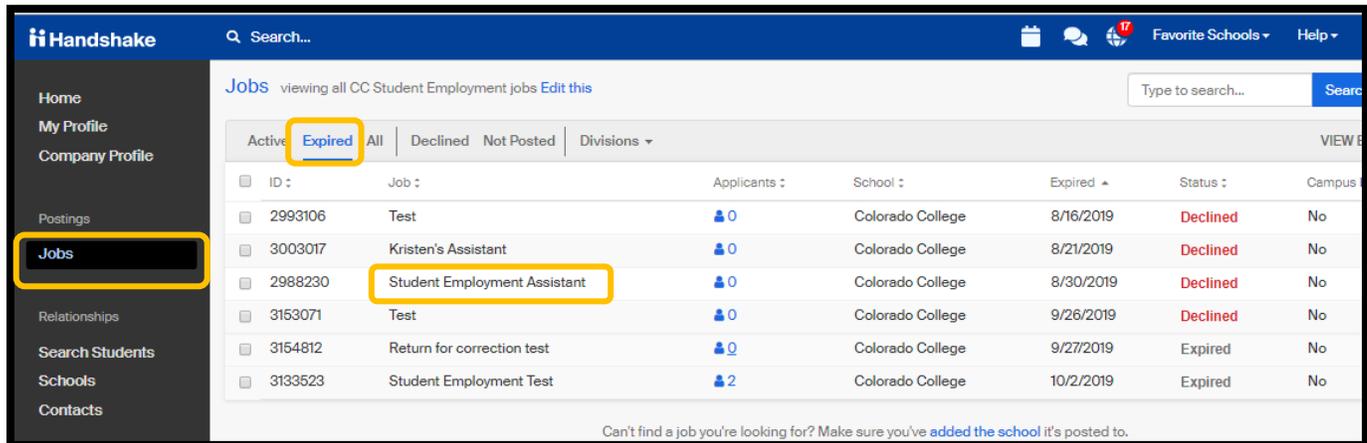


- 2) Then enter your password credentials and click Sign In

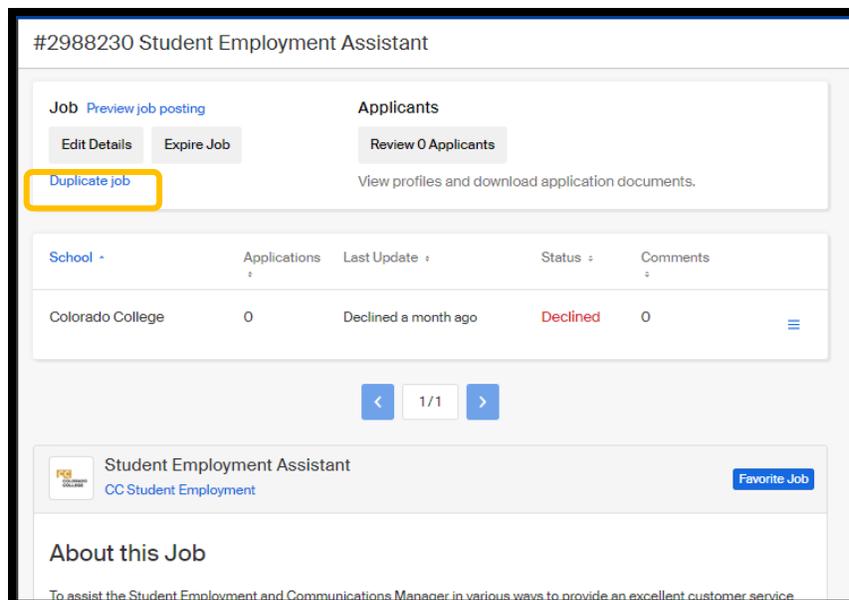


*Please note, to ensure the security of the CC Student Employment Handshake account the password will be changed every 6 months. We will contact all stake holders with the new password. Do not save passwords on browser as they will change.

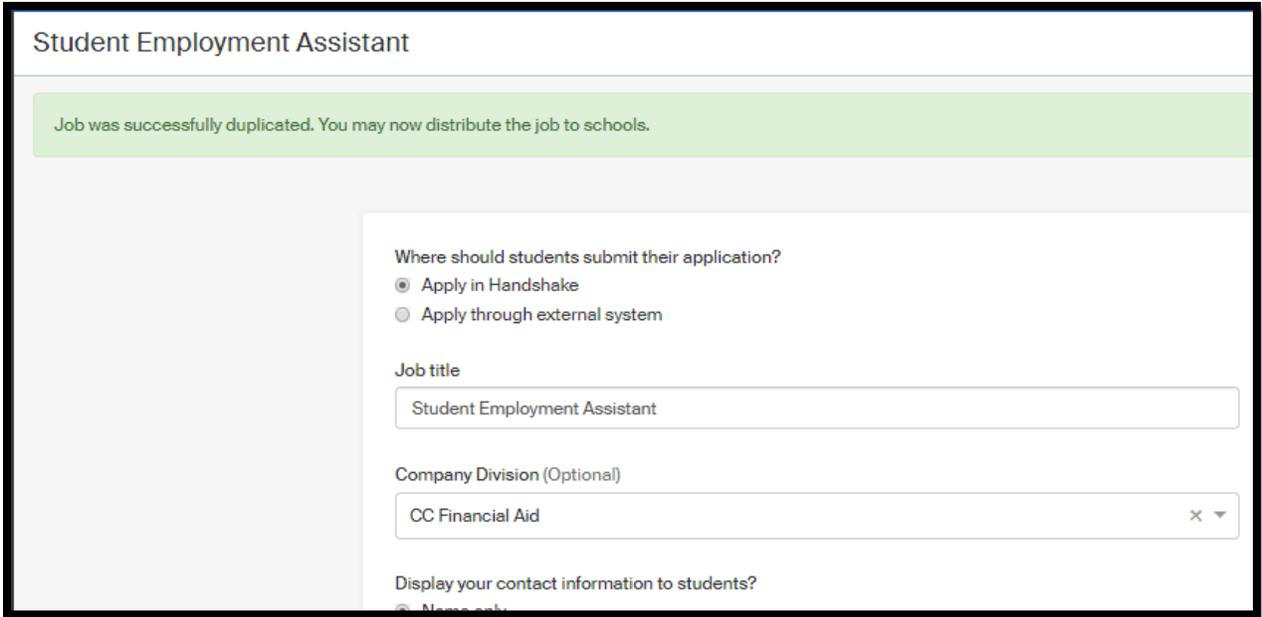
- 3) **Click Jobs** in the left-hand navigation bar.
- 4) **Click** directly on the name of the job you'd like to duplicate. If the job is expired you may need to select the Expired tab to locate your job posting.



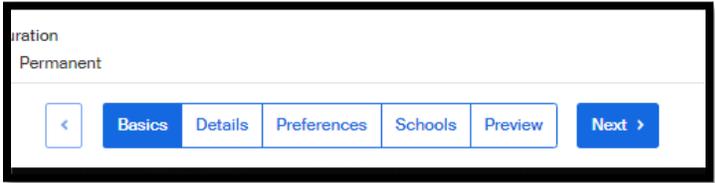
- 5) This will take you to this job's overview page. From here, **click Duplicate Job** towards the top of the page.



- 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.**

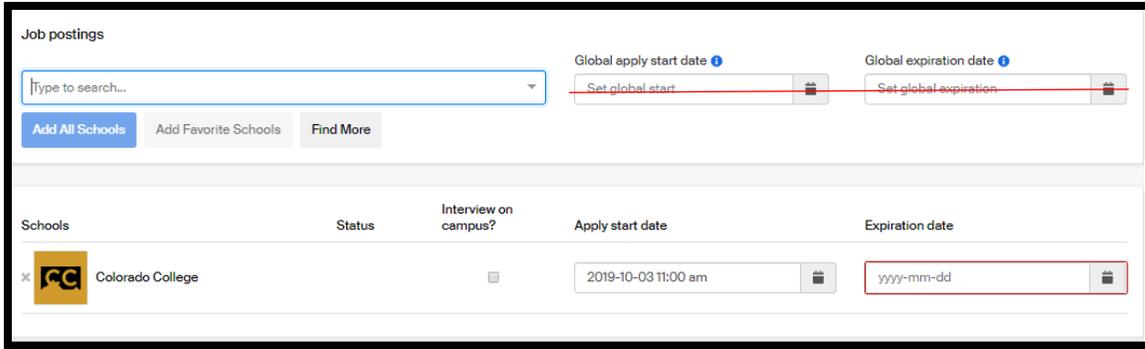


We strongly recommend reviewing the copied job before you post it. You can review the copied job by using the page tabs on the bottom of the screen.

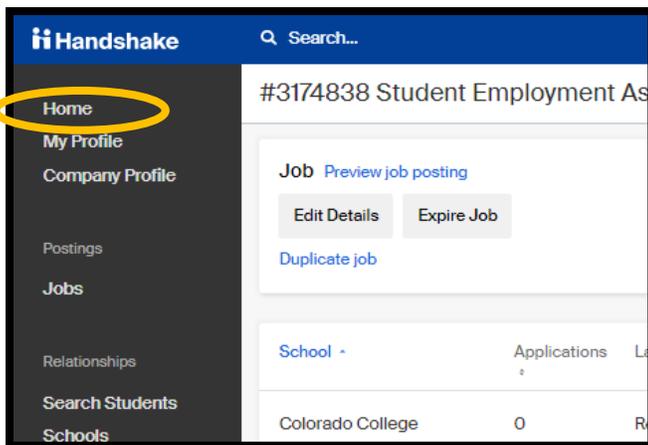


Some key areas to review are:

- **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.



- 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.



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

