## How to expire 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? <b>Sign up h</b>	ere.
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	Please select your school to sign in.	
Build your best, most diverse team yet. Career Centers Bring more opportunities to your students.	Employers & Career Centers Please sign in with your email. studentemployment@coloradocollege.edu	
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 Jobs title to view all posted jobs

	Q Search	📋 🔩 🇳	Favorite Schools + Help + Student Employment +
Image: Spectral system       FAC Communications Approved Office- Digital Marketing Assistant Approved January 10 at 1:43pm       You have not requested any on campus interviews yet.       You have not RS any upcoming enderse         Image: Outdoor Education Approved January 28 at 3:59pm       Database Assistant Approved January 13 at 3:22pm       Approved January 13 at 3:22pm       Image: Outdoor Education Approved January 13 at 3:22pm       Image: Out	Post a Job	• Request an Interview	Create an Event
FAC Communications Approved Office- Digital Marketing Assistant Approved January 10 at 1:43pm       You have not requested any on campus interviews yet.       You have not RS any upcoming end you have not requested any upcoming end you have not requested any upcoming end you have not requested any upcoming end you have not RS any upcoming end yo	I Jobs	Conterview Schedule	<sup>111</sup> Upcoming Events
Database Assistant Approved Approved January 13 at 3:22pm	FAC Communications Approved Office- Digital Marketing Assistant Approved January 10 at 1:43pm Outdoor Education (Multiple Positions) Approved January 28 at 3:59pm	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.
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4) Now that you can see all active job postings click on your job title.

Home	Jobs viewing	JODS viewing all CC Student Employment jobs Edit this				
My Profile Company Profile	Active Expir	red All   Declined Not Posted   Divisions -				
	🔲 ID ‡	Job t	Applicants \$	School \$	Exp	
Postings	3483340	Grader EC303 Econometrics block 5	<b>a</b> 0	Colorado Coll	ege 1/3	
Jobs	3440987	FAC Communications Office- Digital Marketing Assistant	<b>≜</b> 5	Colorado Coll	ege 1/3	
	344744	Database Assistant	<b>≜</b> 7	Colorado Coll	ege 2/3	
Relationships	3321139	Admission Fellow	<b>A</b> 1	Colorado Coll	ege 2/5	
Search Students	3387342	Admission Ambassador	<b>≜</b> 5	Colorado Coll	ege 2/1	
Schools	3442143	Bridge Scholars Program Peer Mentor	<b>≜</b> <u>0</u>	Colorado Coll	ege 2/1:	
Contacts	3493995	International Student Orientation (ISO) Leader	<b>a</b> 0	Colorado Coll	ege 2/1	
	3497112	Global Scholars Program Resident Advisor (GSP RA)	≜1	Colorado Coll	ege 2/1	
Campus	3318344	New Student Orientation Summer Intern	<b>≜</b> 2	Colorado Coll	ege 2/1	
Events	3484142	Fine Arts Center Theatre School Internship	<b>a</b> 0	Colorado Coll	ege 2/2	
Interviews Fairs	3468558	Digital Liberal Arts Fellow	<b>Δ</b> 1	Colorado Coll	ege 3/1/	

5) You will then see the Job Detail page of the posted position. Then click the Expire Job button to expire this job posting.

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

6) The pop up screen below will appear. Select confirm. You will then notice a pop up confirmation in your lower left corner confirming this posting is expired.

		- Ra		Favo
ar	Expire at All Schools?		×	
00	You are about to expire this job across every school it is posted to, which wadditional students from applying. Are you sure you want to proceed?	vill pre	vent	os
Б				
	Cancel	Cont	firm	ÐTI
1				3:10

7) If you would like additional confirmation the position has expired. Select the Jobs link on the left hand menu. Then select the Expired filter to see all jobs expired. The newly expired position should be listed below.

ii Handshake			
Home My Profile Company Profile			
Postings Jobs	JODS viewing all CC Student Employment jobs Edit this           Active         Expired         All         Declined         Not Posted         Divisions +		Ту
Relationships	□ ID ÷ Job ÷	Applicants \$	School \$
Search Students Schools	3180640 Intern- Testing don't apply	<b>≜</b> 1	Colorado Colle
Contacts	3133523 Student Employment Test	₿2	Colorado Colle
	3261857 Campus Activities Intern	<b>4</b>	Colorado Colle