



## Student Employment through Handshake

### Re-Posting Old or Expired Positions:

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



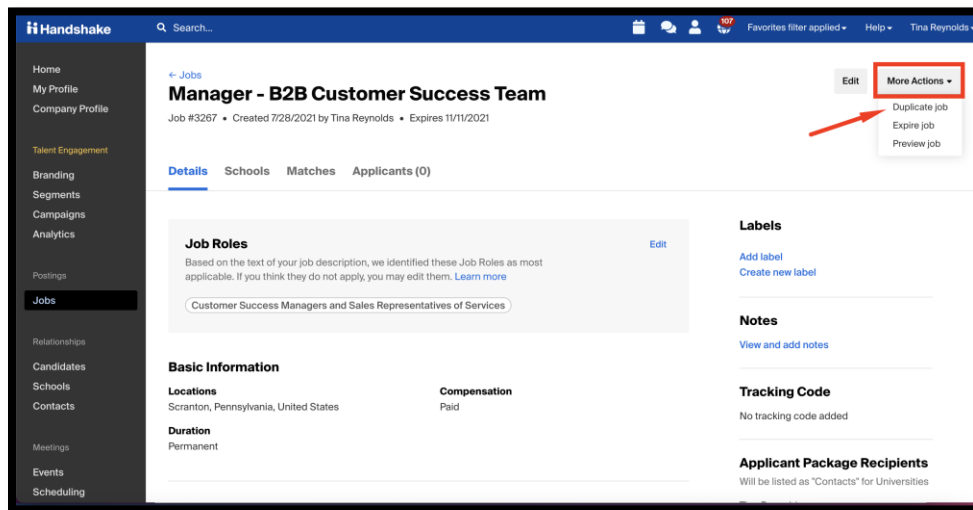
2. Click **Jobs** in the left navigation bar
3. Locate the job you would like to duplicate (re-post).

**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**.

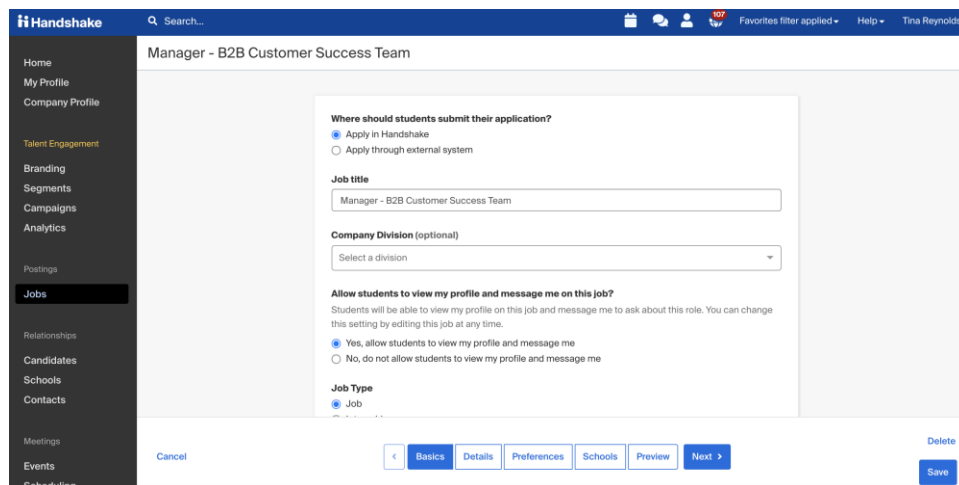
ID	Job	Invite	Applicants	Schools	Created	Type	Status
3323	Social Media Manager		0 applicants	25	8/19/2021	Job	
3267	Manager - B2B Customer Success Team		0 applicants	25	7/28/2021	Job	
3266	Bakery Production Manager		0 applicants	25	7/28/2021	Job	
3138	Kitchen Operations Manager		0 applicants	25	6/2/2021	Job	
3110	Front Counter Attendant		2 applicants	25	5/18/2021	Job	
1959	Pastry Chef		3 applicants	7	7/16/2019	Job	

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**



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



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.