

Handshake Help Center > Employer > Jobs

How to Duplicate a Job Posting

Tawnya - March 23, 2020 16:22

To duplicate your job, follow these steps:

- **Click Jobs** in the left-hand navigation bar
- **Click** directly on the name of the job you'd like to duplicate
 - If the job you are looking to duplicate is a work study position from the prior year, select "Expired" to view old job

The screenshot shows the Handshake interface. On the left, the 'Jobs' link in the navigation menu is highlighted with a red box. The main content area displays a table of job postings. A red arrow points to the 'Cupcake Decorator' job listing, which has ID 1520, 5 schools, and was created on 4/27/2018.

ID	Job	Applicants	Schools	Created	Type	Status
1520	Cupcake Decorator	0	5	4/27/2018	Job	2 1
576	Pickle Counter	2	3	8/22/2017	Job	1 1 1

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

The screenshot shows the job overview page for '#1520 Cupcake Decorator'. At the top, there are buttons for 'Job Details', 'Edit', and 'Applicants'. Below this, there are two main sections: 'Job' and 'Applicants'. In the 'Job' section, the 'Duplicate job' button is highlighted with a red box and a red arrow. The 'Applicants' section shows 'Review 0 Applicants' and a link to 'View profiles and download application documents.' Below these sections is a table of schools that have applied for the job.

School	Applicant Count	Last Update	Status	Comment Count
School of Life		Expired 9 months ago	Expired	None
Johns Hopkins University		Requested a year ago	Pending	None
Britain University		Requested a year ago	Pending	None
Jade University		Requested a year ago	Pending	None
Amaranta University		Requested a year ago	Pending	None

- 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, which will allow you a clean slate to edit and post this job to schools.
 - Please note: if the original job was connected to an interview schedule, that link is not preserved. If you'd like an interview schedule linked to the new job, you will need to request a new schedule.

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Cupcake Decorator Job Details Edit Applicants

Job was successfully duplicated. You may now distribute the job to schools.

* Job title
Cupcake Decorator
+ add an AT5 / job code to match against your applicant tracking system (this will not sync applications)

Company Division
Cupcakes

* Where should students submit their application?
 Apply in Handshake
 Apply through external system

Display your contact information to students?
 Name only Don't show my info

* Job Type
 Job
 Internship
 Cooperative Education
 Experiential Learning

Cancel < Basics Details Preferences Schools Preview Next > Delete Save

We strongly recommend reviewing the copied job before you post it. Some key areas to review are:

Title: We recommend updating the title before posting it.

Schools: Make sure to add schools to post this job to. You can do this on the **Schools** tab when editing the job. On the "Schools" tab, type "Saint Joseph's University" into the search box and select it when it appears.

Apply Start Date & Apply End Date: Review the default dates that your job is set to open / expire, and update them if needed. You **MUST** add an expiration date.

When you click Save, your job posting will become active and will be "pending" approval by the Career Development Center. Please allow 48 hours for the Career Development Center to approve your posting.

Note: if you are not ready to post this duplicated job yet, you can skip adding schools, and click on the **Save** button on the bottom right of your screen. Students will not be able to apply for this job until it is posted to their school. You can locate this saved job any time under the **Not Posted** section of your Jobs page.

Warning

This job has not been posted to any schools. Students will not be able to apply to this job until it is posted to a school.

Cancel Save Changes

The screenshot shows the Handshake interface. At the top, there's a search bar and navigation links like 'Favorite Schools', 'Help', and 'Zoe Delaney'. The main content area is titled 'Jobs' and shows a list of job postings. A red arrow points to the 'Not Posted' filter tab. The table below shows two job listings:

ID	Job	Applicants	Schools	Created	Type	Status
1873	Cake Baker	0	0	4/10/2019	Job	
1874	Cupcake Decorator	0	0	4/10/2019	Job	

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