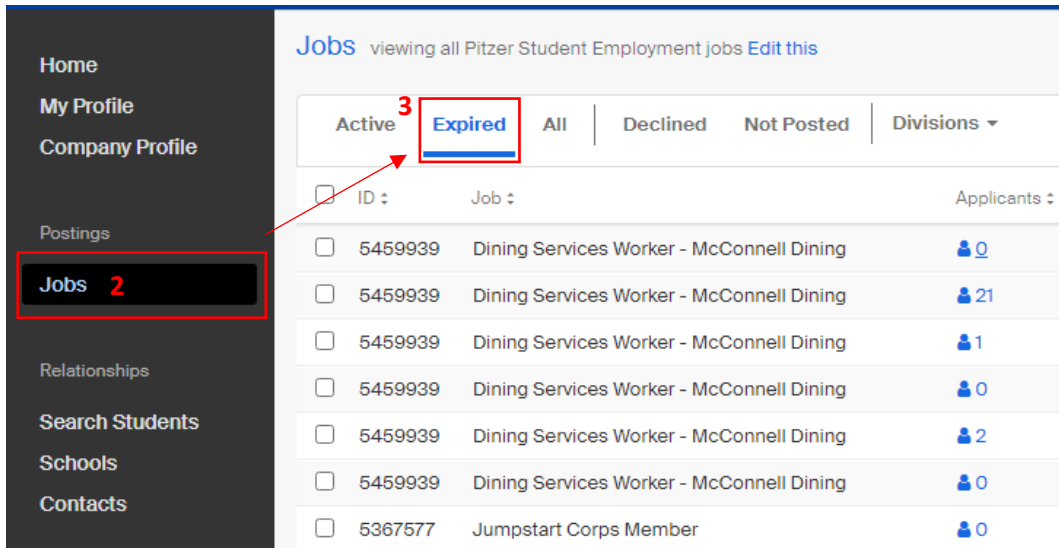


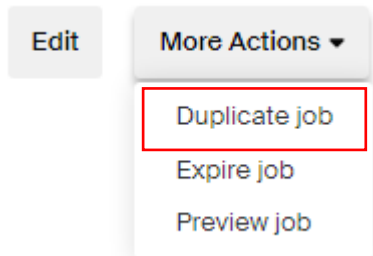
How to update and re-post an expired position in Handshake

1. Log in to your employer account in Handshake.
2. Click on “Jobs” on the left hand tool bar on Handshake Home Page for employers.
3. Click on “Expired” Jobs at the top of the job page.
4. Type in the title of your prior job posting in the search bar. The title should have included the job title as well as the department title so your job should be easy to find.



The screenshot shows the Handshake interface for managing jobs. On the left is a dark sidebar with navigation options: Home, My Profile, Company Profile, Postings (with 'Jobs 2' highlighted), Relationships, Search Students, Schools, and Contacts. The main content area is titled 'Jobs' and shows 'viewing all Pitzer Student Employment jobs'. Below the title are filter tabs: Active, Expired (selected and highlighted with a red box), All, Declined, Not Posted, and Divisions. A table of job listings follows, with columns for ID, Job, and Applicants. A red arrow points from the 'Expired' tab to the first job listing in the table.

ID	Job	Applicants
5459939	Dining Services Worker - McConnell Dining	0
5459939	Dining Services Worker - McConnell Dining	21
5459939	Dining Services Worker - McConnell Dining	1
5459939	Dining Services Worker - McConnell Dining	0
5459939	Dining Services Worker - McConnell Dining	2
5459939	Dining Services Worker - McConnell Dining	0
5367577	Jumpstart Corps Member	0

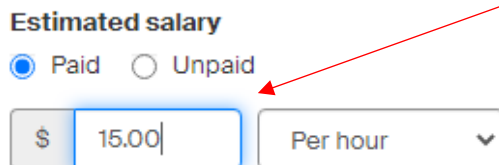


The screenshot shows a dropdown menu with the following options: Edit, More Actions (selected), Duplicate job (highlighted with a red box), Expire job, and Preview job.

5. Click on the Pitzer Job posting and in the top right corner click on “More Actions” then select “Duplicate Job”.

6. Complete the job posting by updating start and end dates, and details that may have changed.

NOTE: Always check with the HR Department for the current minimum wage for the semester you are hiring.



The screenshot shows the 'Estimated salary' section of a job posting form. It includes radio buttons for 'Paid' (selected) and 'Unpaid'. Below this is a text input field containing '\$ 15.00' and a dropdown menu set to 'Per hour'. A red arrow points from the 'Unpaid' radio button to the 'Per hour' dropdown.

Enter a number, not a range. Specifying a salary value is optional.

NOTE: Unselect “Email a summary of all applicants once my job expires” and select “Email every time a new student applies” to receive updates about applicants.

X Tamara Muir

Email a summary of all applicants once my job expires

Email every time a new student applies

Send all applicants

Only send applicants who match all preferences

7. Under the Schools Tab type Pitzer and confirm that you are posting to the consortium. Select Global apply date and Global Expiration date and click on save.

Select Consortium

You have selected one or more schools that belong to a consortium. A consortium is a group of schools that share employers and jobs. This means you will be selecting additional schools associated with the Consortium.

Claremont University Consortium

- Pitzer College (selected school)
- Pomona College
- Harvey Mudd College
- Claremont Graduate University
- Scripps College
- Claremont McKenna College
- Keck Graduate Institute

Global apply start date ⓘ

2021-11-30 8:00 am

Global expiration date ⓘ

2021-11-30 09:00 am

8. Your posting will be updated.