How to Duplicate a Job Posting

Log into Handshake at: https://lehigh.joinhandshake.com/login. Please note that staff cannot sign in under the blue Lehigh sign on button (that is for student sign on), you must click the "sign in with email address..." link, under the blue button. Sign in with your Lehigh email address and your Handshake password. If you forgot your HS password, click on the Forgot Password link and follow the instructions to reset/set up a Handshake password.

To duplicate your job, follow these steps:

- Select Jobs from the left-hand navigation bar.
Click on the tile of the job you’d like to duplicate, from the Closed tab.

- Within the Overview section of the job, click **More Actions – the 3 dots in the blue circle** in the upper-right corner and select **Duplicate job**. By duplicating the job posting, you’re creating a copy of the original job posting with all the same information, but with no applicants. Once you select to duplicate a job, the page will take you directly into Editing the job.

The screen will then load the Job template.

Scroll through and review the copied job before you post it. Some key areas to update (see screen shots below):

**Title**: Add WS to your job title. Ex. Career Assistant-WS

**Time requirements**: Enter the Estimated start and end date. This is typically the first day of class through the last day of class.

**Choose Schools**: Enter Lehigh in the search bar and select Lehigh University.
Application process: Enter the Application open and close dates

Click the blue Post job button at the bottom, right of the screen, on the last page. This will place the job in Pending status. You will receive notification once the job has been reviewed and approved by the Financial Aid Office.
If you have any questions about duplicating a job on Handshake, contact Tara Moughan at the Center for Career & Professional Development, tmm213@lehigh.edu or x83710.