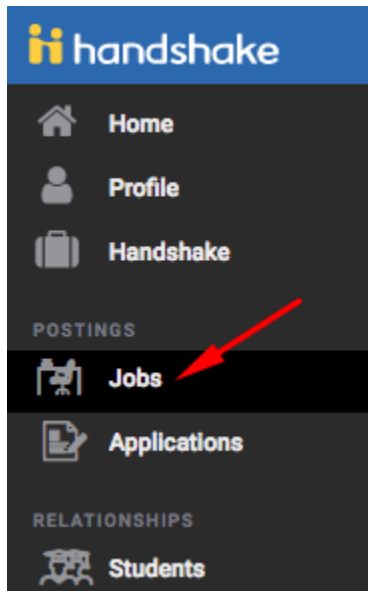


How to Duplicate a Job Posting

Log into Handshake in at: <https://lehigh.joinhandshake.com/login>. Please note that staff can not 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.

Jobs only viewing jobs created by you [Edit this](#) [Search](#) [View drafts](#) [Create Job](#)

Active **Closed** All Declined Not Posted Divisions ▾ VIEW BY [School](#) Job

ID	Job	Applicants	School	Expired	Status	Campus Interview
8031449	Tara test job-WS	2	Lehigh University	7/18/2023	Closed	No

- 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.

Jobs

Tara test job-WS

Job #8031449 • Created 7/17/2023 by Tara Moughan • **Closed 7/18/2023**

[Overview](#) [Schools](#) [Matches](#) [Applicants \(2\)](#) [Job details](#)



⌚ This job is closed

Students can't apply to this job at this time. It has closed at all schools where it was posted.

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.

Time requirements

How much should candidates expect to work?

Full time
30 hours per week or more

Part time
Less than 30 hours per week

Employment duration

Permanent

Temporary or seasonal

Estimated start date

Estimated end date

Choose schools

Where would you like to post your job?

Post to specific schools

Choose from schools where you are approved and have permission to post your job. Work-Study jobs require specific permission. [See approvals and posting permissions.](#)

Application process

What's the application window and process?

Application open date

2023-10-12 06:00 AM GMT-4



Application close date

2024-04-12 06:00 AM GMT-4



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.