

How to Duplicate a Job Posting

1. Log into Handshake and select jobs on the left side pane or if you see it on your screen click that as well.

ii Handshake	Q Search			🛗 🔩 🌐 Favorite Schools + Help +	Chelsee Aguirre •
Home My Profile	Ì	Logged int			
Company Profile		O Post a Job	Request an Interview	Create an Event	
Jobs		Jobs	Interviews	Upcoming Events	
Relationships	(UTA Student Assistant - Approved MarNav Career Amsbassador Approved April 27 at 9:05am	You have not requested any on campus interviews yet.	You have not RSVP'd to any upcoming events.	
Search Students Schools Contacts					
Moetings					
Events On-Campus Interviews					
Fairs		Upcoming Career Fairs			
ATalent https://uta.joinhandshake.co	m/jobs/new	View All Upcoming Career Fairs			

2. Once you select the job your screen will look like the screenshot below. From here select 'more actions' 'and then it will drop down to show different action items. You will select 'duplication job'.

i i Handshake	Q Search		🛗 🔍 🤀 Favorites filter applied + Help + Chelsee Aguirre +
Horne My Profile Company Profile Postings Jobs		Jobs UTA Student Assistant - Career Development Center Job #3424847 • Created 1/7/2020 by Myra Zimmerman • Expired 1/31/2020 Details Schools Matches Applicants (132)	Edit More Actions • Duplicate job Expire job Preview job
Relationships Search Students Schools Contacts		Job Roles Edit (Educational, Quidance, and Career Counselors and Advisors)	Labels Add label Create new label
Meetings Events On-Compus Interviews Fairs		Basic Information Locations Compensation Alington, Texas, United States of America Paid • \$8.25 per hour Duration Temporary / Seasonal	Notes View and add notes Tracking Code No tracking code added
▲Talent Engagement			

3. Once you select duplicate, you will be able to edit the job as if you were posting it for the first time. Carry on as if you were posting a normal job. Give the new position 2-3 business days to be approved.

If this is off-campus work-study please email the Off-Campus Work-Study Coordinator (offcampusworkstudy@uta.edu)