

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.

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ATalent https://uta.joinhandshake.com	n/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'.

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Search Students Labels	My Profile Company Profile Postings		UTA Student Assistant - Career Development Center Job #3424847 • Created 1/7/2020 by Myra Zimmerman • Expired 1/31/2020	Duplicate job Expire job
Central Compensation View and add notes On-Campus Locations Compensation View and add notes Interviewes Atriangon, Texas, United States of America Paid + \$8.25 per hour Tracking Code Fairs Duration Tracking Code Tracking Code Code	Search Students Schools			Add label
Iemporary's seasonal No tracking code added	Events On-Campus Interviews		Locations Compensation Arlington, Texas, United States of America Paid • \$8.25 per hour	View and add notes

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)



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