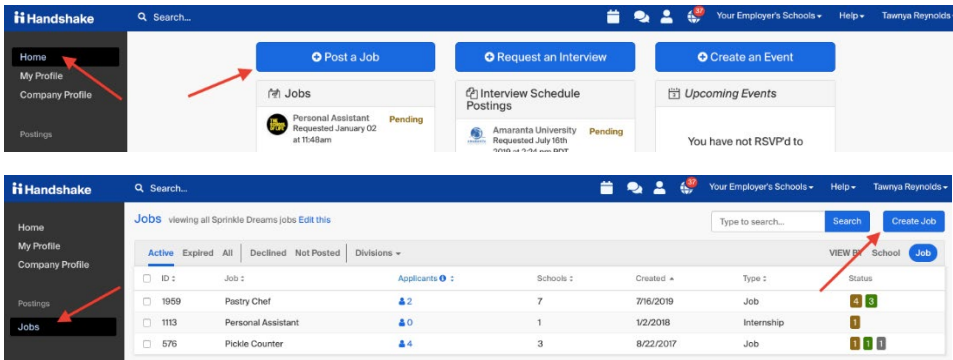After logging into your [Handshake](#) employer account, follow the steps below to create a **new or updated job posting**.

1. Click "**Post a Job**" from your home dashboard OR click on **Jobs** in the left hand navigation bar and click "**Create Job**" in the top right hand corner.

If the job already exists in Handshake but needs to be re-posted to gather a new set of applicants, then follow the steps below to **duplicate the job posting**. This allows past applicants to reapply.

1. Click **Jobs** in the left navigation bar
2. Located the job you would like to duplicate

Tip: Use the tabs at the top of the job postings table to switch displayed results for **Active**, **Expired**, **All**, **Declined**, or **Not posted** (drafting) postings— use the column headers to sort the results in ascending/descending order.
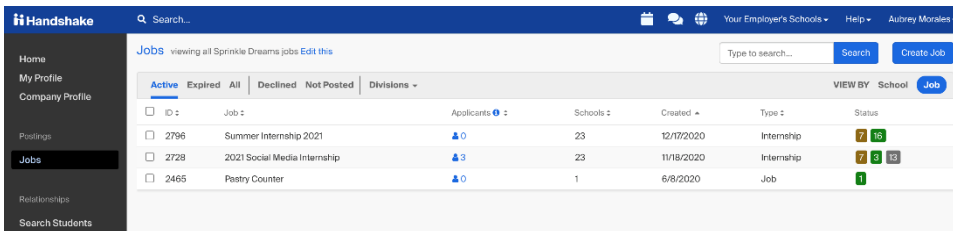
3. Click on the job you would like to duplicate

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4. Within the Details section of the job, click … in the upper-right corner and select **Duplicate job**

← Jobs

Test Job

Job #1252787 • Created 1/10/2018 by Barbara Richardson

...

Duplicate job

Close job

Overview   Schools   Matches   Applicants (0)   Job details

Regardless if the job posting is new or duplicated, use the following job posting guide and post all of the required information to ensure that your job gets approved as quickly as possible. Jobs will be reviewed within 3 business days.

	Student Assignment Job Description Guideline	
Basic Information	1. **Job Title**	Descriptive title of work to be performed.
	2. **Position Type**	Select **On Campus Student Employment** only
	3. **Work Study Job**	If work study is required, check box, then add language in "Job Description" section of job posting – "<mark>This is a work-study position; applicant must be eligible for work-study to apply.</mark>" If work study is not a requirement, leave box unchecked.
	4. **Description** **NOTE**: This section must include the following: • Job Description • Duties/ Responsibilities • Number of Openings • Start Date & Required Training Dates • Hourly Pay • Background Check Info • Benefit Info • WS language	*****This section is very important and requires specific language to be added in order to have the job approved. If this information is not included, the job will be declined. ***** 1. **Job Description:** Please provide a thorough description of the position and ideal candidate. **Must include a minimum of 3 bullet points.** *Example*: • *Seeking a self-motivated, multi-tasking, organized student employee who possesses superior verbal and written communication skills.* • *May work up 10-15 hrs/week, must be available M – F from 10 a.m. and 2 p.m.* • *Must be willing to work during fall and spring semester.* 2. **Job Duties/Responsibilities:** Include the scope of the responsibilities required and Example: • *Serve as a front desk member, answering phones, and greeting people as they walk in.* • *Use Microsoft Excel to compile data.* • *Maintain confidentiality, be punctual, and communicate changes in work schedule.* • *Prioritize responsibilities to meet deadlines with successful completion of work. Ability to work inclusively in a diverse setting.* 3. **Required Skills** – List the minimum skills the applicant must have to be considered for the position Example: • *Proficient with Microsoft Excel* 4. **Preferred Skills** – List the skills and abilities an ideal candidate would possess Example: • *Work independently and efficiently; use available resources to direct guests.*

		Student Assignment Job Description Guideline
	5. **REQUIRED LANGUAGE** **This section can be pasted into Handshake**	**The following items MUST be included in the details section. Please copy, paste and edit directly to your posting(s). A template can be found here.** • **Background Check Language:** Colorado State University may conduct background checks on final candidates. (**MUST** be included with all *postings.*) • **Benefit Information:** Employee benefit information can be found on HR's Website at https://hr.colostate.edu/current-employees/benefits/ • **Work-study Only Positions:** This is a work-study position; applicant must be eligible for work-study to apply. (*Only required for work study positions*) • **Hourly Pay Rate:** *Must list range if not all employees start at the same rate.* • **Number of Openings:** *Number of students you want to hire.* **Start Date:** *Expected start date; please include any required training dates.*
	6. **Location Requirements**	Indicate where work will take place. Enter city, state of job. If multiple locations, + add another location. Select "remote" if that option exists.
Time Requirements	7. **Time Requirement**	Select **Part-Time only**. Exceptions granted for full-time summer break jobs.
	8. **Hours**	Enter in number of hours per week student can expect to work.
	9. **Employment Duration**	Select **Temporary/ Seasonal** only
	10. **Start /End Date**	**Start date** – enter the date you would like the new hire to begin working and approximate **end date** of the assignment.
Comp & benefits	11. **Expected Pay**	List hourly pay rate. This must accurately reflect the duties and responsibilities of the position. Please refer to the CSU Office of Financial Aid website for updated student job categories information. Must pay at or above Colorado's minimum wage.
	12. **Benefits**	Select "Paid sick leave".
	13. **Additional Benefits**	Add: https://hr.colostate.edu/current-employees/benefits/
	14. **Job Category**	Select up to 3 job role groups that apply to the position being posted.
	15. **Candidate qualifications**	Select appropriate qualifications based on your minimum requirements. Optional categories for you to target your job posting. You can select preferred graduation date ranges, school years, GPA, or major categories. You can also choose which staff member(s) should receive a summary of applicants once the job expires in Handshake.
	16. **Choose Schools**	Search for "Colorado State University" only.
Application process	17. **Application Open/Close Date**	**Job(s) must be posted for at least 3 days in Handshake following approval.** Please provide up to 3 business days for your job to be reviewed if your department's jobs are not auto-approved. **Best practices are to have job posted for at least 3 weeks.**
	18. **Number of Hires**	Enter number of students you expect to hire for this position.
	19. **Where to Apply**	**Apply in Handshake** (most common) or on a separate website.
	20. **Additional required documents**	If you are collecting applications through Handshake, require at least a resume so you have follow up information. You may also request cover letters, transcript or other documents (examples: class schedule, work study award, etc.). Applications do not have to be collected in Handshake but must be retained per state requirements (found here). For more information about how to access applications via HS go here.
Hiring Team	21. **Company Division**	Select your division from the drop-down menu, if applicable (not common)
	22. **Job Owner**	Hiring Authority
	23. **Hiring team**	Other members of the search committee who need access to applicant materials.
	24. **Preview**	Review the job posting before submitting it to be approved.

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ADDITIONAL INFORMATION	
25. Approval Process	Approvals take up to 3 business days. If your job posting is denied, open the comments section of the job posting to see reasonings and next steps. Once you have satisfied the requirements stated in the notes you must email Career_campusemp@colostate.edu to have your posting re-reviewed for approval. By consistently following this guide, your department can gain auto-approval status for jobs. This is reviewed approximately every 6 months by the Career Center.
26. Hiring Info	Once a preliminary hiring decision is made, a background check must be submitted and approved before the student is hired. Additional hiring protocol and processes can be found in the CSU HR Manual.
27. General Tips	Highlighted sections are language that can be copy and pasted into the job posting and edited there. Red font sections contain important information that is critical to getting the job posting approved. Check with your department's HR Liaison for any additional department required language. Once hiring is finalized, please mark the student as hired in Handshake to help provide better systems data tracking for our institution. Instructions can be found here.