



**handshake** JOB POSTING USER GUIDE FOR FACULTY & STAFF  
FEDERAL WORK STUDY, ON-CAMPUS PART-TIME, AND WORKLIFE (ESJN)

Handshake is Emory's student job posting database and is managed by The Emory Career Center. Handshake allows Emory departments to post positions to recruit Emory students. The Emory Career Center primarily serves undergraduate students in The College, Goizueta Business School, School of Nursing, and Oxford College.

Your Handshake account allows you to post Federal Work Study positions, part-time on-campus positions for your department, and/or private part-time positions for your personal work-life balance interchangeably. This user guide will give you instructions on how to post each position in the approved manner through using Handshake. An Emory email address is required for each contact.

- The Career Center approves on-campus, non-federal work study and Work Life's Employer-Student Job Network positions. Job postings will be approved within 2 business days of posting date.
- The Office of Financial Aid approves and maintains all federal work study positions.
- While we do not counsel graduate students from Laney Graduate School and Candler School of Theology, their students have access to view and apply to postings on Handshake.
- We do not post for graduate students in Law, Public Health, MBA, or Medicine. Please reach out to those schools directly to connect with their student body.

Departments seeking information on how to post to the **Rollins Earn And Learn (REAL)** Program, please contact <https://www.sph.emory.edu/rollins-life/community-engaged-learning/real/employers/index.html> for more information. **\*\*PLEASE NOTE that REAL positions are not accepted through the Emory Student Employment account and will be declined\*\***

### Point of Contacts

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
The Office of Financial Aid  Delicia Lucky, Candace Rivera, or Whitney Tucker-Jenkins at 404-727-6039	The Emory Career Center  Tricia Herold at <a href="mailto:recruiting@emory.edu">recruiting@emory.edu</a>	The Emory Career Center and Emory Work Life  Handshake questions? Tricia Herold at <a href="mailto:recruiting@emory.edu">recruiting@emory.edu</a>	Oxford College Office of Financial Aid  Bonnie Cowan at 770-784-8328
Post to Handshake account On-Campus & ESJN Student Positions: Emory University			Post to Handshake account Oxford College Student Employment

For questions on PeopleSoft, hiring a student, documents needed to hire... please reach out to your department's contact in Emory University's Human Resources.

# CREATING A NEW JOB

Click Post a Job from your home dashboard, or click Jobs from the left navigation bar to access the Jobs page, then click the blue button Create Job in the upper-right corner of the page.

Search all of Handshake...

3

17

Favorites filter applied ▾

Help ▾

Candace Rivera ▾

Post a Job

Jobs

FWS Horse Trainer Assistant-In Person

Approved August 18th 2023 at 9:08 am

Approved

FWS - Marketing Communications Intern

Approved September 13th 2023 at 3:27 pm

Approved

FWS Social Media + Curatorial Intern Position-In person

Approved August 8th 2023 at 2:30 pm

Approved

Student Assistant Campus Dining

Approved August 31st 2023 at 8:09 am

Approved

FWS Information Technology Student Tech -Rollins School of Public Health (In-Person)

Approved August 23rd 2023 at 10:06 am

Approved

Request an Interview

Interview Schedule Postings

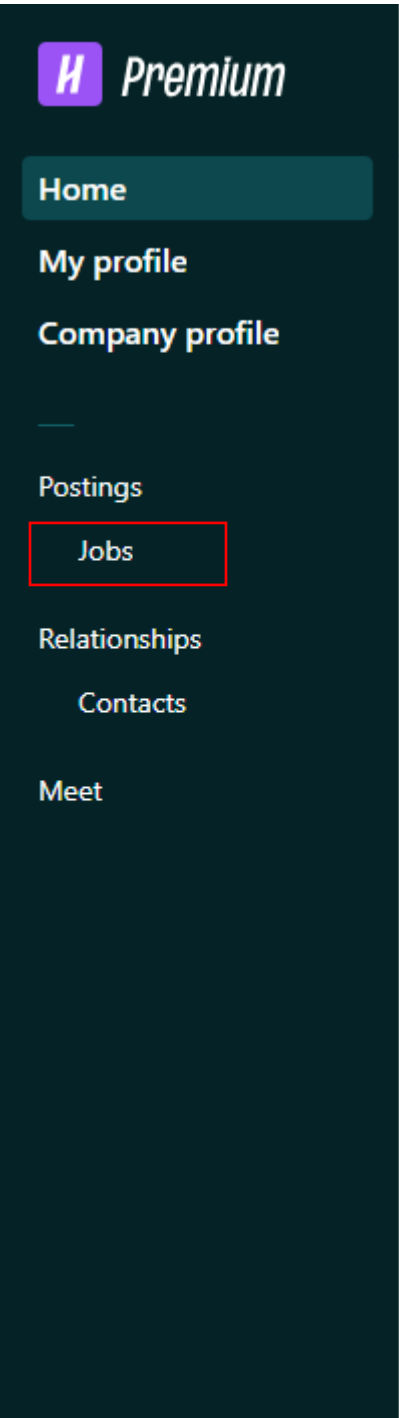
You have not requested any on campus interviews yet.

Create an Event

Upcoming Events

You have not RSVP'd to any upcoming events.

the Jobs tab.



# Basics Information

## Job title

Tips for good job titles:

- Spell out words instead of using abbreviations (“Senior” instead of “Sr”).
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
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“FWS” is required in the job title (e.g., FWS – Lab Assistant) \*

No additional text is required for the job title for these offices.

*\*Please note, one of the most common reasons your posting may be declined by The Office of Financial Aid is by not including “FWS” in the title of a Federal Work Study position. Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.*

## Position Type

### Position type

☐ Job ☒

☐ Internship

☐ On Campus Student Employment ☒ ☐ ☐

☐ Other

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
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REQUIRED: Select ‘On Campus Student Employment’

REQUIRED: Select ‘Job’

REQUIRED: Select ‘On Campus Student Employment’

# Work-Study Program

☐ Work-Study program

EMORY Federal Work Study Positions	EMORY On-campus positions (non-Federal Work Study)	EMORY Employee-Student Job Network (ESJN)	OXFORD Federal Work Study and Oxford Work-Ship Positions
REQUIRED: If yes, check the box**	REQUIRED: If not, leave the box unchecked	REQUIRED: If not, leave the box unchecked	REQUIRED: If yes, check the box** If not, leave the box unchecked

\*\*A setting of “Work Study Eligible” will be assigned to students who have received a financial aid award. For eligible students to view and apply to Federal Work Study jobs, this field must be selected Yes.

*Please note, one of the most common reasons your posting may be declined by The Office of Financial Aid is by not selecting the correct setting for federal work study status for your job(s). Our offices will approve hundreds of job postings a day within the first month of each semester. Your help in making sure this is formatted correctly will help your postings get approved promptly.*

## Job Description

Job description

Copy description from existing job

Be sure to include specific skills you’re looking for, minimum requirements, and expected responsibilities.

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@

T<sub>x</sub>

Continue

Job Descriptions are a crucial part of hiring and managing your employees. A good job description will ensure your applicants understand their roles and responsibilities. It should be practical, clear, and accurate. It typically includes a job objective or purpose, a summary of the job, a list of duties or tasks, and qualification needed for the job.

Click the blue button Continue in the lower-right corner of the page to proceed.


If you'd like to save your job as a draft, click the white button Save as draft in the top-right corner of the page. Fields that must be completed before saving as a draft will show an error.

Note: to access the job post later, click the white button View drafts in the top-right corner of the Jobs page.


Location Requirement

# Location requirements


Where should candidates expect to work?



**Onsite**  
Employee works in person from a specific location.



**Remote**  
Employee works from home.



**Hybrid**  
Employee works a combination of onsite and remote.

## Onsite location

▶ Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Atlanta, Georgia, United States X

☐ Job is located at residential address

Back

Continue


Onsite	Remote	Hybrid
In-Person- Add the city and state where your job is located	Working at Home	Combination of on-site and remote. Add the city and state where your job is located.

Click the blue button **Continue** in the lower-right corner of the page to proceed.


Time Requirements

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

Hours (optional)

hours per 

week

Employment duration

☐ Permanent

☒ Temporary or seasonal

Estimated start date

yyyy-mm-dd

Estimated end date

yyyy-mm-dd

Back

Continue

Everyone must select 'Part-Time' for **Employment Type** and 'Temporary/Seasonal' for **Employment Duration**.

The **Estimated start date** is the start of the term or the current date if it is after the start of the term and the **Estimated end date** is the last day of the term for fall term or spring term or end of school year.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

## Compensation and Benefits

### Compensation and benefits

What should candidates expect to earn?

#### Tip

Job seekers are more likely to apply to jobs that show expected pay—and schools are more likely to approve and recommend them.

#### Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range

Custom range

Exact amount

Unpaid

#### Additional compensation (optional)

Signing bonus

Bonus

Commission

Tips

Equity package

#### Benefits (optional)

Medical

Vision

Dental

Paid time off

Paid sick leave

Parental leave

401(k) match

FSA or HSA plans

Life insurance

Disability insurance

Student loan repayment

Tuition reimbursement

Relocation assistance

Commuter assistance

Pet insurance

#### Perks (optional)

Learning stipend

Home office stipend

Career development

Gym membership

#### Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

<https://www.website.com>

[Back](#)

[Continue](#)

EMORY Federal Work  
Study Positions

EMORY On-campus positions  
(non-Federal Work Study)

EMORY Employee-Student  
Job Network (ESJN)

OXFORD Federal Work Study and  
Oxford Work-Ship Positions

REQUIRED: Custom Range  
FWS Salary range-\$13.50-  
\$15.00\*\*

REQUIRED: Custom Range- FWS  
Salary range-\$13.50-\$15.00\*\*\*\*

Click the blue button **Continue** in the lower-right corner of the page to proceed.

Categorize your job

# Categorize your job

Tell us the type of role you're hiring for (e.g., Accountants and Auditors, Sales Managers). Add up to 3 roles.

Job roles

Q

Office and Administrative Support Workers X

Back

Continue

Students can search by Job Roles. So please have at least one role listed. Handshake may pre-populate a role based on your job title.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

## Candidate Qualifications

### Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

#### School year (optional)

Freshman

Sophomore

Junior

Senior

Masters

Masters of Business Administration

Doctorate

Postdoctoral Studies

Certificate Program

First Year Community / Technical College

Second Year Community / Technical College

Alumni

#### Latest graduation date (optional)

Month

Year

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#### Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

Q

#### Minimum GPA (optional)

Only include if your job has specific requirements.

Back

Continue

All these preferences are completely **optional**. If you set preferences, you will be limiting your applicant population and shrinking the number of applicants that can apply to your job. Please remember that if you have selected Yes for the Work Study Eligible field in the Basics tab, only those students with a work study award will be able to view the posting(s).

We do not recommend using the “Add a Graduation date range” for your job, and instead request contacts use the “School Year” field by checking the boxes (Freshman, Sophomore, Junior...)

Add a “Minimum GPA” value if this is required for the role.

In addition, we do not recommend selecting any of the options in the “Majors” field.

We recommend that you do not set any qualifications so that you get as many applicants that you can.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

## Choose Schools

### Choose schools

Where would you like to post your job?


#### Request approval at more schools

Looks like you are an approved employer at fewer than 10 schools. [Request more approvals.](#)

#### Post to specific schools

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



Emory University 

[Back](#)

[Continue](#)

For Post to specific schools, [only choose Emory University](#). The Emory Student Employment account is for Emory faculty, staff, and students ONLY. Any user requesting access and posting jobs to any school(s) outside of Emory University will be removed.

## Application Process

### Application process

What's the application timeline and process?

Application open date

2023-09-22



Application close date

2023-11-03



Number of hires

This will not show up to job seekers.

1

How will candidates submit applications?



**On Handshake**

Keep all your applications in one place.



**On a separate website**

Enter a website or Applicant Tracking System URL.

Additional required documents



Handshake profile



Resume



Cover letter



Transcript



Other

Back

Continue

**Application open date-** the date you generate your job posting.

**Application close date-** Enter your job's expiration date. For new students, please set your expiration date for six weeks in advance. For Returning Students, please set expiration date for 72 hours in advance.

**Number of hires-** This field is not visible to students, but you are required to insert a number.

**How will candidates submit applications?** We suggest that all students apply via Handshake (which is the default). Contacts accepting applications through Handshake can use the Additional required documents section to indicate which documents are required to apply. If Other documents is selected, a new field will open to provide details.

Click the blue button **Continue** in the lower-right corner of the page to proceed.

## Hiring Team

### Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

#### Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Office of Financial Aid - 905015



#### Job owner



**Candace Rivera**

Office of Financial Aid, Financial Aid Advisor

[Add profile photo](#)

#### Messaging availability

Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐ Feature Candace Rivera as available for candidate messages

#### Email settings

☐ Send summary email once application period closes

☐ Send email when a candidate who meets qualifications applies

☐ Send email when a candidate applies

#### Hiring team members (optional)

[Invite new teammate](#)

Choose team member



The contact filling out the job form will default as the recipient to collect application documents. You can also add other teammates to receive packages by entering their name or searching for his/her name by clicking on the magnifying glass icon. If you haven't added them as a contact yet, please click on the Invite new teammate blue link to add their name. If you are unable to add or create a new contact, reach out to the appropriate office for assistance.

Contacts can select to receive applications by:

- **Email a summary** - all applicants will be sent in a bundle in one email after the job expires, or
- **Email every time** – contacts will receive an email with the application documents each time a new student applies. If you choose this option, you can then specify whether you want every student who applies, or only students who match all your preferences.

If you are posting the job, but you will not be reviewing applications, please **do not** place any checks in the boxes under Email settings. This way you will not receive any applications.

The final step is to review your job posting. Review the details and modify any sections as necessary.

To edit any section, click the pencil icon to the right of the section, then click the blue button Continue to save changes, and to reach the last page of the job form.

To post your job, click the blue button Post job in the lower-right corner of the job form.

## Your hiring team

 [Edit](#)

### Company division

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### Job owner

Lee Cooper

### Hiring team members

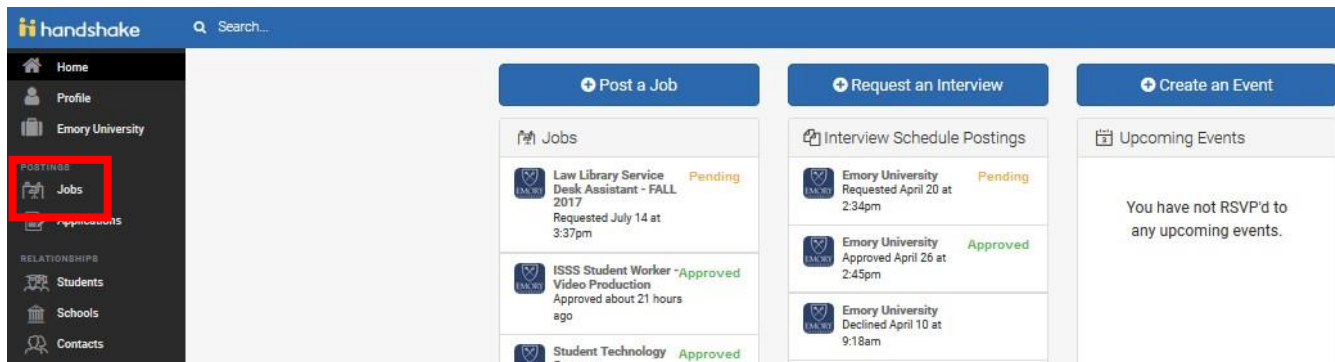
Layne McAllister

[Back](#)

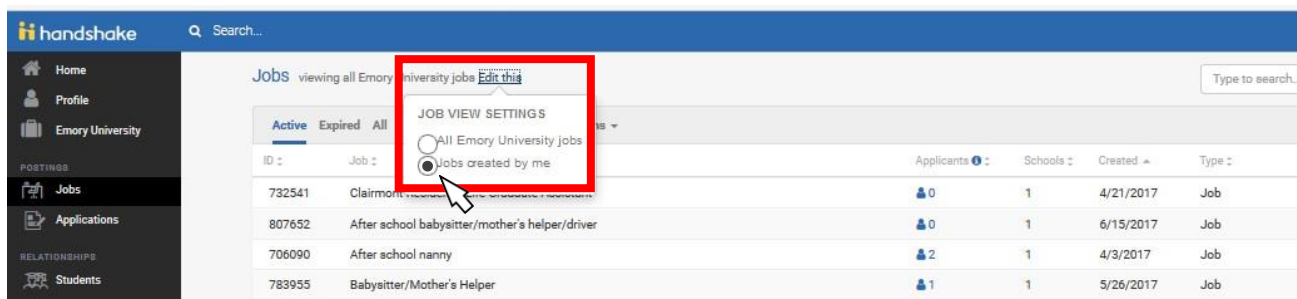
[Post job](#)

## VIEWING YOUR JOBS

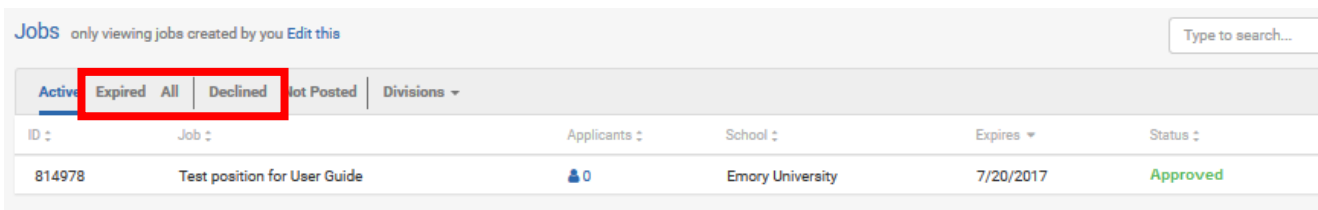
From your home page, click on the link for “Jobs” under the Postings section in the black column



You are viewing a full list of all the positions currently running on the Emory University account. To view your position(s), click on the “Edit this” link at the top of the screen at the blue Jobs section and select “Jobs created by me” from the drop-down menu. This will populate only your ACTIVE postings.



Select Expired or Declined to view positions that are no longer running.



VIEWING YOUR APPLICANTS

From your Jobs section, click on the blue hyperlinked number listed under the Applicants column for your job posting.

Jobs only viewing jobs created by you Edit this

Type to search... Search Create Job

Active	Expired	All	Declined	Not Posted	Divisions	VIEW BY School Job		
ID	Job	Applicants	School	Expires	Status	Campus Interview		
814978	Test position for User Guide	6	Emory University	7/20/2017	Approved	No		

If you have specified applicant Preferences in your job posting (e.g., class year, gpa) you can view why an applicant may not meet your requirements by clicking the blue I before the green preferences bar. The green bar will display the number of preferences each student matches for your job.

All Applicants				Matches All Preferences			Does Not Match All Preferences		
Student First	Student Last	Application Type	School	Job Preferences	Student Information	Preferences			
Joe	Sindad	Job	Emory University	US work authorization required	Authorized	1/1			
Don	Cornwell	Job	Emory University			1/1			
Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	1/1			
Asia	Waller	Job	Emory University	Test position for User Guide	Pending	1/1			
Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	1/1			
Christopher	Park	Job	Emory University	Test position for User Guide	Pending	1/1			

DOWNLOADING APPLICANTS

Make sure you are on your All Applicants tab and click the blue button Download Packages to export a full bundle of all the application documents.

**NOTE:** To download ALL applicants, **DO NOT** click on any of the boxes before the applicant’s name. If you would only like to download specific students, click the button before their name before hitting the Download all button.

Overview Schools Matches Applicants (12) Details

SearchType a keywordEngagementInvited to apply to this jobStatusDeclined (5) Pending (5) Hired (1) Reviewed (1)

12 ApplicantsView only those who match my qualifications forGraduation Date / School Years GPA Majors Work Authorization Select All

	Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/>	Zurdo Villanueva Olabarrieta	Emory University	Reviewed	Yes	2 of 2	8/30/17	
<input type="checkbox"/>	Jessica Rios	Emory University	Pending	Yes	2 of 2	8/30/17	
<input type="checkbox"/>	Jessica Lamour	Emory University	Pending	Yes	2 of 2	8/30/17	
<input type="checkbox"/>	Kwamena	Emory University	Pending	Yes	2 of 2	8/30/17	

Download allDownload applicant data (CSV)Download application packages (PDF)

Select the application documents (resume, transcript) to include in your application download and click Export.

Which documents would you like to export?

☒ Resume  
☐ Cover Letter  
☐ Transcript  
☐ Other Document

Please note that documents this job doesn't require may not be included.  
For example, if you select "cover letters" and cover letters are not required for this job, you may not find them in your downloaded packet.

Cancel Export

view only those who match my qualifications for

☐ Graduation Date / School Years ☐ GPA ☐ Majors ☐ Work Authorization [Select All](#)

Selecting export, your download will be sent to your email address on file. Select the bulk download link. A PDF will be downloaded to your computer.

Handshake download: FWS-Administrative/Accounting- Office of Financial Aid Applications

Handshake <handshake@notifications.joinhandshake.com>  
To: Rivera, Candace T.

Thu 7/20/2023 8:27 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

LinkedIn + Get more add-ins

**Handshake**

Hello Candace,

The bulk download you recently requested has completed. You can access the file below.

[Bulk Download PDF \(2.3 MB\)](#)

Thank you,  
The Handshake Team

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

P.O. Box 40770, San Francisco, CA 94140

To view and download applicants individually, click on the student's documents to download for review.

Search

Type a keyword

Engagement ⓘ

☐ Invited to apply to this job

Status

+ Add Status




- ☐ Declined (5)
- ☐ Pending (5)
- ☐ Hired (1)

## 12 Applicants

Download all ▼


View only those who match my qualifications for

- ☐ Graduation Date / School Years ☐ GPA ☐ Majors ☐ Work Authorization [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/> <a href="#">Zurdo Villanueva Olabarrieta</a>	Emory University	Reviewed ▼	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/> <a href="#">Jessica Rios</a>	Emory University	Reviewed ▼	Yes	2 of 2 ✓	8/30/17	
<input type="checkbox"/> <a href="#">Jessica Lamour</a>	Emory University	Reviewed ▼	Yes	2 of 2 ✓	8/30/17	

View only those who match my qualifications for

- ☐ Graduation Date / School Years ☐ GPA ☐ Majors ☐ Work Authorization [Select All](#)

Name	School	Status	Work Study Eligible?	Qualifications	Date	
<input type="checkbox"/> <a href="#">Zurdo Villanueva Olabarrieta</a>	Emory University	Reviewed ▼	Yes	2 of 2 ✓	8/30/17	

Resume\_JE.docx

FWS\_Student\_Employment\_Application.docx

You can select the applicant's document that you would like to download. If you would like to download all of the applicants' documents, you can select the checkbox by the applicant's name. The download applicant packages PDF will appear. Select Download applicant packages. Your download will be sent to your email address on file.

Search

Type a keyword

Engagement ⓘ

☐ Invited to apply to this job

Status

## 12 Applicants

Download all ▼

View only those who match my qualifications for

- ☐ Graduation Date / School Years ☐ GPA ☐ Majors ☐ Work Authorization [Select All](#)

1 of 12 selected [Select all](#)

[Message Students](#)

[Download applicant packages \(PDF\)](#)

[More▼](#)

<input checked="" type="checkbox"/>	<a href="#">Zurdo Villanueva Olabarrieta</a>	Emory University	Reviewed ▼	Yes	2 of 2 ✓	8/30/17	
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You can change the applicant's status in *two separate steps*:

ONE: Click the black Menu icon after the Preferences bar to reveal a drop-down menu. From here you can mark the applicant as *Hired* or *declined* individually.

All Applicants			Matches All Preferences			Does Not Match All Preferences		
<input type="checkbox"/>	Student First	Student Last	Application Type	School	Job Applied For	Status	Application Date	Preferences
<input type="checkbox"/>	Joe	Sindad	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	1/1
<input type="checkbox"/>	Don	Cornwell	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	1/1
<input type="checkbox"/>	Laura	Garcia	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Asia	Waller	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Tricia	Herold	Job	Emory University	Test position for User Guide	Pending	July 9th 2017	
<input type="checkbox"/>	Christopher	Park	Job	Emory University	Test position for User Guide	Pending	June 24th 2017	

TWO: Click the boxes in front of multiple students' names and select the blue drop down button in the top right of the page to enter Bulk Actions on All Results and select to either "Mark Applications as Declined" or "Mark Applications as Hired".

Status Label Not Labels School Employer Division Job Applied For Job Type Employment Type

Major Application Type Ranges

Emory University (6) Test position for User Guide (6) Job (6)

Export Applicant Data & Email Addresses to CSV

Export all applicant data (email addresses, apply dates, grad dates, and more).

Download Applicant Packages

Download resumes, cover letters, and other documents that you requested.

Showing 6 Applicants

Exclude students with

☐ Minimum GPA

☐ School Year or Graduation Date

☐ Major

☐ Work Authorization Status

☐

☒

☒

☐

☐

☒

☐

Student First

Student Last

Application Type

School

Job Applied For

Status

Application Date

Preferences

Joe

Sindad

Job

Emory University

Test position for User Guide

Pending

July 9th 2017

1/1

Don

Cornwell

Job

Emory University

Test position for User Guide

Pending

July 9th 2017

1/1

Laura

Garcia

Job

Emory University

Test position for User Guide

Pending

July 9th 2017

1/1

Asia

Waller

Job

Emory University

Test position for User Guide

Pending

July 9th 2017

1/1

Tricia

Herold

Job

Emory University

Test position for User Guide

Pending

July 9th 2017

1/1

Christopher

Park

Job

Emory University

Test position for User Guide

Pending

June 24th 2017

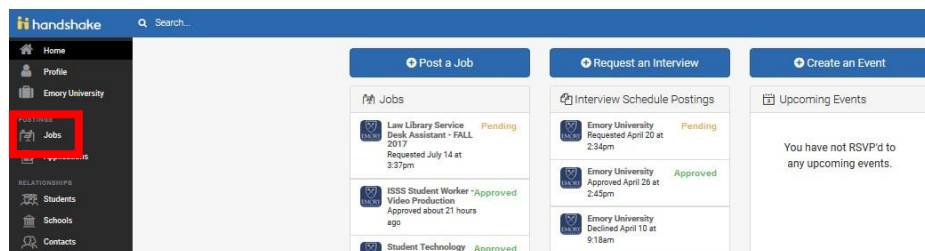
1/1

Mark Applications As Declined

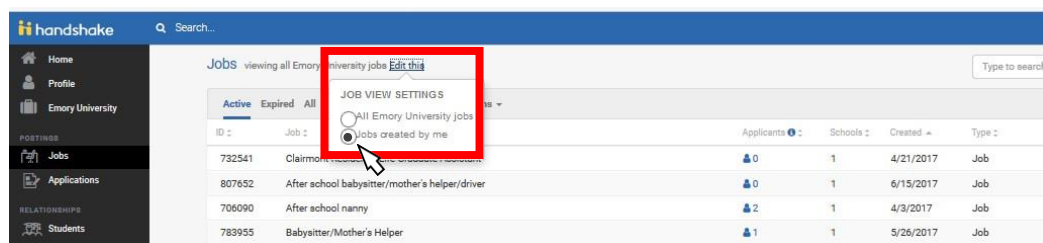
Mark Applications as Hired

## RENEWING AN EXPIRED JOB POSTINGS

From your home page, click on the link for “Jobs” under the Postings section in the black column.



You are viewing a full list of all the positions currently running on the Emory University account. To view your position(s), click on the “Edit this” link at the top of the screen at the blue Jobs section and select “Jobs created by me” from the drop-down menu. This will populate only your ACTIVE postings.



Filter by the Expired status and open the job you would like to renew and Select renew job.

← Jobs

### FWS Emory Reads Tutors and Tutor/Drivers - Volunteer

Job #922124 • Created 8/15/2017 by Candace Rivera • **Expired 8/15/2017**

Edit

More actions ▼

Overview

Schools

Matches

Applicants (0)

Details

#### ⌚ This job is expired

No students can apply to this job currently. It has expired at all schools it was posted to.

WHAT YOU CAN DO

##### View your applicants

Browse your applicants, and check out resumes and profiles

View applicants

##### Renew this job

Get more applicants by renewing this job

Renew job

Skip to the Schools section and edit the Apply start date / Expiration date to your current dates. Then select Save.

Search all of Handshake...

1

Favorites filter applied

Help

Candace Rivera

FWS Emory Reads Tutors and Tutor/Drivers - Volunteer

Schools	Status	Interview on campus?	Apply start date	Expiration date
<div><div><div><div></div><div>EMORY UNIVERSITY</div><div>The Olin College</div></div></div><div>Emory University</div></div>		<input type="checkbox"/>	<div>2023-07-20 09:00 AM</div>	<div>2017-08-15 11:46 AM</div>

Cancel

<

Basics

Details

Preferences

Schools

Preview

Next >

Delete

Save

NOTE: The status of the job will be reset from 'expired' to 'pending'.

If you would like to renew the job posting but would not like the past applicants to be associated with it, you may want to duplicate the job, and then post the duplicated job. (See next section **DUPLICATING A JOB POSTING**)

Duplicating a job will remove all current applications and then once the student applies, you will only see new applications.

## DUPLICATING AN EXPIRED JOB POSTING

Follow the instructions above for renewing a job posting up to the last step, where you locate and open the job posting.

To begin, click Jobs from the left navigation bar, then locate the job you'd like to duplicate.

Tip: Use the tabs at the top of the job postings table to switch between displayed results for Active, Expired, All, Declined, Not Posted, or Divisions. Click directly on the title of the job.

On the job overview page, click More Actions in the top-right corner and select Duplicate job.

← Jobs

### FWS Emory Reads Tutors and Tutor Drivers --In Person/Remote--Spring Semester

Job #5772346 • Created 12/20/2021 by Candace Rivera • **Expired 1/12/2022**

Overview Schools Matches Applicants (20) Details

**⌚ This job is expired**

No students can apply to this job currently. It has expired at all schools it was posted to.

WHAT YOU CAN DO

**View your applicants**  
Browse your applicants, and check out resumes and profiles

[View applicants](#)

**Renew this job**  
Get more applicants by renewing this job

[Renew job](#)

Review the duplicated posting to make changes before you save. The key areas to update are:

EMORY Federal Work  
Study Positions

EMORY On-campus positions  
(non-Federal Work Study)

EMORY Employee-Student  
Job Network (ESJN)

OXFORD Federal Work Study and  
Oxford Work-Ship Positions

Job Title – If the job is a FWS job, please make sure that FWS is in the beginning of the job title. If you are duplicating a job to create a non-FWS job, please remove the FWS from the job title.

Start Date and End Date -If you are duplicating an old position, the start date and end date must be updated to reflect the current school year start date and end date.

Details- Review your details and make any updates as needed (i.e. if a non-FWS position remove the check in the Work Study box).

Apply Start Date & Apply End Date: Review the default dates that your job is set to open / expire and update them if needed.

Search all of Handshake...

1

Favorites filter applied

Help

Candace Riv

FWS Emory Reads Tutors and Tutor/Drivers - Volunteer

Schools	Status	Interview on campus?	Apply start date	Expiration date
<div><div><div><div></div><div>EMORY UNIVERSITY</div><div>Not a Handshake School</div></div></div><div>Emory University</div></div>		<input type="checkbox"/>	<div>2023-07-20 09:00 AM</div>	<div>2017-08-15 11:46 AM</div>

Cancel

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Basics

Details

Preferences

Schools

Preview

Next >

Click Save in the bottom right of the screen.

## Important Notes about Handshake

- When creating a Federal Work Study job, you should always put **FWS** in the job title.
- Once you have filled a position or wish to remove a job from student view, you must login to Handshake, go to Job, click on “Edit this,” select jobs created by me, click on the desired job, and under “Menu” (in the right column) select “Expire Job.”
- All on-campus student jobs, including FWS, are housed under one employer account. This means that multiple users will have access to this account. It is important that you only edit information on jobs that you posted. **You can easily keep track of your jobs by using the “Jobs created by me” function.**
- When viewing the job postings, you will see an orange “Pending” until the OFA has viewed and released the job, at which point you will see the green “Approved”, indicating students may apply for the position.
- The **Job ID number** is unique to each job posting. You must enter it into HR Web when hiring FWS students for the student’s HR record to correspond to your Handshake job description.
- There is no field which allows you to enter the number of openings for a certain position. However, it is still possible to hire multiple students under one Job ID number provided they are working identical jobs. If multiple students share identical job descriptions, start dates, etc., you may enter the same job ID for these students when hiring them in HR Web.