How to Find your Job Postings in Handshake

Login to your employer Handshake account at [https://cmu.joinhandshake.com](https://cmu.joinhandshake.com).

**Option 1**

1. Click on “Job Postings” on the left hand side of the page.

![Handshake interface with Job Postings highlighted](image)

2. Search for the name or ID of your job posting in the search bar.

![Search bar for Handshake with job posting](image)

3. Your job posting should appear below the search bar.

![Job Postings section in Handshake](image)

4. Click on the Job Name to edit the posting, or view applicants.
5. If you are searching for an expired job posting, you must choose Other in the top toolbar, and then check the box beside Include Expired Postings.

![Handshake screenshot showing search filters](image)

**Option 2**

1. When you create your job, or find it using Option 1 above, click **Follow Job**.

![Handshake screenshot showing Follow Job button](image)

2. You can follow as many jobs as you like. After the job has been followed, to find it again go to “Job Postings”.

![Handshake screenshot showing menu with Job Postings highlighted](image)
3. Click on “Followed Only” to see only the jobs you have clicked “Follow Job” for.

4. If you are looking for jobs you have followed, but have also expired, choose Other in the top toolbar, and then check the box beside Include Expired Postings.

5. This can be a more convenient option, and is also very useful for employers who have more than one job posted at a time.