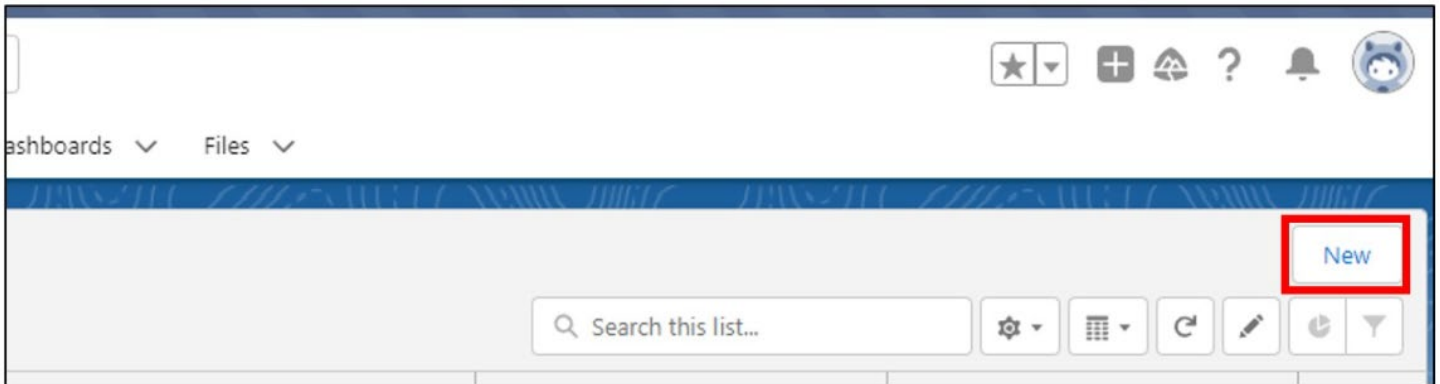


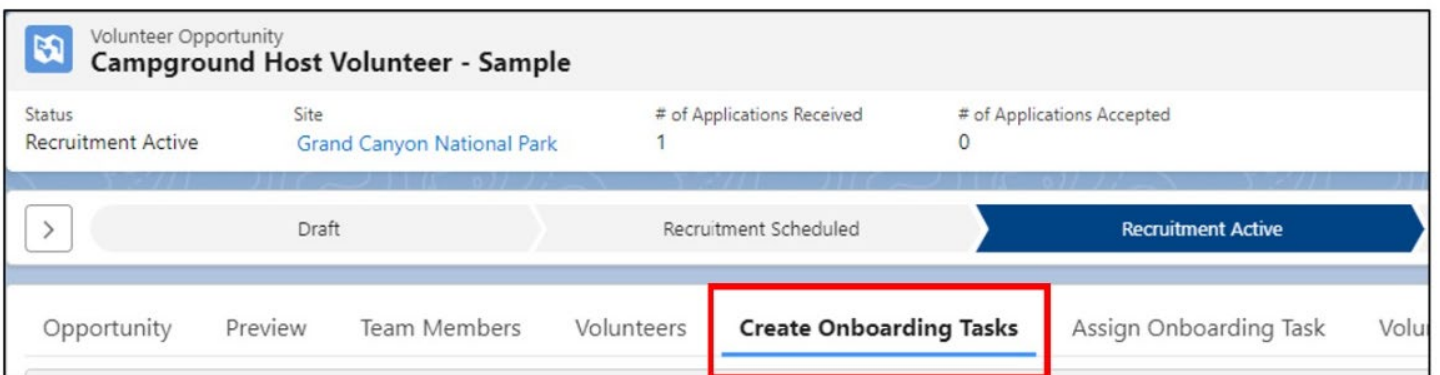
## Create Your Own Opportunity Template Using Duplicate

To create a template for an opportunity that contains onboarding tasks.

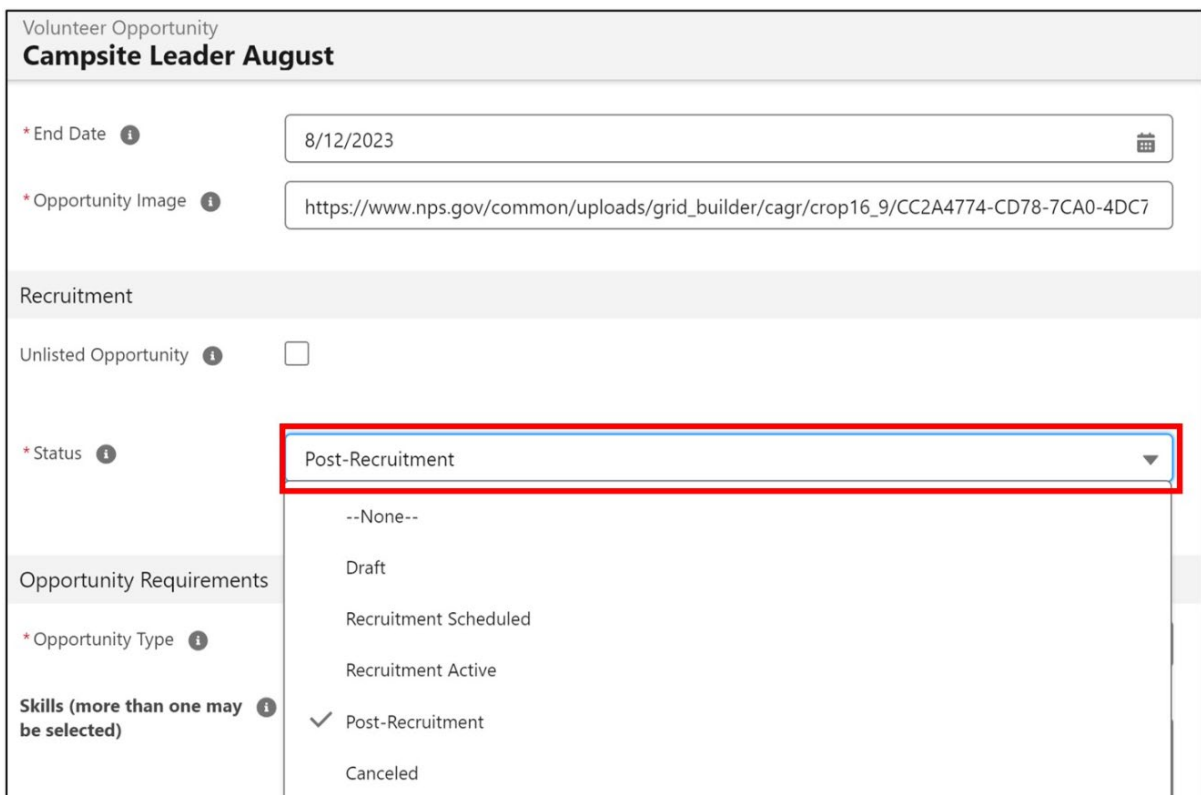
1. Create an opportunity using the process in Create a New Opportunity.



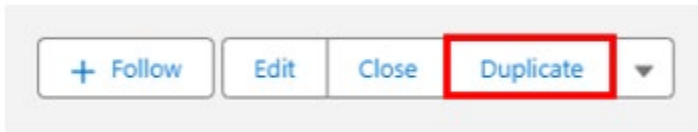
2. Add the needed onboarding tasks using the process in Create a 301a Onboarding Task.



3. Update the opportunity status to "Post Recruitment". For information on status, see Opportunity and Application Status Definitions.



4. Click "Duplicate" using the process in [Duplicate an Opportunity](#).



5. Select the needed start and end dates for the duplicated opportunity.

6. Select the Onboarding Task(s) to be pulled into your created opportunity template.