

## EMPLOYER HANDSHAKE QUICK START: CREATING YOUR COMPANY PROFILE



CAREER AND PROFESSIONAL  
DEVELOPMENT  
VIRGINIA TECH.

- **1** If you haven't already, you will need to set up your user account. Please refer to the *Employer Handshake Quick Start: Creating Your User Account* for instructions. If your company did not already exist in the system while creating your user account, follow the steps below to create your company profile.
- **2** Click **Create New Company**.
- **3** Add your company's logo by clicking on **Add a logo** → **Upload New Image** → **Select Image** → **Save**  
*Please note that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 and a maximum size of 400x400*
- **4** Add your company's branding image (rectangular website banner) by clicking on **Add a branding image** → **Upload New Image** → **Select image** → **Save**  
*Please note that a 4:1 and 5:1 (width to height) ratio is best for your branding image with a minimum size of 1200x300 and a maximum size of 2000x500*
- **5** Scroll down the page to add basic information about your company.
- **6** Enter your company's information. Required information includes company name, website, phone, location, and description.
- **7** If you would like to enable any user with a confirmed company email address to be approved automatically when they request access at your company, click **Auto Approve Staff**. To manually approve all staff requests, leave this box unchecked.
- **8** If you would like to allow students to initiate conversations with your company through Handshake, click **Allow Student Messages**. Leave this box unchecked if you prefer students to contact you via email and other methods outside of Handshake.
- **9** Click **Create New Employer**.

**For best recruiting results, input as much company information as possible. Make sure to include relevant social media links, all contact information, and a company bio.**

*\*You may edit your company profile at any time.*