

EMPLOYER HANDSHAKE QUICK START: CREATING YOUR USER ACCOUNT



CAREER AND PROFESSIONAL
DEVELOPMENT
VIRGINIA TECH.

- 1 Go to <https://vt.joinhandshake.com>.

A screenshot of the Handshake website's sign-in page. The page is split into two main sections. The left section has a blue background and contains the text 'Welcome to Handshake' and 'Find jobs better, together.' Below this is a yellow icon of two people. At the bottom of this section is a link that says 'Sign up for an Account'. The right section has a white background and is titled 'Sign in to Handshake'. It features a blue button labeled 'Virginia Tech Login'. Below this is a horizontal line with the word 'or' in the center. Underneath is a text input field containing 'email@example.edu' and a blue 'Next' button. Below the input field is a note: 'You can also sign in with your email address. (Please use your .edu address, if applicable.)'. At the bottom left of the page is the text 'Handshake 2018' and at the bottom right is a link 'Need Help?'.

- 2 Click **Sign up for an Account**.
- 3 Select **Employer** as the account type.
- 4 After filling out the requested information, click **Sign Up**.
- 5 Select your recruiting areas of interest and add your Alma Mater. Click **Next: Employer Guidelines**.
- 6 Read the Employer Guidelines, Terms of Service, and Privacy Policy. Select whether or not you are a 3rd party recruiter. If you've selected that you are a 3rd party recruiter, please review and agree to Handshake's 3rd party recruiter policy. Otherwise click No and continue to confirm your email.
- 7 You will need to verify your account via email. Allow 10 minutes to receive the verification email.
- 8 After you receive the email verification, click on **Confirm Email**. You will be redirected to Handshake to join your company account. If you do not receive the email verification, read these [troubleshooting tips](#).
- 9 If your company does not already exist in the system, click the **Create New Company** button and follow the instructions on the *Employer Handshake Quick Start: Creating Your Company Profile*.
- 10 If your company already exists, click the **Request Connect to Schools** button to connect with your company. Then click **Next**.
**Please note that you may not be automatically connected with your company. You will remain pending until you receive a confirmation email from Handshake.*
- 11 Search for Virginia Tech by using the filters or typing in the search bar. Click the + button to connect with Virginia Tech and other schools.
Tip: Handshake highly advises that you only add schools that are considered your core schools.
- 12 Once you complete all the processes above, you will become a pending employer with Virginia Tech. Please allow 48 hours for approval. During this time you will not be able to post jobs or internships. Once approved, you will receive an email from Handshake.
- 13 Click the **Log In** button to be directed to your profile and to begin posting opportunities on Handshake for Virginia Tech students.