

VT DEPARTMENT HANDSHAKE QUICK START: CREATING YOUR DEPARTMENT 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 [VT Department Handshake Quick Start: Creating Your User Account](#) for instructions. If your department did not already exist in the system while creating your user account, follow the steps below to create your department profile.
 - 2 Add your department logo by clicking **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
 - 3 Add your department 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
 - 4 Scroll down the page to add basic information about your department.
 - 5 Enter your department's information. Required information includes department name, website, phone, location, and description. We suggest naming your profile Virginia Tech Department of _____. Ex: Virginia Tech Department of Biology or Virginia Tech Dining Services, etc.
 - 6 Leave Auto Approve Staff **unchecked** to manually approve all staff requests. Please note that since you're creating the department account, you'll need to approve other staff members who may want to connect to this account in the future.
 - 7 If you would like to allow students to initiate conversations with your department 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.
 - 8 Click **Create New Employer** to finish creating your department account
- For best recruiting results, input as much department information as possible. Make sure to include relevant social media links, all contact information, and a company bio.**
- *You may edit your department profile at any time.*
- Note:** When listing your jobs select the "On-Campus Employment" option so students can find your opportunities quickly.