VT DEPARTMENT HANDSHAKE QUICK START: CREATING YOUR USER ACCOUNT


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. Click No to being a 3rd party recruiter 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 department account. If you do not receive the email verification, read these troubleshooting tips.

9. Click the Create New Company button and follow the instructions on the VT Department Handshake Quick Start: Creating Your Company Profile.

10. Then click Next: Connect to Schools. Search for Virginia Tech by using the filters or typing in the search bar. Click the + button to connect with Virginia Tech.

11. Once you complete all the processes above, you will become a pending employer with Virginia Tech. Please allow 24 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.

12. Click the Log In button to be directed to your profile and to begin posting opportunities on Handshake for Virginia Tech students.