VT DEPARTMENT HANDSHAKE QUICK START:
CREATING YOUR USER ACCOUNT

VT | CAREER AND PROFESSIONAL DEVELOPMENT VIRGINIA TECH

■ 1 Go to https://vt.joinhandshake.com.

Welcome to Handshake
Find jobs better, together.

Sign up for an Account

Handshake 2018

Sign in to Handshake

Virginia Tech Login

or

email@example.edu   Next

You can also sign in with your email address.
(Please use your .edu address, if applicable.)

Need Help?

■ 2 Click **Sign up for an Account**.

■ 3 Select **Employer** as the account type.

■ 4 **Please use an alias @vt.edu email as your username.** 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 receive an email 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 or create your department account. If you do not receive the email verification, read these trouble-shooting tips.

■ 9 **Note:** Virginia Tech departments can either join their respective department account (if one exists) or create a "new company" (department). Answer the question(s) below to determine whether you should "join" your department or create a "new company" (department).

? Does a departmental hiring representative need to know which jobs you have posted for a particular opening? **If yes, you should join your department's company account already in Handshake.**

? Do you want other staff who also have a Handshake account within your department to be able to see your jobs/candidates for a particular opening? **If no, you should create a "new company" (department).**

? Do you need to see jobs others in your department may have posted? **If yes, you should join your department's company account already in Handshake.**

Note: If you join your department's company account **already in Handshake**, you will click "request" in the top right corner of the box displayed to connect. If your company has "auto-approve staff" enabled, your request will be approved immediately. If not, you will have to be approved by an existing staff member who initiated the account.

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If your request to connect with your "company" (department) has been consistently pending, reach out to other staff in your department who have a Handshake account for approval OR contact Virginia Tech Career and Professional Development who can provide you with the name(s) of department connected to your "company" (department) profile as well.

10 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.

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

Note: When listing your jobs select the "On-Campus Employment" option so student can find your opportunities quickly.