VT DEPARTMENT HANDSHAKE QUICK START:
POSTING JOBS

1. Log in to your Handshake account at https://vt.joinhandshake.com. If you do not have a Handshake account, please refer to VT Department Handshake Quick Start: Creating Your User Account.

2. On the home screen, click Post a Job.

3. Fill out the job post form. Under Job Type, select On Campus Student Employment. If this is a work study job, select yes. Use the toolbar at the bottom of the screen to navigate between sections. Fields marked with an asterisk are required fields. For best recruiting results, put as much information about the job as you can.

4. Under the Schools tab, set your application date parameters.

5. Make sure to select Virginia Tech from the left hand column and press the + button.

6. Click Create to finish posting your job.

*You may edit your job posting at any time.*