

VT DEPARTMENT HANDSHAKE QUICK START: POSTING JOBS



CAREER AND PROFESSIONAL
DEVELOPMENT
VIRGINIA TECH.

- 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.*

* Job Title

+ add an [ATS / job code](#) to match against your applicant tracking system (this will **not** sync applications)

Require students to also apply through website or applicant tracking system?

Yes No

Display your contact information to students?

Name Only Don't show my info

* Job Type

Job

Internship

On Campus Student Employment

[Show more options](#)

* Employment Type

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Work Study Job?

Yes No

Work study jobs are for eligible students only

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