



Thank you for your interest in providing research opportunities to undergraduate students at Virginia Tech.

The Office of Undergraduate Research (OUR) has joined thousands of Virginia Tech students on Handshake to provide a centralized, searchable, and accessible place to access the variety of research opportunities Virginia Tech has to offer.

9.6k+

completed Virginia Tech student profiles

1.9k+

students active on the platform weekly

Your post will be viewed by thousands of VT students, allowing you more opportunities to find the best fit. Thank you for participating!

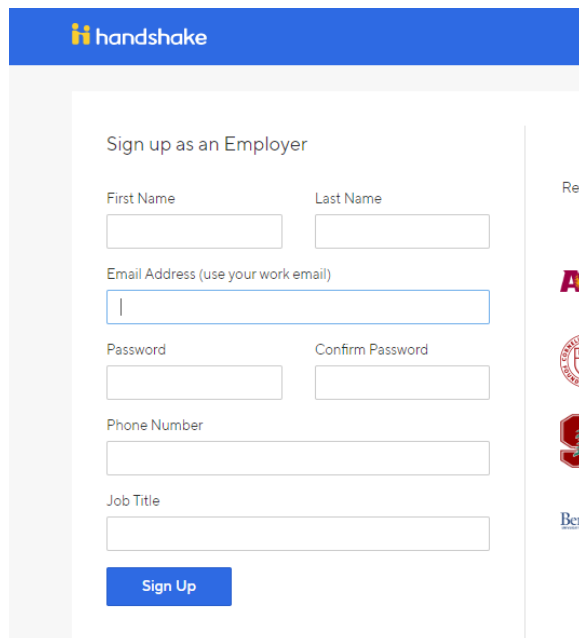
Posting Research Opportunities

Create affiliated employer account

Click the link below and follow the instructions to create an employer account affiliated with OUR:

https://vt.joinhandshake.com/register?user_type=Employers&employer_invite_token=c-EX-7oY3VtcNAyCBzQT4S2lNj5KsTT13

step 1



The screenshot shows the 'Sign up as an Employer' form on the Handshake website. The form includes fields for First Name, Last Name, Email Address (with a note to use a work email), Password, Confirm Password, Phone Number, and Job Title. A blue 'Sign Up' button is located at the bottom of the form.

1. Sign up for an account. For best results, use your Virginia Tech email address.

Password needs to be 12 characters.

If you choose to use a generic personal email address (gmail, etc.), you'll get a warning notice (below) but it will allow you to continue.

step 2

Welcome to Handshake

Before continuing, we need a bit more info

Tell us the types of students you wish to recruit



The screenshot shows a list of student categories with checkboxes. The categories are: Agriculture, Food & Horticulture; Arts & Design; Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; and Education. All checkboxes are currently unchecked.

Add your Alma Mater



The screenshot shows the 'Add your Alma Mater' section. It includes a 'School Name' dropdown menu with 'Select School' as the current selection, and a 'Graduation Year' dropdown menu with '2019' as the current selection.

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

2. Select the majors/areas of interest you wish to recruit students from.

**Note - if you select all or more than a few, you'll diversify your applicants who may have interest in your area*

Selecting your Alma Mater is optional.

Click "Next: Employer Guidelines"

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step 3

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#).

- Be Accurate and Trustworthy:** Tell the truth about your company, your team and the jobs available.
- Be Fair:** Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.
- Keep Your Commitments:** When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
- Keep Student Info Confidential:** Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

[Next: Confirm Email](#)

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a ministry).

[Next: Employer Guidelines](#)

3. You'll see a list of employer guidelines.

Select “No” and then “Next: Confirm Email”

step 4

handshake Need Help?

Confirm your email address on Handshake

Hi Sara,
Welcome to Handshake! Please confirm your email address to get started:

[Confirm Email](#)

If this is a mistake, you can [cancel the registration](#) at any time.

Great! You've successfully signed up for Handshake.
We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

4. Click to “Confirm Email” and ensure you get a success message. Then, check your email and finalize your account with the link. Check your junk folder if you don't see the confirmation email.

step 5

handshake Help

Your email has been confirmed and you have been automatically approved to join the Virginia Tech Office of Undergraduate Research employer account.

Step 4 of 4 - Connect with Schools 0 Schools selected [Next: Finish](#)

5. You will see a green confirmation message stating your affiliation.

**If you do not see this confirmation message - stop here & email Keri Swaby at kswaby@vt.edu to complete your setup.

handshake Help

Your email has been confirmed and you have been automatically approved to join the Virginia Tech Office of Undergraduate Research employer account.

Step 4 of 4 - Connect with Schools 0 Schools selected [Next: Finish](#)

virginia tech Search

Showing 1 result • Select all

Virginia Tech
Blacksburg, Virginia • 25,791 students • Top 100 National U... [+](#)

Done selecting schools to recruit at? Click “Finish” above to finish signing up.

Filter Schools by

Region

- Midwest
- Northeast
- South
- West

Location

Rank

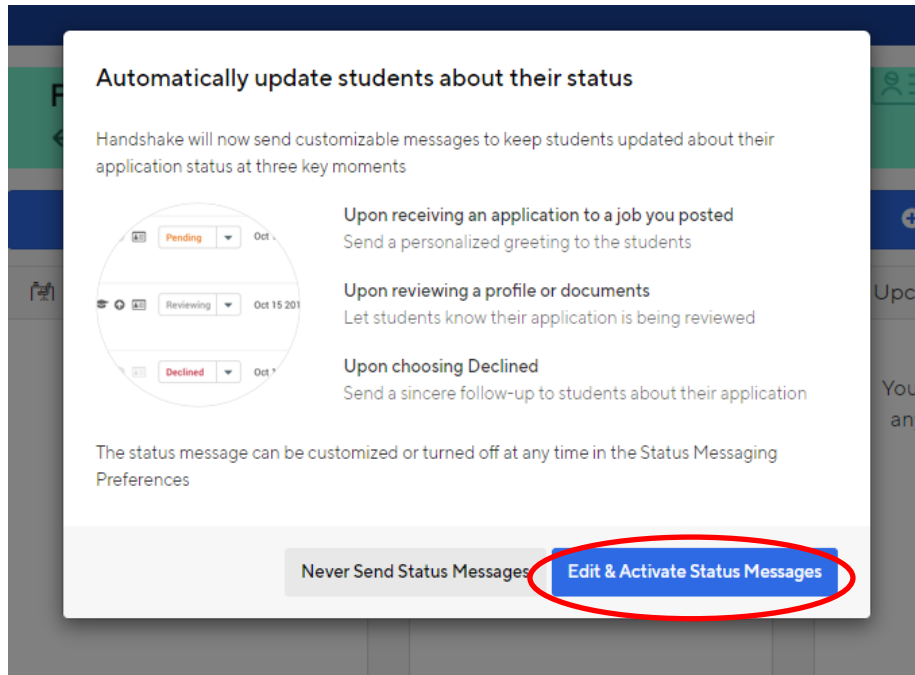
Search “Virginia Tech” in the search box, click the plus sign to check the box.

Select “Next: Finish”

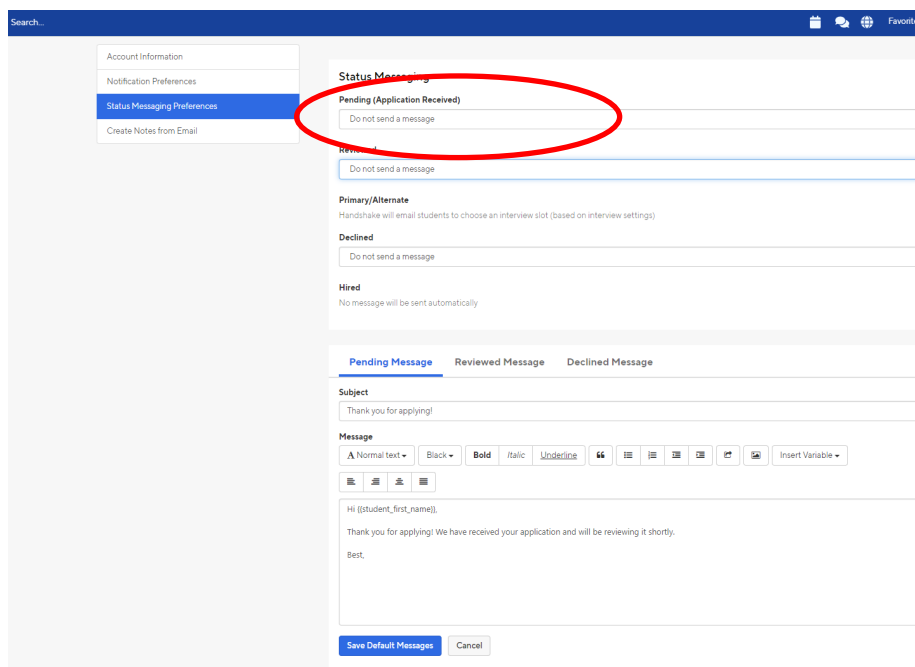
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step 6



6. Select the level of notifications you wish for your applicants to receive.



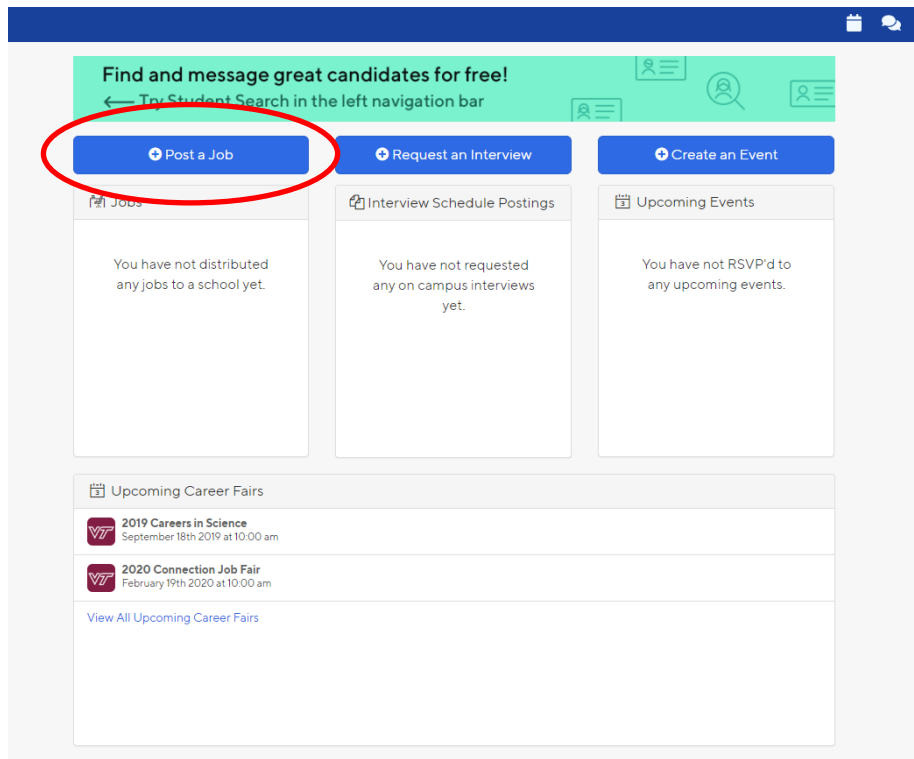
You can select “Do not send a message” for now or personalize a message for students to receive.

*Note - you can personalize each type of message. You can also change your preferences later.

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step 7



7. Congratulations!
You're ready to post
your opportunity.

**Select "+Post a Job"
and follow the
prompts to make
your opportunity
active for student
applications.**

We will work with staff across the university to market and leverage this system to students in order to maximize success. If you need additional help or have questions, please email us at undergraduateresearch@vt.edu