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 accessbile 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
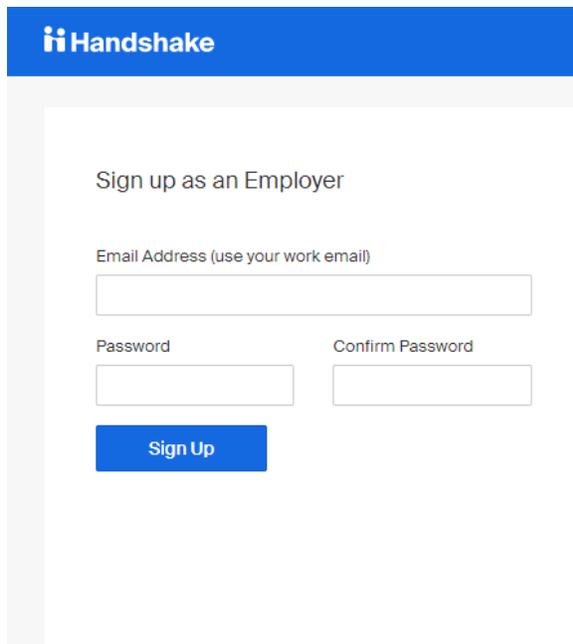
1. **Click the link below to create your account affiliated with OUR:**

https://vt.joinhandshake.com/employer_registrations/new?employer_invite_token=hdQSEbDZJHfrsLyftU2Uo0q5NTxV03RT

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 but it will allow you to continue.

2. **Complete your information and 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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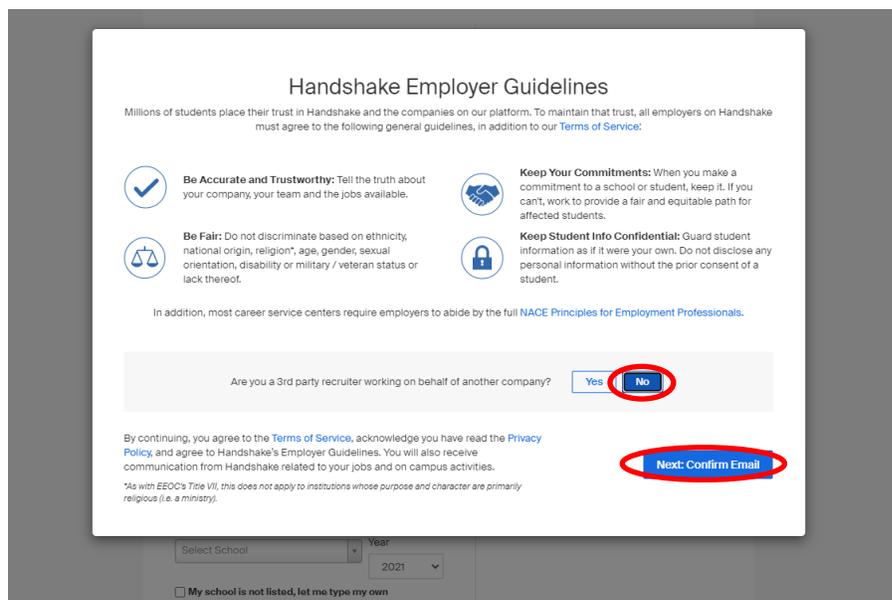
3. You'll see a list of employer guidelines.

Select "No" and "Next: Confirm Email"
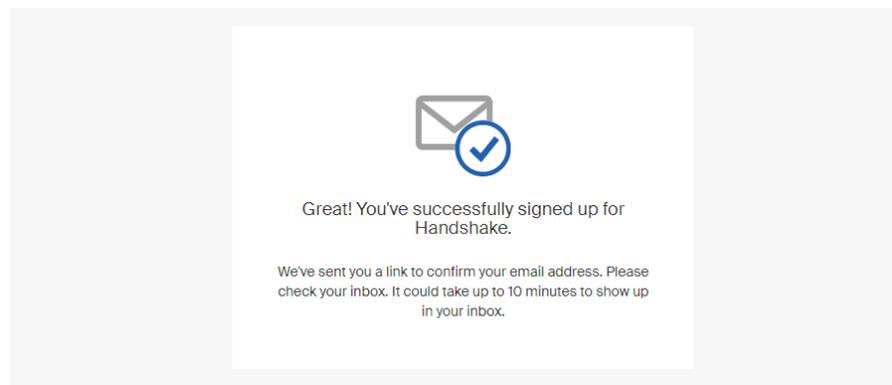
4. You will see a success message. **Check your email and finalize your account with the button in your email.**

Check your junk folder if you don't see the confirmation email.
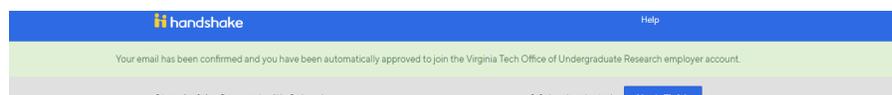
5. You will see a green confirmation message stating your affiliation.

**If you do not see this confirmation message - stop here & email Keri Swaby at kswaby@vt.edu to complete your setup.
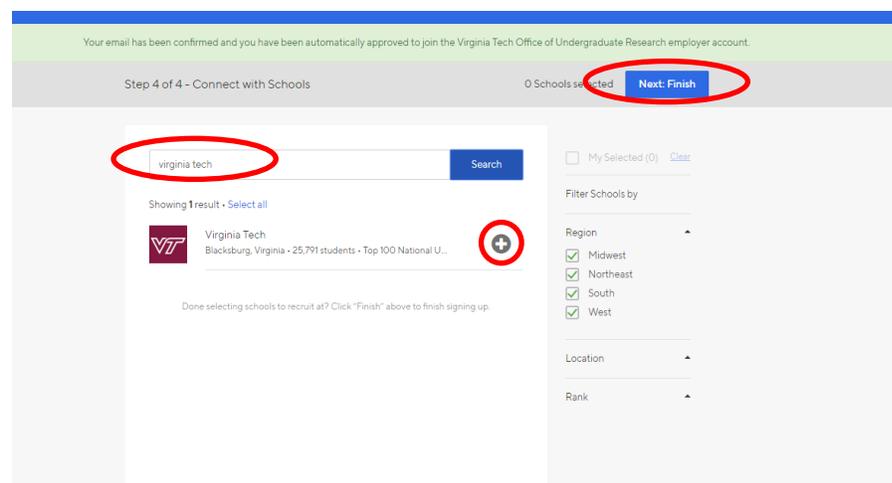
Search "Virginia Tech" in the search box, click the plus sign to check the box.

Select "Next: Finish"

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Automatically update students about their status

Handshake will now send customizable messages to keep students updated about their application status at three key moments

Upon receiving an application to a job you posted
Send a personalized greeting to the students

Upon reviewing a profile or documents
Let students know their application is being reviewed

Upon choosing Declined
Send a sincere follow-up to students about their application

The status message can be customized or turned off at any time in the Status Messaging Preferences

Never Send Status Messages   **Edit & Activate Status Messages**

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

Account Information
Notification Preferences
Status Messaging Preferences
Create Notes from Email

Status Messaging

Pending (Application Received)
Do not send a message

Reviewed
Do not send a message

Primary/Alternate
Handshake will email students to choose an interview slot (based on interview settings)

Declined
Do not send a message

Hired
No message will be sent automatically

Pending Message   Reviewed Message   Declined Message

Subject
Thank you for applying!

Message
A Normal text ▾   Black ▾   **Bold**   *Italic*   Underline   ❝   ☰ ☰ ☰ ☰ ↗ ▨   Insert Variable ▾

Hi {{student_first_name}},

Thank you for applying! We have received your application and will be reviewing it shortly.

Best,

Save Default Messages   Cancel

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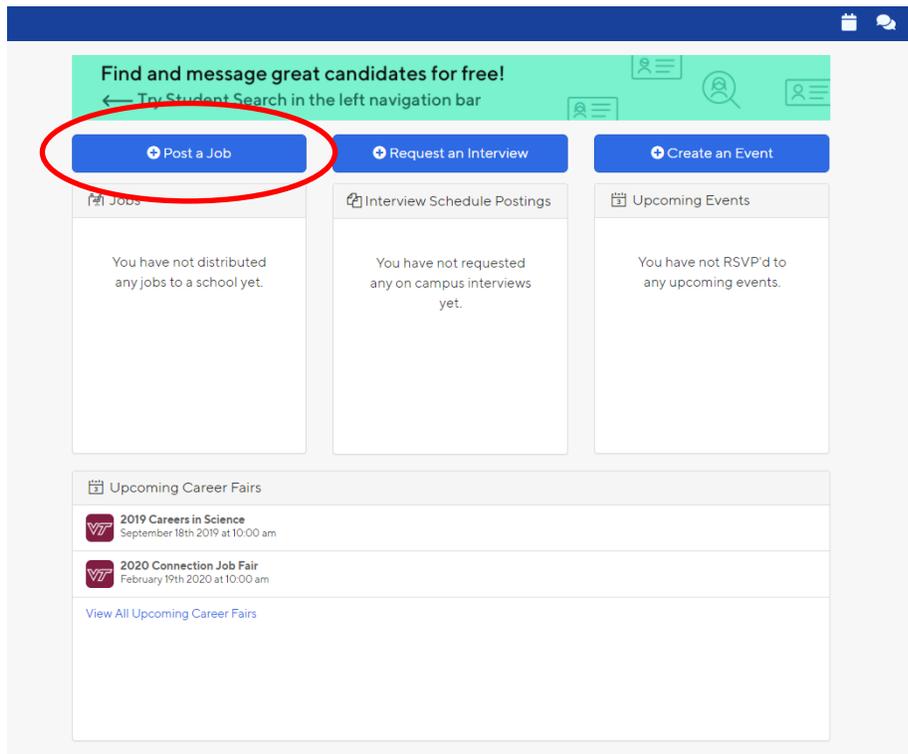
7. Congratulations! You're ready to post your opportunity.

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