



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+

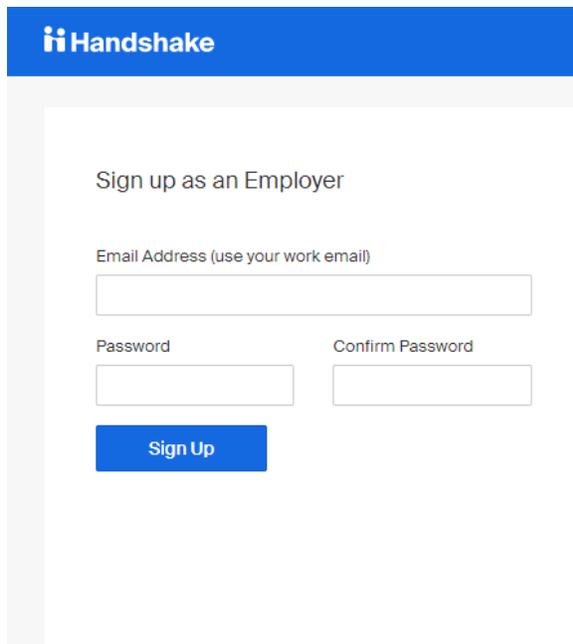
students active on the platform weekly

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

step 1



The screenshot shows the Handshake sign-up page for employers. It features a blue header with the Handshake logo. Below the header, the text 'Sign up as an Employer' is displayed. The form includes three input fields: 'Email Address (use your work email)', 'Password', and 'Confirm Password'. A blue 'Sign Up' button is positioned below the password fields.

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.

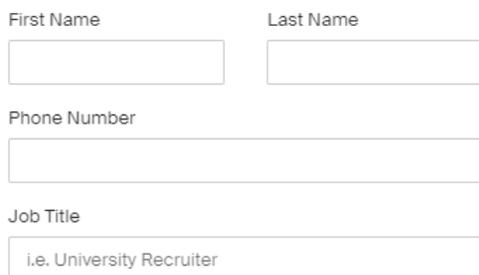
Password needs to be 12 characters.

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.

step 2

Welcome to Handshake

Before continuing, we need a bit more info



The screenshot shows the profile completion section of the Handshake sign-up process. It includes four input fields: 'First Name', 'Last Name', 'Phone Number', and 'Job Title'. The 'Job Title' field contains the text 'i.e. University Recruiter'.

Tell us the types of candidates you would like to find

Don't worry if you can't find all the categories you need. You'll be able to add more later.



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

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*

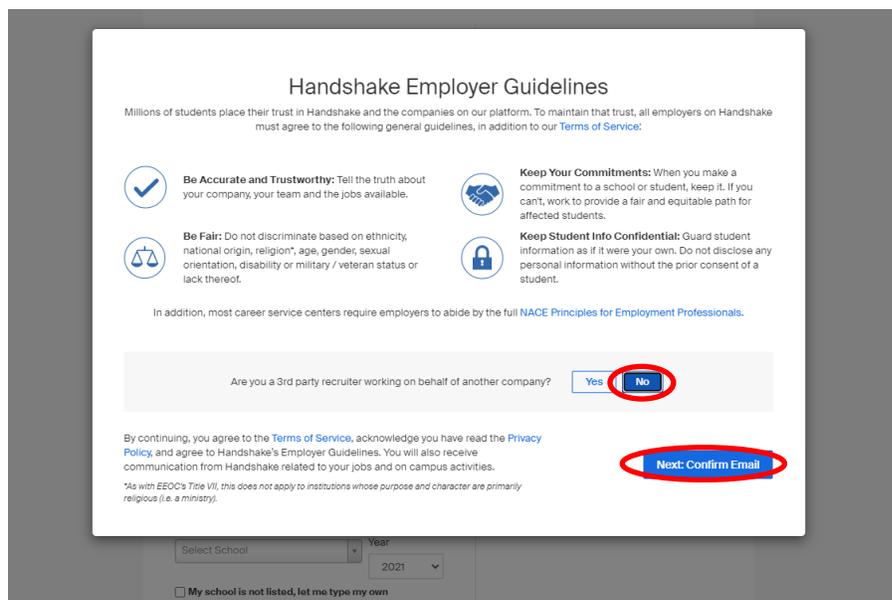
Selecting your Alma Mater is optional.

Click "Next: Employer Guidelines"

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step 3

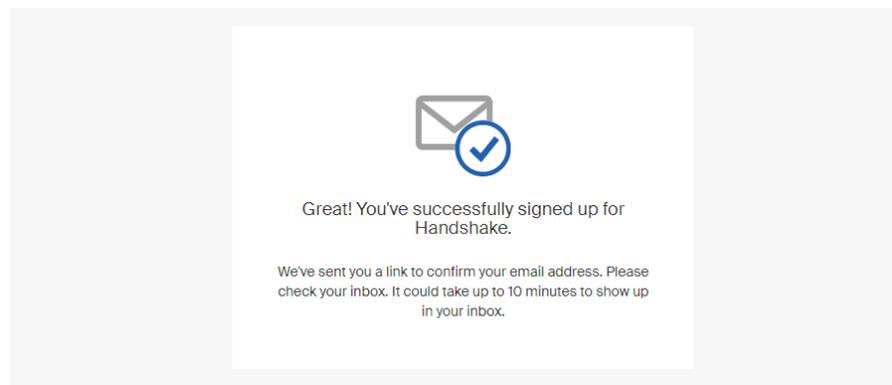


The screenshot shows the 'Handshake Employer Guidelines' page. It includes four main sections: 'Be Accurate and Trustworthy', 'Be Fair', 'Keep Your Commitments', and 'Keep Student Info Confidential'. At the bottom, there is a question: 'Are you a 3rd party recruiter working on behalf of another company?' with 'Yes' and 'No' radio buttons. The 'No' button is circled in red. Below this, there is a 'Next: Confirm Email' button, also circled in red. At the very bottom, there are dropdown menus for 'Select School' and 'Year' (set to 2021), and a checkbox for 'My school is not listed, let me type my own'.

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

Select "No" and "Next: Confirm Email"

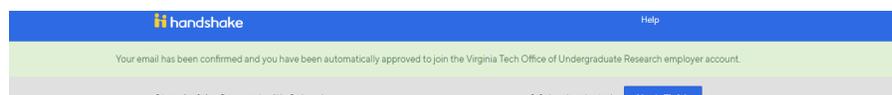
step 4



4. You will see a success message. Check your email and finalize your account with the button in your email.

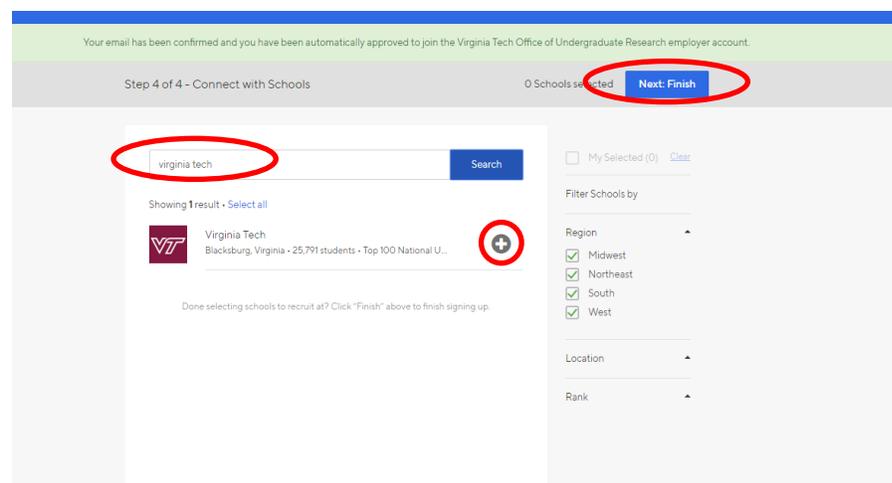
Check your junk folder if you don't see the confirmation email.

step 5



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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step 6

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 receive.

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
Hi {{student_first_name}},
Thank you for applying! We have received your application and will be reviewing it shortly.
Best,

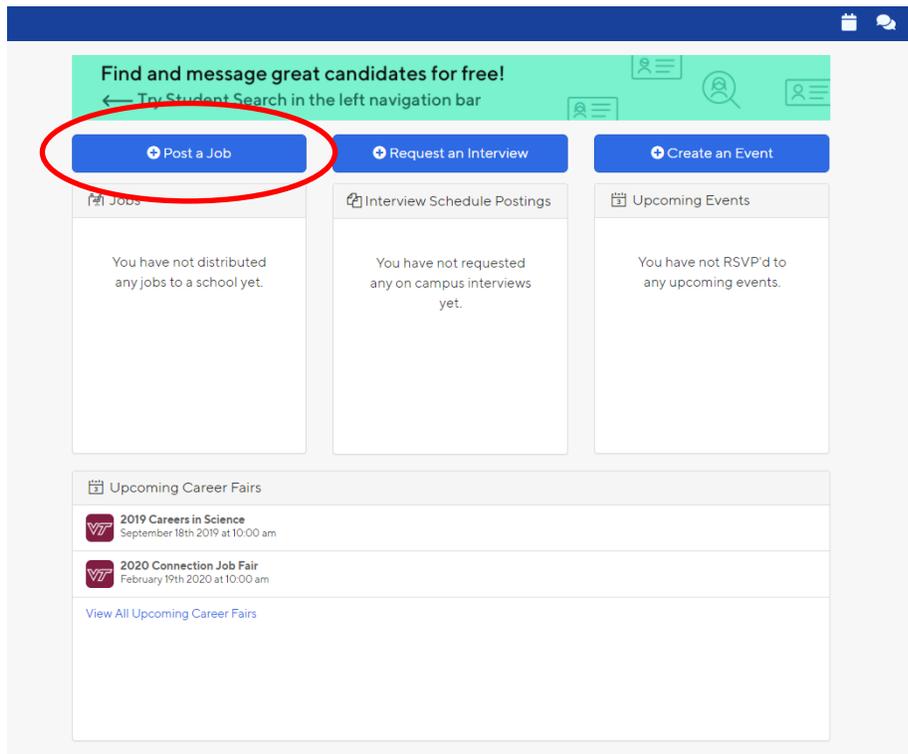
You can select “Do not send a message” for now or personalize a message for students to receive.

*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