How to Register for a Career Fair at Pratt

PrattPro Job Board and Career Fairs are now on the same platform, Handshake!

1) Sign in to your Employer Account:
   http://employer.prattpro.com

   OR

   Sign up for an Employer Account:
   http://newemployer.prattpro.com

   After signing up, check your email for a confirmation. Then sign in at employer.prattpro.com.

2) Once signed in to your Employer Account, you will see a section for “Upcoming Career Fairs” towards the bottom of the Home page.

3) Click on the career fair title.

4) Then click the blue “+Register” button.
5) Be sure to complete the following areas of the registration form (marked and highlighted below):

![Registration Form Snippet]

Scroll down to continue with the form.

Looking For
Employers should fill out the following fields; others can leave them blank.

* Jobs on Handshake
Choose jobs...

☐ My job isn't posted on Handshake, let me type my own.
☐ I'm not hiring for a specific job right now

Note: Jobs are only visible to students if they are posted at their school.

* Do any of the positions that you are hiring for require work authorization?
☐ Yes
☐ No

☐ Accept all majors

Major Groups
Interested in listing a specific major? Select it here

[Select Major Groups]

Please do select the major groups you are interested in!

Scroll down to the last section.

Payment
* Payment Method Select "Manual"
This is a system requirement even though there is NO Cost to participate in the career fair.

☐ I have read and agree to the refund policy.
6) Once the form is complete, click the “Complete Registration” button.

Thank you for registering for the career fair!
Once we confirm your registration, you should receive a confirmation email.