

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>

Sign in

Students & Alumni
Please select your school to sign in.

Please select your school to sign in. ▾

Never logged in? Select your school and we'll tell you what to do next!

Employers & Career Centers
Please sign in with your email.

email@example.edu <-- Employers sign in here

Next

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.**

Sign up as an Employer

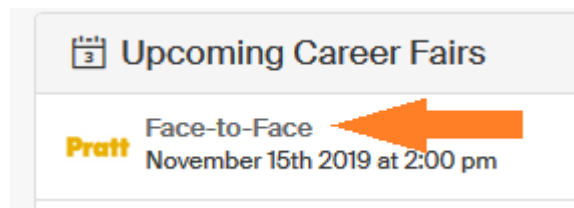
Email Address (use your work email)

Password

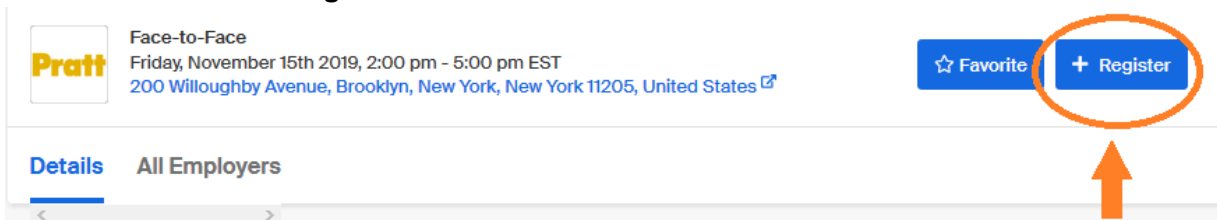
Confirm Password

Sign Up

- 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):

Booth Options

Please select your booth options below

Friday, Nov 15, 2:00 pm - 5:00 pm

Booth Type

Face-to-Face Mentoring
Booth Cost: \$0.00
Representatives Included at No Cost: 1

I will not be attending this day

Representatives

Total Representatives Count for Session (maximum 1)

Total number of representatives attending the fair.

Names of Representatives Attending this Session

Choose contacts...

Not seeing the contact you're looking for? [Create it here](#)

Scroll down to continue with the form.

Looking For

Employers should fill out the following fields, others can leave them blank.

* Jobs on Handshake

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 selecting a specific major? Select it here

← Please do select the major groups you are interested in!

Optional but Helpful

Employment Types

Full-Time

Part-Time

Job Types

Job

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Volunteer

School Years

Freshman

Sophomore

Scroll down to the last section.

Payment

* Payment Method **Select "Manual"**

Manual

This is a system requirement even though there is NO Cost to participate in the career fair.

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I have read and agree to the refund policy.

6) Once the form is complete, click the “Complete Registration” button.

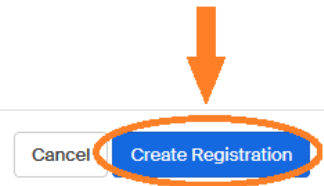
Payment

*Payment Method

Manual

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I have read and agree to the refund policy.



Thank you for registrering for the career fair!

Once we confirm your registration, you should receive a confirmation email.