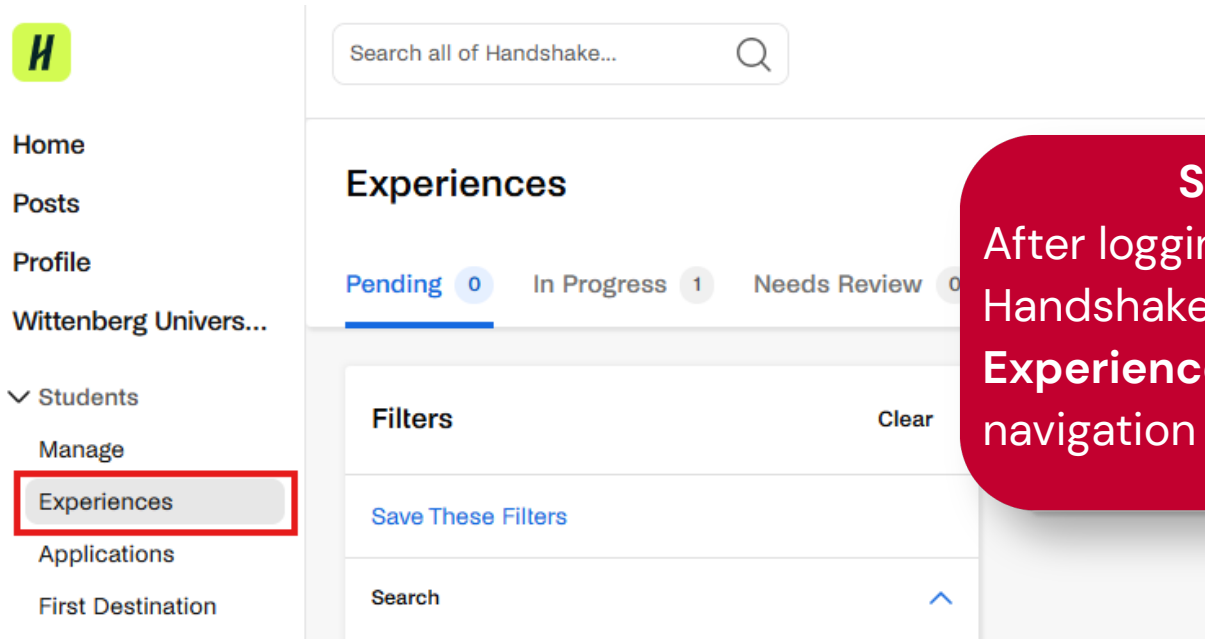
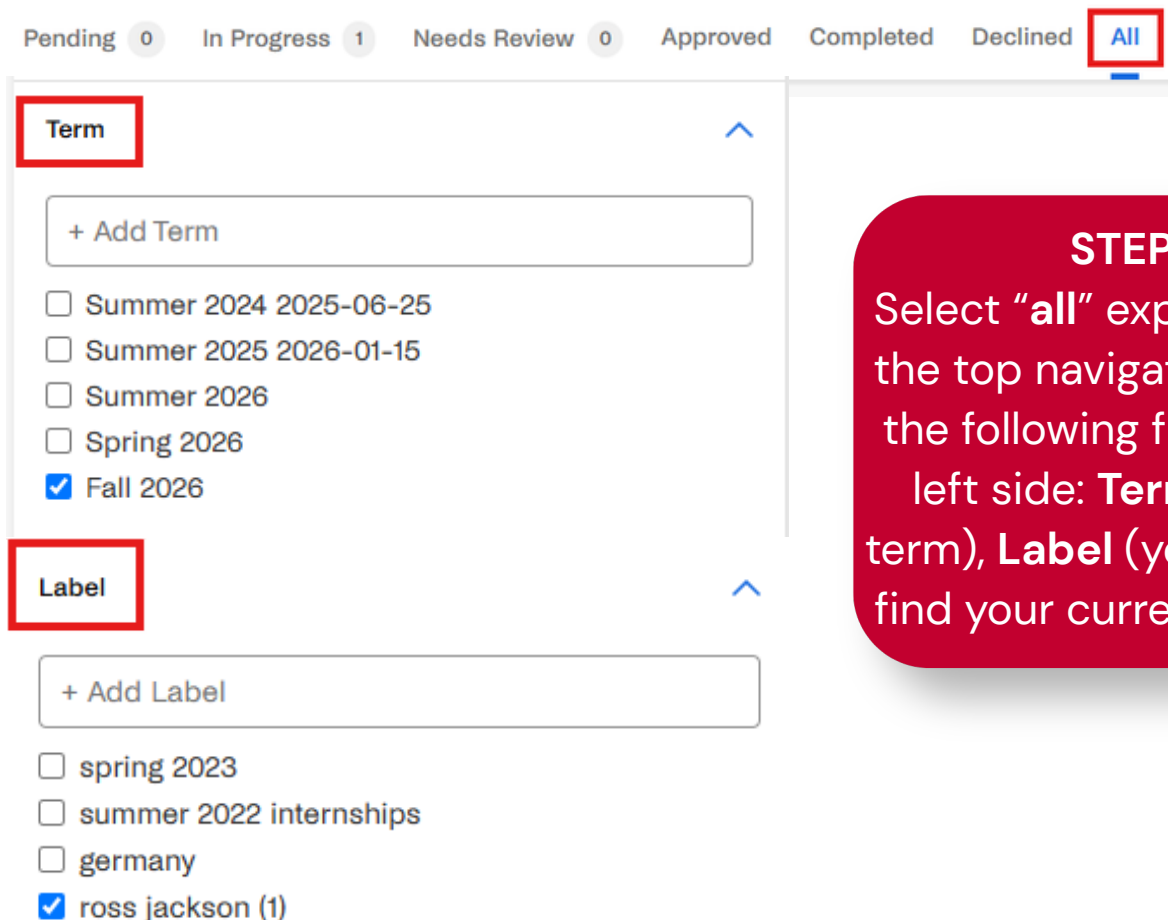


Viewing an Experience

ON HANDSHAKE



STEP 1:
After logging into Handshake, click **Experiences** on the left navigation menu.



STEP 2:
Select "all" experiences on the top navigation bar. Use the following filters on the left side: **Term** (current term), **Label** (your name) to find your current students.

☐ Student ▾	Organization And Experience ▾	Template ▾	Term ▾
☐ Kaci Morin	Johnson & Johnson Intern		

STEP 3:
Select student name to open
their experience.

Overview	Experience Details	Approvals 3/3	Final Evaluation 0/2
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STEP 4:
On the “Overview”
page, view added
attachments on
the right hand side
of the screen.

School Staff Actions

Add Notes

Assigned to

Kaci Morin ▾

Labels

Choose a label ▾

+ Create

Attachments

[Schedule_an_Appointment_With_Us.pdf](#)

2.05 MB

Add Attachments

Overview Experience Details Approvals 3/3 **Final Evaluation** 0/2

Final Evaluations

- Student**
requested Jul 27, 2026 12:17 AM
- Employer Supervisor**
requested Jul 27, 2026 12:17 AM

Student Response

No responses submitted

STEP 5:
View student and supervisor evaluations under "Final Evaluation" tab. *Do not send emails from this screen if an evaluation is not complete.*

I understand that I am being granted additional access to Handshake to support my department's advising workflow. I agree to use this access responsibly and only view information that is relevant to my assigned advisees and the responsibilities outlined in this handout.

I will not perform actions in Handshake beyond the scope of the access and workflows reviewed with me. I will not intentionally access, modify, or use student information for purposes outside of these responsibilities.

I understand that failure to follow these guidelines may result in the removal of my additional Handshake access.

Reviewed with (Career Engagement member) :

Name:

Date:

Signature: