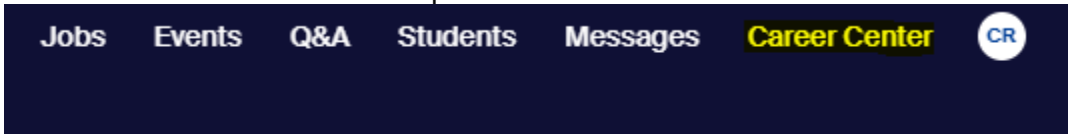


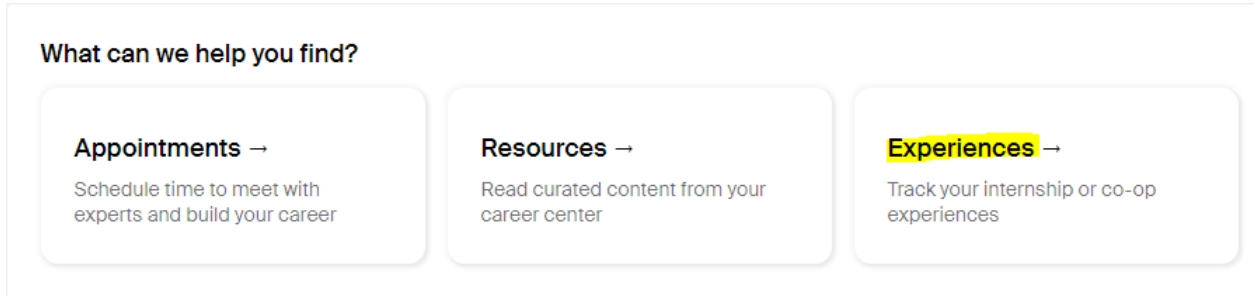
An Experience in Handshake is a way to submit an internship for approval. Once you submit an Experience, you can manage it through Handshake and track your progress.

To Request an Experience

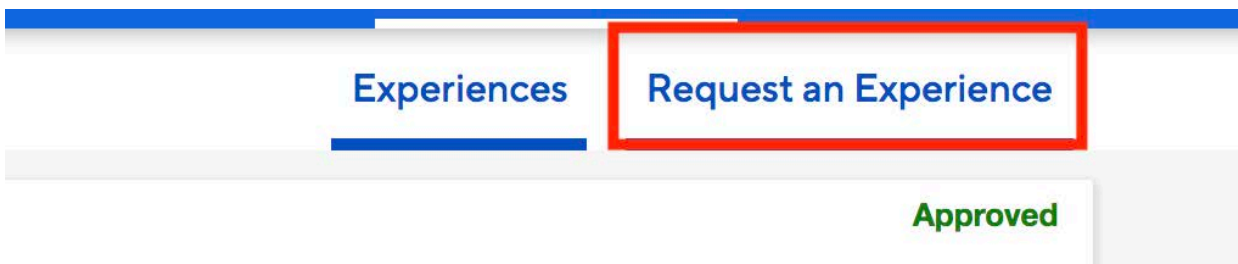
1. Log into **Handshake**: lscs.joinhandshake.com
2. Click the **Career Center** in the top menu bar



3. Select **Experiences**



4. Click **Request an Experience**



5. Choose the Experience Type – the division for which you are completing the internship.

Details

* Experience Type
Business Division x ▾

* Term
Spring 2020 x ▾

6. Enter the employer information. Please complete **ALL** questions in this section. You may type in your own employer if it does not appear.

Employer

* Employer

U.S. Bank

If you do not see your employer please type your own

Location

1900 19th Avenue, Lewiston, Idaho 83501, United States of America

Industry

Commercial Banking & Credit

Employer Phone Number

(208) 743-1897

Employer Email Address

Test@usbank.com

7. Enter the job details for your Experience. Please complete **ALL** questions in this section. You may type in your own job title if it does not appear.

Job

* Job

Business Manager Assistant

If you do not see your job please type your own

Department

Management

Date

2020-01-27



>

2020-05-04



Job Type

Internship

Employment Type

Part-Time

Salary

\$ 8.00

Pay Period

- hourly
 monthly
 yearly

Offer Date

2020-01-06

Offer Accepted

- Yes
 No
 Undecided

8. Enter the Approvers for your Experience. Please make sure you enter the e-mail addresses correctly.

Approvers

Supervisor

*** Email Address**

ben@jhandshake.com

An approver with this email address does not exist. Please fill out the following fields to create one.

*** Name**

Ben

C

Title

Head of Product

Phone Number

(555) 555-5555

9. Answer the custom questions that are asked by your division.
10. Select **Request Experience** in the bottom right corner of the page to complete the Experience request process. You will then see that your Experience has been successfully created and is pending approval from your Career Center.



Request Experience

11. You will receive a confirmation email once your Experience has been submitted.

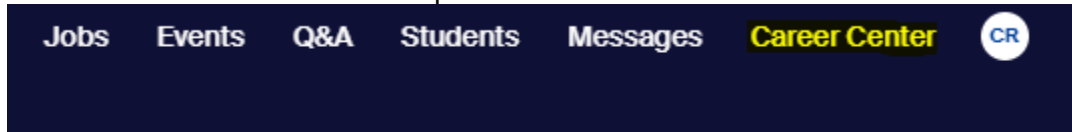
Once your experience has been approved, you can stay connected to the career center by communicating in the comments section and view evaluations from the reviewers involved.

FAQ's

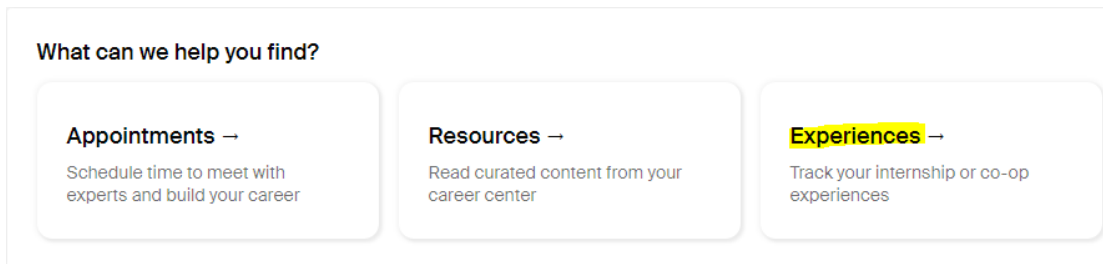
My experience was declined, what do I do?

If your experience was declined, there should be a comment indicating the reason it was declined. If this reason is something that can be edited, the Career Center will reset your experience to "pending" which will allow you to edit. Follow these steps to edit your experience:

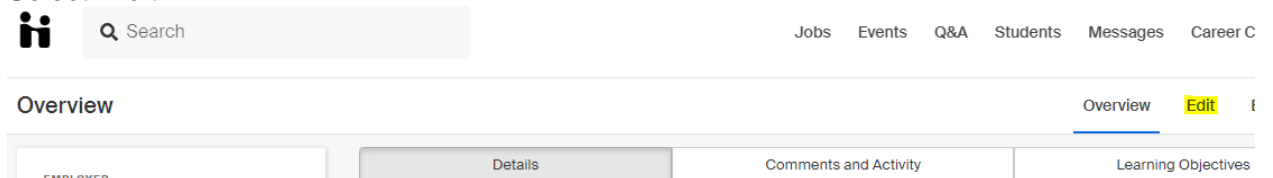
1. Log into **Handshake**: lscs.joinhandshake.com
2. Click the **Career Center** in the top menu bar



3. Select **Experiences**



4. Click "View Details" on the experience that is listed.
5. Select "Edit"



6. This will allow you to edit your original submission to fix the reasons it was declined