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

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Job</td>
<td>Business Manager Assistant</td>
</tr>
<tr>
<td>If you do not see your job please type your own</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Management</td>
</tr>
<tr>
<td>Date</td>
<td>2020-01-27 → 2020-05-04</td>
</tr>
<tr>
<td>Job Type</td>
<td>Internship</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Salary</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>Pay Period</td>
<td>hourly</td>
</tr>
<tr>
<td>Offer Date</td>
<td>2020-01-06</td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

![Approvers Form]

- **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
  - **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 Button]

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**: lcsc.joinhandshake.com
2. Click the **Career Center** in the top menu bar
3. Select **Experiences**

What can we help you find?

- **Appointments**
  Schedule time to meet with experts and build your career

- **Resources**
  Read curated content from your career center

- **Experiences**
  Track your internship or co-op 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