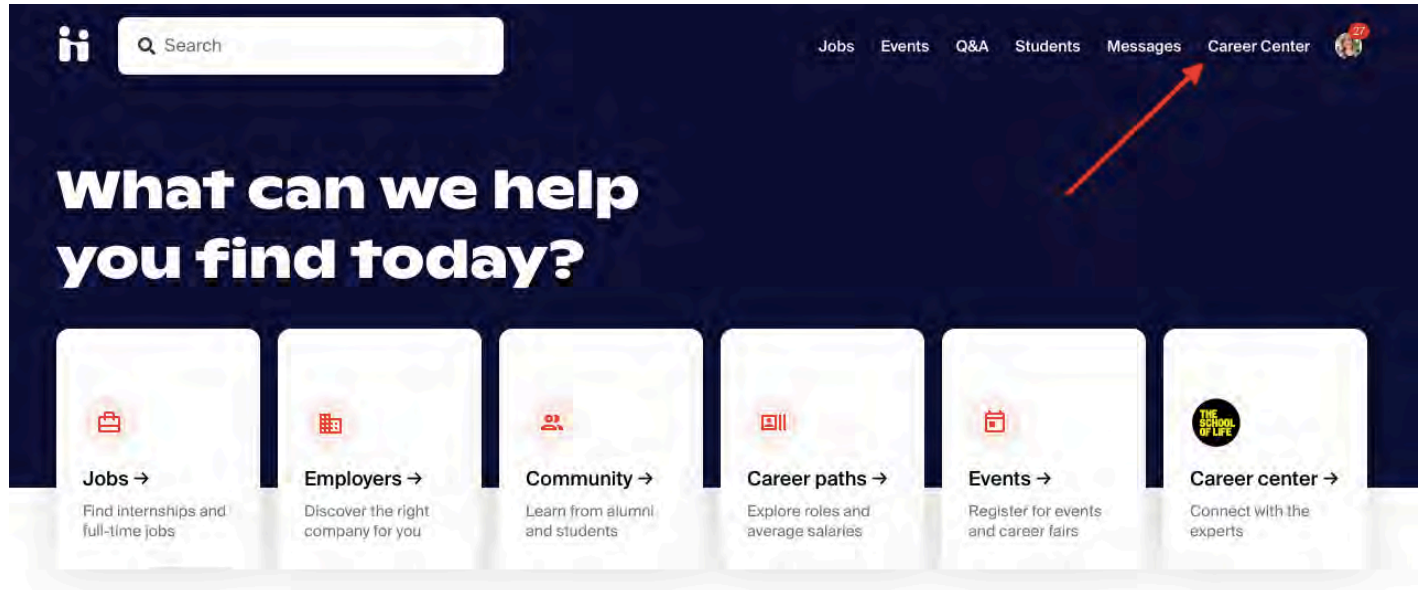
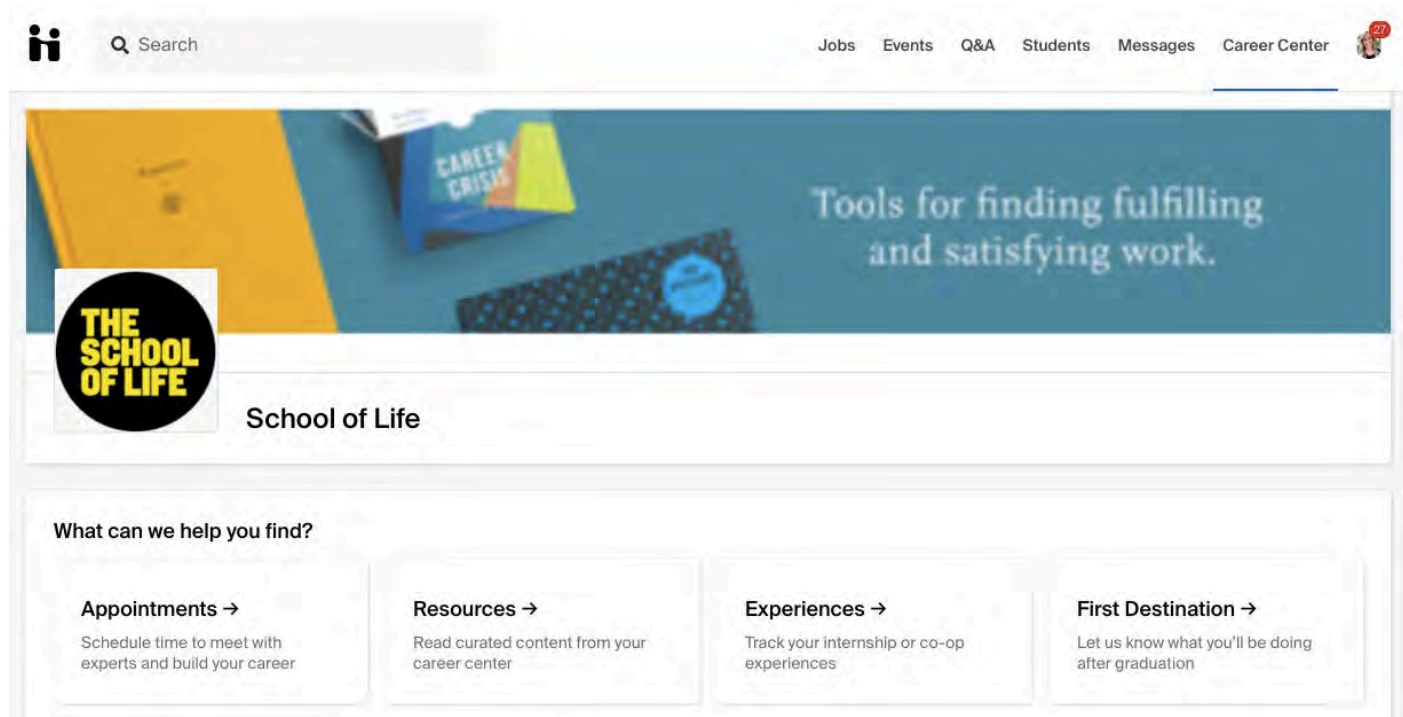


# To Request an Internship Experience

1. Click on **Career Center** in the upper-right corner of your screen.



2. Click on **Experiences** from the Career Center page.



3. Click on **Request an Experience**, located toward the upper-right, under your account icon.



4. Choose the relevant Experience Type and Term.

## Details

**\* Experience Type**

Communication Internship

**\* Term**

Spring 2019

5. Enter the employer details for your Experience.

*Note: Employer Phone Number and Employer Email Address are optional and should be for the company, **not** for your individual supervisor.*

## Employer

**\* Employer**

Handshake x ▼

If you do not see your employer please type your own

**Location**

2601 Mission St, San Francisco, CA 94110, USA

**Industry**

Internet & Software x ▼

**Employer Phone Number**

**Employer Email Address**

6. Enter the job details for your Experience.

## Job

### \* Job

Product Intern

If you do not see your job please type your own

### Department

Product

### Date

2019-06-01



>

2019-08-31



### Job Type

Internship

### Employment Type

Full-Time

### Salary

\$ 20

### Pay Period

- hourly  
 monthly  
 yearly

### Offer Date

2019-04-04

### Offer Accepted

- yes  
 no  
 undecided

7. Enter your supervisor's information for the internship.

## 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

8. Complete the rest of the survey. Remember you must meet the minimum criteria of the internship prior to submitting your internship experience. Please refer to the [internship website](#).
9. 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.



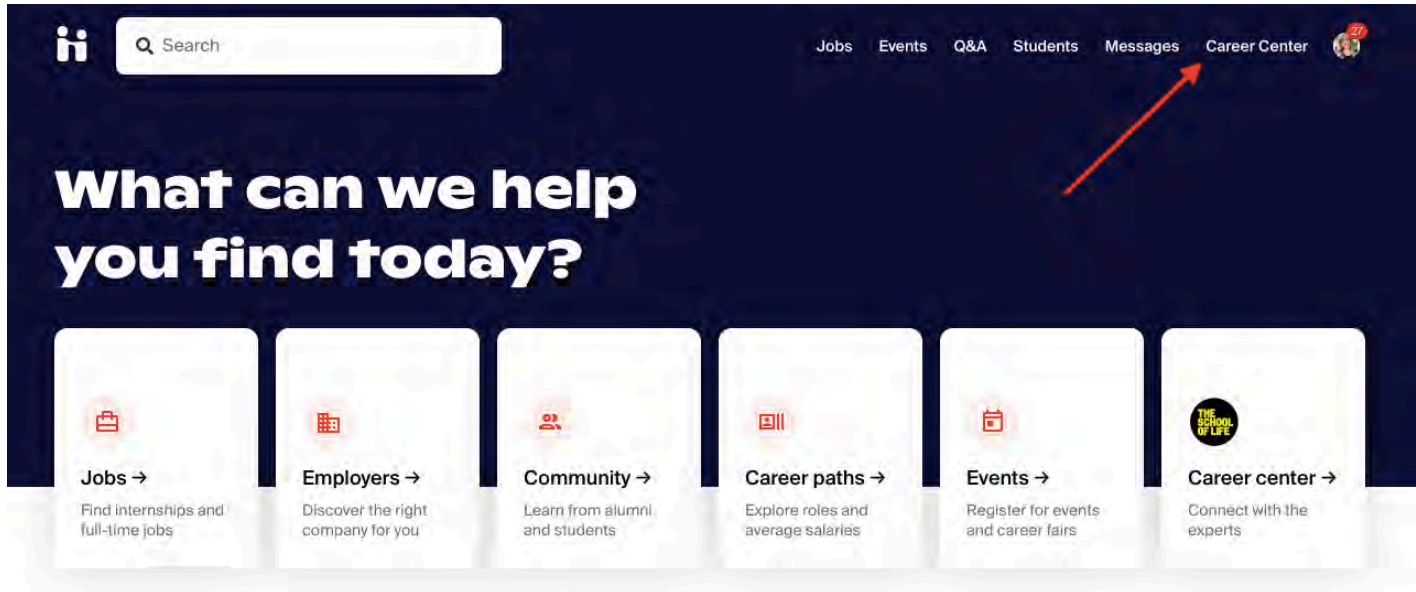
**Request Experience**

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

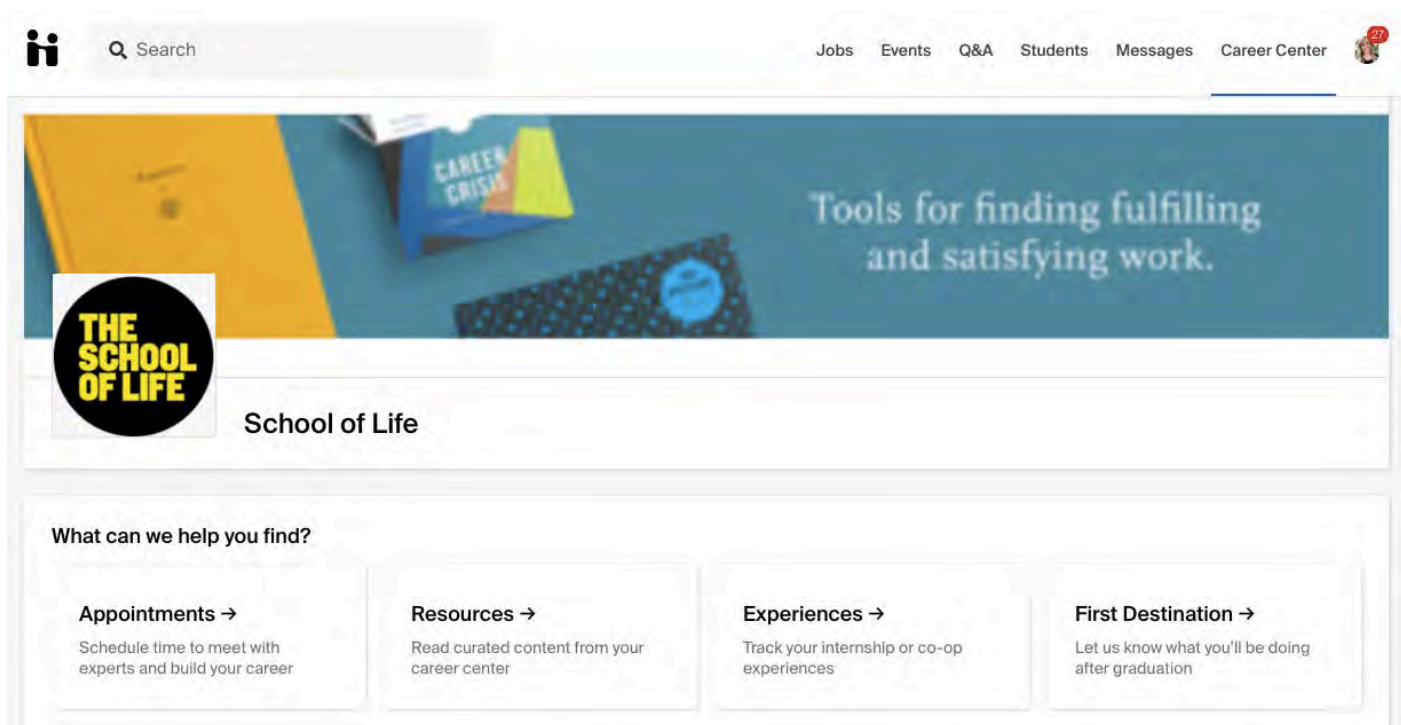
Once your experience has been approved, you can begin working.

# Uploading an Attachment to an Experience

1. Click on **Career Center** in the upper-right corner of your screen.



2. Click on **Experiences** from the Career Center page.



3. Identify your relevant Experience on the **Overview** page, and click on View Details.

The screenshot shows the LinkedIn 'Experiences' section. It features two entries, each with a company logo, employer name, supervisor information, job title, and job type. A 'View Details' button is present for each entry.

| Employer        | Supervisor / HR Contact | Job Title          | Job Type                         |
|-----------------|-------------------------|--------------------|----------------------------------|
| Sprinkle Dreams | Not Specified           | Pastry Chef        | Internship - Part-Time           |
| Amazon          | Not Specified           | Photography Intern | Experiential Learning - Seasonal |

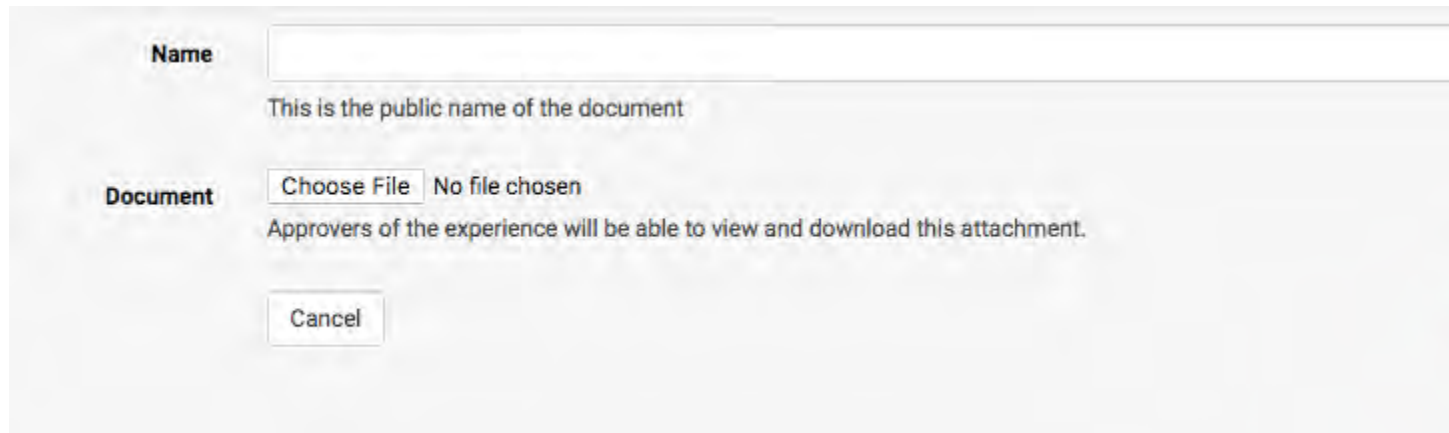
4. Click on **New Attachment** in the **Attachments** section on the left of the page.

The screenshot shows the LinkedIn 'Overview' page for a student. The left sidebar contains an 'Attachments' section with a 'New Attachment' button. The main content area displays details for a job at Sprinkle Dreams.

| Section  | Field               | Value                                 |
|----------|---------------------|---------------------------------------|
| EMPLOYER | Employer            | Sprinkle Dreams                       |
|          | Term                | Spring 2020                           |
|          | Job                 | Pastry Chef<br>Job Type: Full-Time    |
|          | Template            | Spring 2020 Internships               |
| Student  | Name                | Tawnya Reynolds                       |
|          | Current School Year | Freshman                              |
|          | School              | School of Life                        |
|          | Job                 | Pastry Chef                           |
| Job      | Title               | Pastry Chef                           |
|          | Department          | Other Industries                      |
|          | Industry            | Other Industries                      |
|          | Start Date          | 03/09/2020                            |
|          | Salary              | \$15.00 (hourly)                      |
|          | Job Type            | Internship - Part-Time                |
|          | Acceptance Date     | 02/26/2020                            |
|          | End Date            | 05/08/2020                            |
| Employer | Location            | Scranton, Pennsylvania, United States |
|          | Phone               | 123-456-7890                          |
|          | Email               | mailto:                               |

5. Title your attachment and **upload** the file.

*Note: Approvers and Career Services staff who review your Experience will be able to view and download this attachment.*



The screenshot shows a form for uploading a document. It has two main sections: "Name" and "Document".

- Name:** A text input field is present. Below it, a note reads: "This is the public name of the document".
- Document:** A "Choose File" button is visible, followed by the text "No file chosen". Below this, a note reads: "Approvers of the experience will be able to view and download this attachment."
- At the bottom of the form, there is a "Cancel" button.

When the attachment is uploaded successfully, you'll see a confirmation that says "Attachment was successfully created".

