



How to Submit an Internship Experience on Handshake

Log in to Handshake

Login in with your IU credentials



Hello!

Click below to sign in to your account

Indiana University-IUPUI Login



IUPUI

Select Career Center on the left-hand side

H

- Jobs
- Events
- Employers
- Inbox
- Career center

✓ Logged in!

The best way to get noticed by employers? Reach out.

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Make your profile stand out
Add key information to match with the most relevant jobs and opportunities.

IUPUI IUPUI: Indiana University - Purdue University Indianapolis Career Center →
View your school's resources

What's it *really* like to work there?

Attend group sessions and events to learn things about companies you can't get online.

- Virtual group session • 1 hr
Coffee & Chat : Primary
- Virtual group session • 1 hr
Woman's Health/Pelvic
- Virtual group session • 1 hr
BOEM's Ask a M...

Get the Handshake app
Stay on top of your job search with job notifications and interview reminders.



Select Experiences

H

Jobs
Events
Employers
Inbox
Career center

Career center

 IUPUI



 IUPUI IUPUI: Indiana University - Purdue University Indianapolis

Appointments —
Schedule time to meet with experts and build your career

Experiences —
Track your internship or co-op experiences

Surveys —
Answer questions from your career center

Career Centers

-  IUPUI
-  IUPUI - Campus Career and Advising Services (CCAS)
-  IUPUI - School of Liberal Arts
-  IUPUI - Fairbanks School of Public Health
-  IUPUI - O'Neill School of Public and Environmental Affairs
-  IUPUI - Office of Student Employment
-  IUPUI - IU Luddy School of Informatics, Computing, and Engineering
-  IUPUI - School of Science

Contact Information

Website
<http://www.career.iupui.edu>

Phone
(317) 274-0857

Email
ccas@iupui.edu

Location
420 University Boulevard, Indianapolis, Indiana 46202, United States of America

About



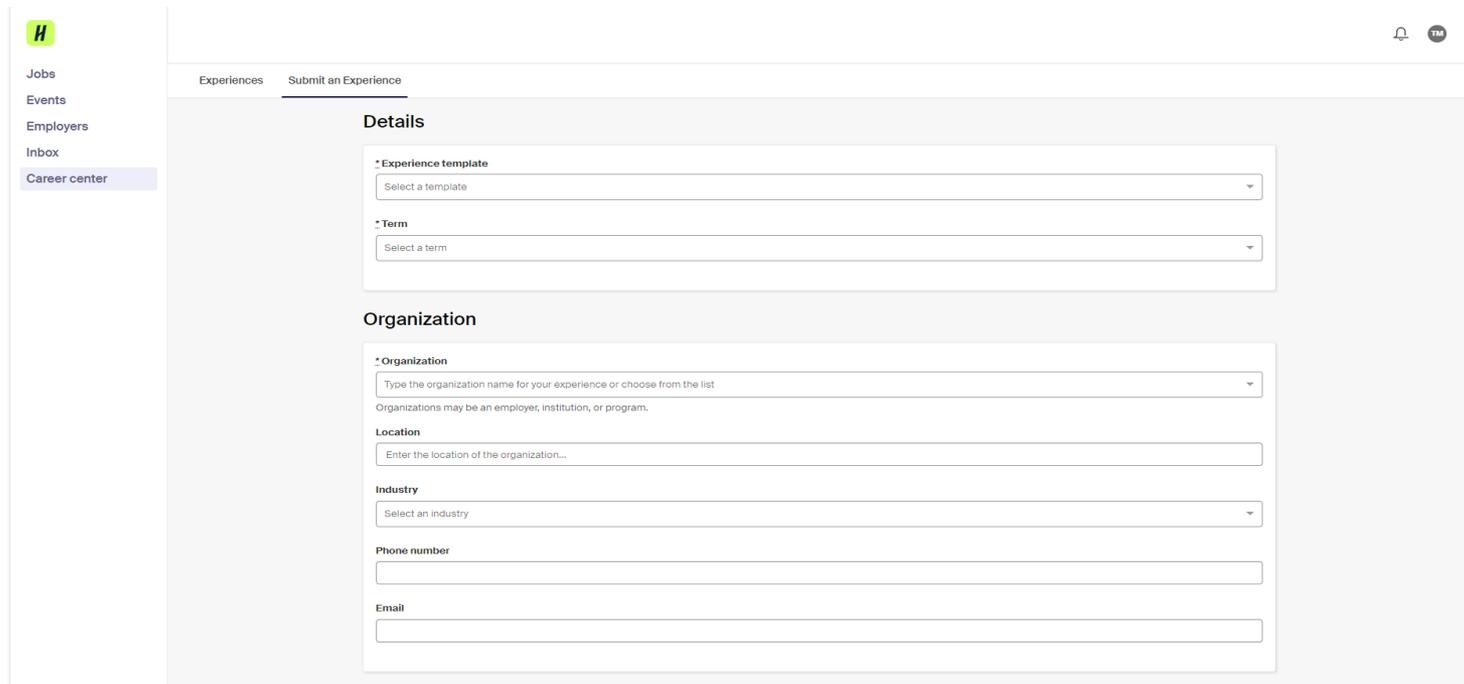
Select Request an Experience to begin

The screenshot shows a web application interface. On the left is a vertical navigation menu with a green 'H' logo at the top. Below the logo are the following menu items: 'Jobs', 'Events', 'Employers', 'Inbox', and 'Career center' (which is highlighted with a light blue background). The main content area has a header with two tabs: 'Experiences' (which is selected and underlined) and 'Submit an Experience'. In the center of the main area, there is a message: 'You have not recorded any experiences yet. Record your experience here when you are hired for a position.' Below this message is a blue button labeled 'Submit an Experience'. A large red arrow points upwards from the bottom of the screen towards this button.



Complete the Details & Organization Section

- Select the term of your internship.
- Make sure to input the full mailing address for location.



The screenshot shows a web interface for submitting an experience. On the left is a navigation sidebar with a green 'H' logo and menu items: Jobs, Events, Employers, Inbox, and Career center (highlighted). The main content area has a breadcrumb trail: Experiences > Submit an Experience. The form is divided into two sections: 'Details' and 'Organization'. The 'Details' section contains two dropdown menus: 'Experience template' (with 'Select a template' as the placeholder) and 'Term' (with 'Select a term' as the placeholder). The 'Organization' section contains several input fields: 'Organization' (a dropdown with the placeholder 'Type the organization name for your experience or choose from the list' and a note 'Organizations may be an employer, institution, or program.'), 'Location' (a text input with the placeholder 'Enter the location of the organization...'), 'Industry' (a dropdown with the placeholder 'Select an industry'), 'Phone number' (a text input), and 'Email' (a text input).



Complete the Experience Section

- *Experience* = enter your title. If you do not have a title, write “Intern”
- *Date* = input the start and end date. If your full-time job doubles as your internship, use the start and end date of the semester for dates.
- *Experience Type* = select “Internship”.
- *Employment Type* = select if your internship is full time or part time.
- *Salary* = if your internship is a paid experience enter the pay, if it was unpaid enter “0”

The screenshot shows a form titled "Experience" with the following fields and options:

- Experience:** A text input field containing "Testing".
- Date:** Two date pickers showing "2024-01-01" and "2024-03-01".
- Experience type:** A dropdown menu with "Internship" selected.
- Employment type:** A dropdown menu with "Part-Time" selected.
- Salary:** A text input field with a dollar sign icon and the value "0".
- Pay period:** Radio buttons for "hourly" (selected), "monthly", and "yearly".
- Offer date:** A date picker showing "2024-01-01".
- Checkboxes:** A checkbox labeled "Add experience to profile?" which is checked.



Complete Reviewer Contact Information

- Enter your internship supervisor's contact information.
- Select "Submit an Experience" to go to the next page.

The screenshot shows a web interface with a sidebar on the left containing navigation links: Jobs, Events, Employers, Inbox, and Career center (highlighted). The main content area is a form with the following sections:

- Employment type:** A dropdown menu with "Part-Time" selected.
- Salary:** A text input field with a dollar sign icon and the value "0".
- Pay period:** Radio buttons for "hourly" (selected), "monthly", and "yearly".
- Offer date:** A date picker showing "2024-01-01".
- Add experience to profile?:** A checked checkbox.
- Reviewer contact information:**
 - Internship Supervisor:**
 - Email Address:** A text input field containing "lsprowel@iu.edu".
 - Name:** Two text input fields containing "Tradara" and "McLaurine".

At the bottom right of the form is a green button labeled "Submit an experience". A small asterisk at the bottom left indicates that fields with an asterisk are required.



Now What?

- Now that you have shared your internship experience, the form will be routed to your supervisor and the Campus Career and Advising Services Office for approval.
- Once approvals have been granted, an employer and student evaluation will be sent.
- Upon receipt of the supervisor and student evaluations, your experience will be routed to the Institute for Engaged Learning for inclusion onto your Record of Experiential and Applied Learning.

For questions, email ccas@iupui.edu

