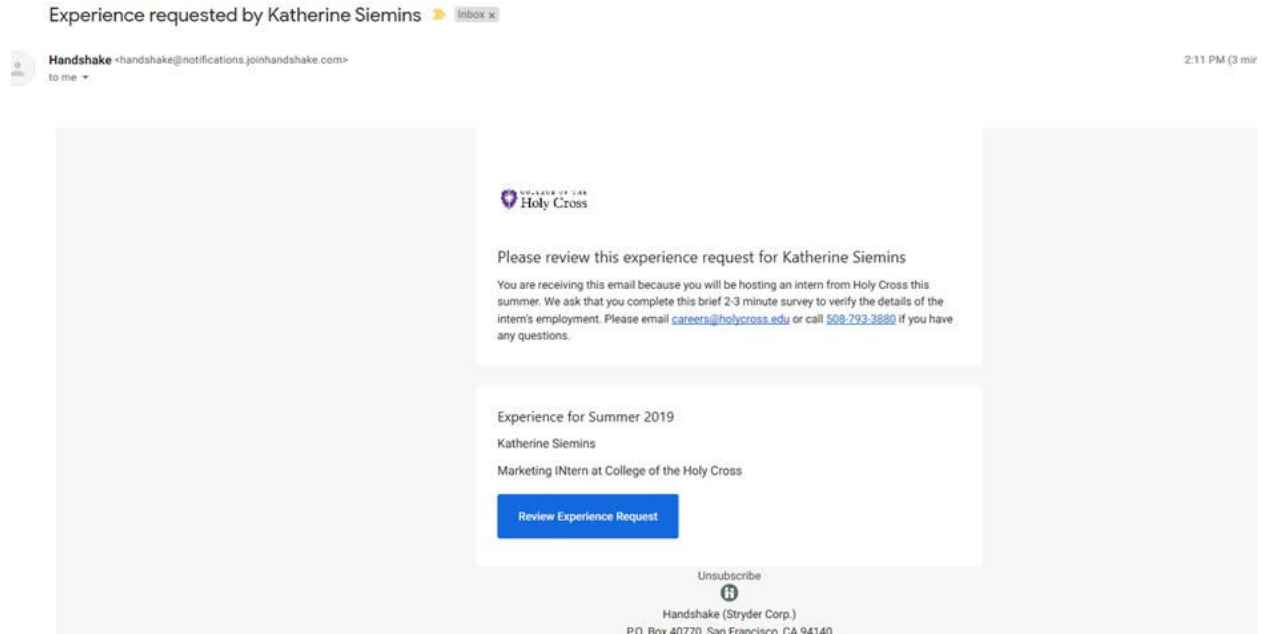


## Handshake Internship Review Instructions for Employers

1). The Internship Employer will receive an email from Holy Cross **sent via Handshake (as sender) called “Experience Requested by (Student Name)”**. The internship employer clicks Review Experience Request in the body of the email, which directs to the Experience Review page.



2). On the Experience Review Page, the Internship Employer reviews the job details and electronically verifies the details of the student's employment (hours/week, compensation, work setting) and enters the contact information for the student's supervisor in the Your Survey section.

- [Job Details](#)  
Summer 2020
- [Experience Details](#)  
1 Learning objective  
1 Attachment
- [Student Survey](#)  
3 answers
- [Your Survey](#)**  
2 Questions
- [Your Response](#)

### Your Survey

**Employment Confirmation Details**

Please confirm the details of the unpaid internship at your organization.

\* Is this internship unpaid?  
 Yes  
 No

\* How many hours per week will the intern work?

\* How many weeks will the intern work this summer?

\* Please select the type of work environment for this intern.  
 Office/professional setting  
 Shared space (retailer, library, etc)  
 Other

If you responded "other," please explain.

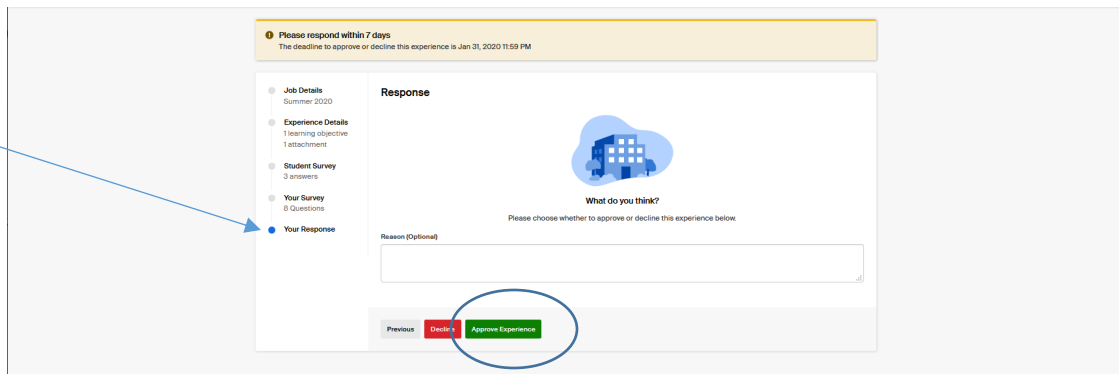
Holy Cross interns are required to have a direct employer supervisor over the course of their internship experience. Supervisors are emailed and asked to complete a brief evaluation of the intern's work at the end of the summer internship. Please provide the contact details of the intern's direct supervisor who should complete the intern's evaluation below.

\* Supervisor Name (First Name, Last Name)

\* Supervisor Email

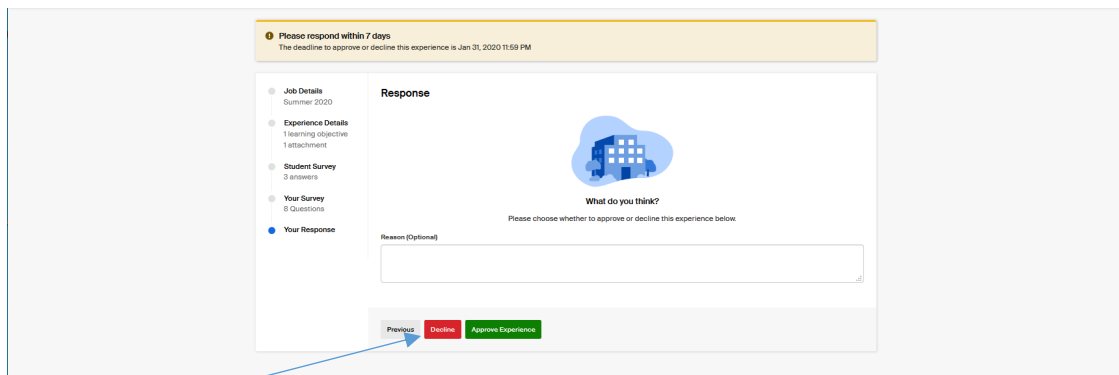
[Previous](#) [Next: Your Response](#)

3). Finally, the employer clicks “Your Response” and then “Approve Experience” to submit.



The screenshot shows a web interface for responding to an experience. At the top, a yellow banner reads "Please respond within 7 days" with a sub-note: "The deadline to approve or decline this experience is Jan 31, 2020 11:59 PM". On the left, a sidebar lists navigation options: "Job Details" (Summer 2020), "Experience Details" (1 learning objective, 1 attachment), "Student Survey" (3 answers), "Your Survey" (0 questions), and "Your Response" (selected). The main content area is titled "Response" and features a blue building icon. Below the icon, it asks "What do you think?" and "Please choose whether to approve or decline this experience below." There is a text input field labeled "Reason (Optional)". At the bottom, there are three buttons: "Previous", "Decline" (in red), and "Approve Experience" (in green). A blue circle highlights the "Approve Experience" button, and a blue arrow points from the left towards the "Your Response" section.

If there are any issues with the experience, you may enter a note in the Reason field and decline the internship. Please contact [careers@holycross.edu](mailto:careers@holycross.edu) or call (508) 793-3880 with specific issues questions.



This screenshot is identical to the one above, showing the "Your Response" form. In this version, a blue arrow points to the "Decline" button, which is highlighted in red. The "Approve Experience" button is in green. The rest of the interface, including the sidebar and the main content area, remains the same.

Please contact [careers@holycross.edu](mailto:careers@holycross.edu) or call (508) 793-3880 with any questions.