

## INSTRUCTIONS FOR INTERNSHIP SITE: POSTING AND APPROVING INTERNSHIPS IN



Handshake is a career development platform where you can:

- Post jobs and internships for free
- Approve internship submissions
- Browse career resources and events tailored to your interests

### **To post an internship position on Handshake:**

1. Go to <http://www.tacoma.uw.edu/career-development/posting-positions> to create an account or login.
2. Complete your profile to personalize your posted position.
3. Click “Post a Job” located in the middle of the page, on the left column.
4. Enter your internship and click SUBMIT.
5. Visit <https://support.joinhandshake.com/hc/en-us/sections/204176217-Employers> if you need further instructions.

### **To approve an internship learning agreement through Handshake (you do not have to have a Handshake account to approve an internship):**

1. After you have accepted the student as an intern, wait for the student to submit their learning agreement through their Handshake account. You will get an email notification from Handshake and the SIAS internship program manager when they submit it.
2. Click on the link provided in the email notification to review their submission.
3. Review and approve the submission.
4. The internship program manager will receive an email notification after both the faculty supervisor and the site supervisor have approved the internship.
5. Mid-term and final student evaluations: at mid-term and at the end of the term you will receive emails from Handshake and the internship program manager asking you to complete an evaluation to report on the student’s performance. The emails will contain a link for you to click in order to complete these evaluations.