How to Complete a Student Evaluation on Handshake

1. Log onto your Handshake account and on the left hand side column find “My University”- Click on “Experiences”

2. Find the specific experience you would like to complete an evaluation for and then click on “View Details”
3. On the right hand side of your experience you will see three tabs “Overview”, “Evaluations” and “Submit an Evaluation.” Click on “Submit an Evaluation”

4. In the “Evaluation Title” write your last name- student evaluation- semester and year (ex: Rockefeller- Student Evaluation- Summer 2017). - In content write- N/A (Non-applicable) - Fill out the “Student Extra Questions” section listed below and include as much details as possible.
5. Click “Next page” to continue filling out the remaining questions on the form.

6. Once you have completed all of the questions, click on “Create Evaluation” to submit your responses.

7. E-mail our career office to inform them that you have completed this form and they can confirm its submission.