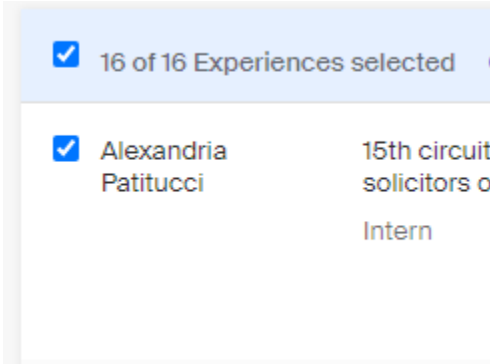


# Faculty Instructions for Handshake Evaluations

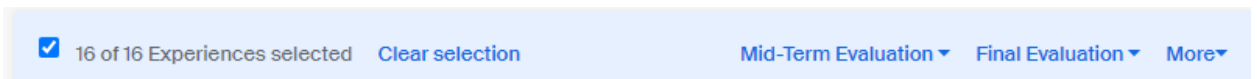
## Finding Your Student Evaluations:

Login using your Career Services (Admin) access. If you login and see the student view, go to your name at the top right hand corner, click on the drop down and select “switch users” to get to the Career Services administrative view.

- Go to “Experiences” on the left side navigation panel under “Students”
- Go to the “Approved” Tab at the top.
- Under “Filters”, select the University Template (or your department specific one, if applicable). You may have to type it in the text box.
- Select the Term/Year. You may have to type it in the text box.
- Select Student Major. You may have to type it in the text box.
- Click on the box at top left next to “Student”. Make sure that you select all (not just the first page)



- Click the down arrow for either Mid-Term evaluation or Final Evaluation. Select either “Download Student CSV” or “Download Reviewer CSV”.



- You can convert your CSV file to Excel for easier management. If more than one faculty member in your department sponsors interns, you may have to sort to find yours.