Job Shadow Recognition Program - Handshake Application Process

1. Log into your Handshake account - [https://fsu.joinhandshake.com/](https://fsu.joinhandshake.com/)
   a. From the home screen then clicks Career Center → Experiences on top navigation bar

   ![Handshake Home Screen](image1)

   ![Experiences Section](image2)

   b. Clicks “Request An Experience” on the top left and fills out the submission form

   ![Request an Experience Form](image3)

   c. Chooses appropriate “experience type” under the drop down.

Reminders

- Students must enroll in the Job Shadow Recognition Program at least one week prior to the scheduled job shadow opportunity. Recognition cannot be given retroactively.
- The shadowing experience must last for at least 4 hours.
- You will need to provide the following information: Employer/Organization Name, Your Position Title, Position Description (Description of shadowing experience), Experience Start and End Dates, and Supervisor Contact Information - including Name, Phone Number, and email address.
- Students must enter into the job shadow with intentional learning objectives (minimum of at least 3 learning objectives).
- For questions regarding the Job Shadow Recognition Program, please email FSUshadow@fsu.edu