THE UNIVERSITY OF MAINE · 1865

Employer Checklist

Finding a Student Employee

❑ If on campus – have your payroll processor post the available job online; if off campus – fill out the Employer Application

❑ Confirm receipt of applications with student applicants once received

❑ Review applications and choose the students you wish to interview

❑ Interview candidates

❑ Choose the perfect student employee and let him/her know they are hired

❑ Contact all applicants who weren't chosen to let them know position has been filled

❑ Let Student Employment know the position has been filled so that the listing may be removed from the online job search