

MUCEP Checklist for Students:

- Apply to MUCEP positions posted online on My MUNLife
- If selected for an interview(s), you will be contacted by the grant holder to schedule the interview(s)
- If hired for the position:
 - First day(s) of position, meet with supervisor to discuss expectations and duties
 - Complete two additional, scheduled check-ins with the supervisor: one in the first half of the employment period and one at the end, to discuss the goals and expectations/outcomes of employment in terms of students' skills development and academic linkages
 - Complete a workshop in the *MORE than Work: Campus Employment Workshop series*. Students who have completed the initial workshop(s) in previous semester(s) will be directed to register for subsequent sessions in the series. **Each workshop is a paid one-hour mandatory workshop offered by the Office of Career Development at Memorial. Detailed registration instructions will be sent directly to all students who have been successfully hired in MUCEP positions. **Only students who have been hired are required to complete a workshop.****
 - Once the MUCEP position is complete (at the end of the semester), the experience will be added to MORE (Memorial's Online Record of Experience). All you need to do is complete the short reflection questions for this experience. To do this you must:
 - Go to my.mun.ca and login
 - Click the 'Student' link near the top of the page
 - Click 'My MUNLife' in the 'Student Services' block in the middle of the page
 - Click on the MORE (Campus Employment) tab at the top of the page
 - Find the MUCEP experience card on that dashboard page and click on the quotes " " icon to display the reflection questions. Add your answers and save!