Hiring Guide for Maine Employers

Partnering with Maine Employers to increase the size and skills of the Maine Workforce

Spring 2019
January 2019

Members of the Maine Employer Community:

I am pleased to share the University of Maine System Spring 2019 Hiring Guide for Maine Employers and encourage any Maine enterprise with a job to fill to consider the students and resources of Maine’s public universities.

Many of the 32,000 public university students we serve over the course of an academic year are career-focused learners working toward immediate workplace advancement and opportunity. This guide includes a schedule of career fairs and networking opportunities across our campuses where employers can connect with our professionally prepared, job-seeking students.

The Hiring Guide for Maine Employers also provides links for posting available positions online and contact information for career service offices at each of the campuses. Our career service professionals would be eager to provide support whether you have a job vacancy, an internship to offer, or just want to learn more about how Maine’s public universities help our students pursue their career goals and connect with employers.

The University of Maine System is helping to lead the state’s response to our workforce and demographic challenges. We are recruiting record numbers of out-of-state students to our campuses, providing free access to higher education to students with the greatest need, and launching targeted initiatives like the Maine University Nursing Workforce Plan to address critical workforce needs.

We must also take advantage of every opportunity to connect the students earning a world class education on our campuses to existing and emerging Maine career opportunities. Together with our employer partners we will build a larger, more highly qualified workforce for Maine.

Sincerely,

James H. Page
Chancellor

University of Maine . . . . . . 3
University of Maine at Augusta . . . . . 4
University of Maine at Farmington . . . . . 5
University of Maine at Fort Kent . . . . . . 6
University of Maine at Machias . . . . . 7
University of Maine at Presque Isle . . . . 8
University of Southern Maine . . . . . . . . 9
University of Maine School of Law . . . . . 10
To schedule recruiting and information sessions on campus and/or virtual visit:
CareerLink: https://umaine.edu/career/employers/

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers in Insurance</td>
<td>All of February</td>
</tr>
<tr>
<td>Career Fair</td>
<td>Wednesday, February 6</td>
</tr>
<tr>
<td>Graduate School Information Night</td>
<td>Tuesday, February 12</td>
</tr>
<tr>
<td>Careers in Law &amp; Justice</td>
<td>Wednesday, March 13</td>
</tr>
<tr>
<td>Careers in Sustainable Agriculture</td>
<td>Wednesday, March 27</td>
</tr>
<tr>
<td>Health Professions Career Day</td>
<td>Thursday, April 4, 2019</td>
</tr>
<tr>
<td>Careers in Outdoor Recreation &amp; Tourism</td>
<td>Thursday, April 25</td>
</tr>
</tbody>
</table>

Students learn about the many exciting careers offered in the insurance industry. The Career Center will be providing ongoing promotion and spotlights of the opportunities available to students within this field.

An opportunity for students to interact with employers, organizations, and educational institutions from a variety of industries coming to hire for full-time, part-time, summer, and/or internship positions.

An opportunity for students to learn about the process of selecting and applying to graduate programs.

Students have the chance to meet with leading professionals in law and justice careers to ask questions, network and explore the wide variety of options available within the field.

Students will have the chance to hear from professionals in the agricultural industry about their journey, learn about the wide variety of options available within the field, and gain valuable advice on exploring the field. Students will have the opportunity to ask questions and network.

This is an opportunity where undergraduate students have a chance to explore health career options through meeting with providers and graduate school options.

Bring your spirit of adventure to this interactive event. Learn how your passion for the outdoors can lead to an exciting and fulfilling career. Open to all majors.

We offer the opportunity for employers to do on-campus recruiting and on-campus or virtual information sessions. Information sessions are also available for graduate and professional schools. Employers can access these opportunities through CareerLink: https://umaine.edu/career/employers/

Contact: UM Career Center
207-581-1359

Web: https://umaine.edu/career/ | Email: umainecareercenter@maine.edu
Facebook: https://www.facebook.com/UMaineCareerCenter/ | Twitter: @UMaineCareerCtr

Dates and venues subject to change. Please contact Career Service office to confirm.
Immigrant Entrepreneurs: Starting a Business in Maine
Tuesday, February 19

Portland Adult Education
New Ventures Maine will be hosting a free workshop for new Mainers that will discuss the pros and cons of starting a small business here in Maine, the first steps in getting started, how to map out a strategy through a basic business plan, and will be sharing resources available to new businesses, including free business counseling. Co-sponsored by the City of Portland, Portland Adult Education, with corporate support from Bangor Savings Bank.

Business Etiquette Workshop Series and Dinner
Thursdays, March 28 - May 2

UMA faculty, staff, alumni, and community members come together for a weekly workshop series on business etiquette, public speaking, elevator speeches, visual presentations, and dressing for success. The series culminates to a dinner event where students get to demonstrate everything they have learned.

Career Summit
Friday, April 12

UMA alumni, area employers, and hiring managers come together on this day-long event to discuss business dress, social media presence, interview and resume skills, asking for references, and considering graduate school. The format consists of plenary presentations, small workshops, and table presentations on topics that get UMA graduates into the workforce.

www.uma.edu/academics/advising/career-connections/

Dates and venues subject to change. Please contact Career Service office to confirm.
The University of Maine at Farmington hosts multiple opportunities through the academic year for students to connect with employers for undergraduate employment, internships, and postgraduate career employment. In addition to career fairs and panel discussions, the UMF Office of Career Services is available to work individually with students or directly with employers to assist in their recruiting efforts.

**Summer Camp Fair**
Monday, February 4
(snow date February 11)

In coordination with the Maine Summer Camps Organization, UMF will showcase 30 of Maine’s best summer camps to present employment opportunities to students and meet a critical need in today’s workforce.

**UMaine Career Fair**
Wednesday, February 6

Career Services invites students to join them on a trip to UMaine’s Career Fair, weather permitting.

**UMF Career Fair**
Wednesday, March 6
(snow date March 8)

UMF Career Services welcomes employers to campus to meet with students who are looking for their first post-college career or summer employment.

**UMF Education Career Fair**
Friday, March 15

Career Services welcomes school districts and educational organizations to campus to meet with our senior student teachers as they search for teaching positions.

**College to Career Symposium**
Thursday, April 11

Panel and networking event. UMF Career Services invites alumni and employers from myriad industries for a panel in which they discuss the transition from undergraduate to employment. The panelists answer questions, offer insight, and share tips with students. The panel is followed by an informal networking mixer between professional and student.

**Drop-in Hours & Specialized Workshops**

Career Services has drop-in hours and specialized workshops throughout the semester. These opportunities are designed to support our students as they prepare for meaningful work. Call or email for more information.

**For Employers Recruiting Students**

We offer employers individual opportunities to schedule a visit to campus anytime they are interested in recruiting students or would like to participate in a campus event. Please call (207)778-7035 or email cynthia.mcshane@maine.edu to schedule a day and time.

---

**Important Links**

Website: [http://www2.umf.maine.edu/careers/](http://www2.umf.maine.edu/careers/)

Post to UMF’s Job Board: [http://www2.umf.maine.edu/careers/job-board/](http://www2.umf.maine.edu/careers/job-board/)


Facebook: [https://www.facebook.com/umfcareers/](https://www.facebook.com/umfcareers/)

Twitter: [https://twitter.com/UMFCareers](https://twitter.com/UMFCareers)

email: cynthia.mcshane@maine.edu

*Dates and venues subject to change. Please contact Career Service office to confirm.*
Career Week
March 4 - 8

A week full of career focused events to help students be better prepared and to connect students with professionals and employers:

March 4 - Linkedin Workshop
Networking and Interviewing tips

March 5 - Mock Interviews
Local professionals donate their time to conduct mock interviews with students. Students receive valuable feedback from the professionals on career readiness and interview tips.

March 6 - Making Connections
Networking event for students to practice networking skills with employers.

March 7 - Mock Interviews
Local professionals donate their time to conduct mock interviews with students. Students receive valuable feedback from the professionals on career readiness and interview tips.

March 7 - Etiquette Dinner
Students learn the do’s and don’ts of table etiquette while being seated with faculty, staff and professionals. Keynote speaker TBD

Employer Tables
Various employers are able to set up a table in UMFK’s Cyr Hall to meet and greet students. Some Employers joining us this spring are:
- Maine Air National Guard
- DAFAS
- Bangor Savings Bank
Contact the Career Services office for more information about Employer Tables.

Job Fairs and or Trainings
Students may contact the Career Services office if they are interested in attending Job Fairs at other locations or attending trainings that would benefit their career development.

https://career.umfk.edu/

Dates and venues subject to change. Please contact Career Service office to confirm.
**Career Link**
Employers can access recruiting opportunities by joining the CareerLink program at [https://machias.edu/career-services/career-center/](https://machias.edu/career-services/career-center/)

Check us out on Facebook: [https://www.facebook.com/UMMachiasCareerServices/](https://www.facebook.com/UMMachiasCareerServices/)

### Career Cafe
January - April

A chance for students to explore, prepare, and build confidence and professionalism as they seek experiential learning and employment opportunities in the Maine workforce. One hour sessions start at 11 AM or Noon throughout the Spring 2019 Semester and include:

- January 30 - **What’s in your Portfolio?**
- February 13 - **Crushing the Interview**
- February 20 - **Mock Interviews**
- March 6 - **Where are your Manners?**
- March 27 - **Salary Negotiations**
- April 3 - **Business Etiquette and Career Dress Show, Kilburn Commons Cafeteria**
- April 10 - **Blah-to-Brilliant Resumes**

### UMaine Career Fair
Wednesday, February 6

An opportunity for students to interact with employers, organizations, and educational institutions from a variety of industries coming to hire for full-time, part-time, summer, and/or internship positions. Transportation will be provided. Contact the UMM’s Career Center for more information. If the weather is inclement then we always offer it to students through a virtual event.

### UMM Career Fair & Festival
Thursday, February 28 (storm date, March 8)

The UMM Career Fair and Festival will feature various employers throughout Washington County and the northern/eastern Maine areas of the state.

### Careers in Law & Justice (UMaine)
Wednesday, March 13

Students have the chance to meet with leading professionals in law and justice careers to ask questions, network and explore the wide variety of options available within the field. Transportation will be provided. Contact the UMM’s Career Center for more information.

### Business of the Year
Wednesday, April 17

Partnering with Machias Savings Bank, UMM students will have the opportunity to tour and visit the main office of Machias Savings Bank here in Machias.

### Careers in Outdoor Recreation & Tourism (UMaine)
Thursday, April 25

Bring your spirit of adventure to this interactive event. Learn how your passion for the outdoors can lead to an exciting and fulfilling career. Open to all majors. Transportation will be provided. Contact the UMM’s Career Center for more information.

### Greek Alumni Social & Networking Event
April 26 - 27

Greek Alumni will have an opportunity to meet undergraduate students in a networking opportunity where they can share information on current job opportunities within their area of expertise.

*Dates and venues subject to change. Please contact Career Service office to confirm.*
### UMaine Career Fair
**Wednesday, February 6**

The Office of Career Readiness and the Student Activities Office are collaborating to offer rides to UMPI students to participate in the UMaine Career Fair (weather permitting).

### Alumni Coffee Hour
**February (date TBD)**

An opportunity for students to interact with alumni from a variety of industries to gain insights into future careers and talk with professionals. Enjoy a cup of coffee and networking with us. Alumni wishing to participate should contact Craig Cormier, Director of Alumni Relations and Annual Giving at craig.cormier@maine.edu or 768-9425.

### Networking and Etiquette Dinner
**TBD**

Professional skills development is crucial for students’ future career success. Opportunities to learn and practice professionalism and etiquette are requirements in today’s competitive job market. The Networking and Etiquette dinner will provide students that opportunity to network with local employers and alumni while learning the principles of social and professional behavior. Employers or alums interested in participating should contact the Office of Career Readiness at nicole.l.fournier@maine.edu or 768-9589.

### Virtual Open House for Employers
**Wednesday, March 20**

Office of Career Readiness Virtual Open House for Employers

Employers will have the opportunity to “visit” the Career Readiness Office to ask questions, learn how we can collaborate, hear more about the services we offer, and see how easy it is to post job or internship opportunities with us.

### Career Distinguished Graduate Mock Interview Panels
**April 1 - 30**

Employers are invited to participate on panels to assess student career readiness skills. Employers wanting to participate should contact Nicole Fournier, Director of Career Readiness, at nicole.l.fournier@maine.edu or 768-9589.

### National Student Employment Week
**April 8 - 14**

Celebration and events on Campus and at our off Campus sites all week long celebrating our student employees and their supervisors.

### National Small Business Week
**April 29 - May 5**

In celebration of National Small Business Week, we will offer our second annual Job Fair at the Houlton Higher Education Center.

### Career Readiness Day
**Friday, May 10**

Students will have the opportunity to have professional photos taken, cover letter/resume reviewed, and participate in mock interviews prior to graduation practice. Employers are invited to offer career advice, network, review resumes/cover letters, and provide short mock interviews to graduating students. Employers are invited to participate and provide feedback to our graduating students. Employers wanting to participate should contact Nicole Fournier, Director of Career Readiness, at nicole.l.fournier@maine.edu or 768-9589.

**Contact:** Nicole Fournier
207-768-9589

**Employers, to post positions, visit:**

[https://www.umpi.edu/offices/career-readiness/for-employers/](https://www.umpi.edu/offices/career-readiness/for-employers/)  
[www.umpi.edu/offices/career-readiness/](www.umpi.edu/offices/career-readiness/)

**Email:** nicole.l.fournier@maine.edu

*Dates and venues subject to change. Please contact Career Service office to confirm.*
### Salary Negotiation
**Thursday, February 7**
The Career & Employment Hub will kick off the new year by facilitating a workshop to help attendees gain confidence in their negotiation style. Students along with USM alumni will learn how to articulate personal value, research market benchmarks, and develop persuasive responses to hiring managers.

### Career Takeoff: Land a Great Summer Internship
**Friday, February 15**
During the first session of our Career Takeoff workshop series for Spring 2019, students who are seeking summer internship opportunities will network with employers seeking summer interns. Tips on how to execute a great project-based internship, both from the perspective of the student and from the employer, will be shared by Career & Employment Hub staff.

### Spring Job Fair
**March 7, 2019**
Over 100 employers will gather on the USM Portland campus to recruit for full-time, part-time, volunteer, internship and work study positions. Not only is this a fantastic opportunity for USM students and alumni, but this event is also open to the public. Last spring, nearly 1000 job seekers attended. Free professional head shots are offered to all participants.

### Career Takeoff: Mock Interview Day
**Friday, March 29**
During this session of our Career Takeoff workshop series, Career & Employment Hub staff members will collaborate with our business and community partners to create a safe space for students and alumni to practice interview skills and get real-time feedback on their performance. This is both a useful learning opportunity as well as a networking event for attendees.

### Graduate Studies Hiring Event
**TBD**
Employers, alumni and graduate students will gather to network and discuss workforce related needs, with a focus on jobs applicable to graduate level students.

### Career Takeoff: LinkedIn and Personal Branding
**Thursday, April 18**
The Career & Employment Hub, along with business and community partners, will present to students on how to brand themselves online and through their LinkedIn accounts. Attendees will have the chance to network with local professionals while learning to create a stellar online presence for employers to view.

### Career Takeoff: Resume Review
**Thursday, May 16**
Just in time for graduation, students and alumni will learn best practices in resume writing from Career & Employment Hub staff as well as our business and community partners. In the final iteration of Career Takeoff for Spring 2019, attendees will fine-tune their resumes while networking with local professionals.

**Have a job, internship or other opportunity for a USM student?**
Post it on [https://usm-maine-csm.symplicity.com/employers/?signin_tab=0&signin_tab=0](https://usm-maine-csm.symplicity.com/employers/?signin_tab=0)

**Interested in learning more about the Career and Employment Hub at USM?**
Visit [https://usm.maine.edu/career-and-employment-hub](https://usm.maine.edu/career-and-employment-hub)

---

**Dates and venues subject to change. Please contact Career Service office to confirm.**
Throughout Maine and beyond, employers of all sorts (not just law firms!) are recognizing the exceptional value of hiring the Law School’s students and graduates.

If you are interested in learning more, we would love to hear from you. Please contact us by email at lawcareer@maine.edu, or by telephone at (207) 780-4796.

On Campus Interviewing
If you are an employer, you may use the Law School’s Career Services Office to publicize open positions, collect résumés and other application materials, schedule initial interviews, and facilitate second interviews. On-campus recruiting generally takes place during the fall and spring semesters, and the Career Services Office distributes invitations to participate in on-campus interviewing twice yearly via email. However, we would be pleased to hear from you at any time, and you will find us very accommodating of your particular needs.

Free Advertising of Internship and Employment Opportunities
The Career Services Office will post your full-time, part-time, permanent, or temporary openings on our online student and alumni job boards and in our monthly alumni jobs bulletin at no cost to you.

Opportunities to market your organization
Send your representatives to participate in our various panel presentations, career-related workshops, and other events to raise your profile within the Maine Law community and get to know our students better.

https://mainelaw.maine.edu/career-services/careers

Dates and venues subject to change. Please contact Career Service office to confirm.