

Hiring Guide for Maine Employers

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



Fall 2019



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Maine Employers:

The University of Maine System is Maine's largest and most important developer of human capital. Many of the 32,000 students we serve annually are career-focused learners looking for immediate opportunities to join the workforce or build upon their academic experience with internships and service or research-based learning projects.

We publish the Maine Employer Hiring Guide every semester as part of our goal of keeping as many of our students as possible on a path to Maine workforce and community leadership opportunities. We hope you will use it and the services offered by our campus career service professionals to help us build a stronger connection between your workplace and our institutions.

The more ways we can demonstrate the clear and valuable partnerships among employers and educators the more effective we will be at inspiring students and supporting them into successful, Maine-based careers.

Included in this guide you will find a schedule of career fairs and networking opportunities across our campuses where employers can connect with our professionally prepared, job-seeking students. Updates and additional events will be included in the update we publish at the start of the spring semester.

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.

Thank you and we hope to hear from you if we can help meet the workforce needs of your organization.

Sincerely,

Dannel P. Malloy
Chancellor

The University of Maine

University of Maine
at Augusta

University of Maine
at Farmington

University of Maine
at Fort Kent

University of Maine
at Machias

University of Maine
at Presque Isle

University of
Southern Maine

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To schedule recruiting and information sessions on campus and/or virtual visit:
CareerLink: <https://umaine.edu/career/employers/>

Project>Login Networking Reception

Thursday, October 10

An opportunity for companies to share internship and job openings. Students learn about essential skills in the tech industry and build awareness of opportunities in Maine.

Engineering Job Fair

Wednesday, October 16

New Balance Student Recreation Center, over 145 employers are attending.

Engineering Employer Info. Sessions

Wednesday, October 16

See website for specific schedule of events to follow the Engineering Job Fair. Employers will be hosting sessions about the specific internships and full-time opportunities at their organizations and provide additional networking opportunities.

Engineering Interviews

Thursday, October 17

Students will participate in on campus interviews with engineering job fair employers, for internships and full-time opportunities.

International Careers

November TBD

Partnering with the School of Policy and International Affairs to host a session for students to hear from Mr. Philip Beekman, Diplomat in Residence and discuss international careers.

Interview Prep Workshop

Thursday, November 14

This workshop is designed to prepare health professions students for their interview process.

Marine Sciences Career Panel

December 4

2 p.m. Career Center Library. This event is co-hosted by the Marine Science Professional Development Club and the University of Maine Career Center

Resume/CV Development

Friday, December 6

Graduate students will learn how to develop a resume or CV for their specific needs. This program is in partnership with the University of Maine Graduate School.

Career Fair

Wednesday, February 5, 2020

Over 150 employers are expected to participate in this event, recruiting students from all majors.

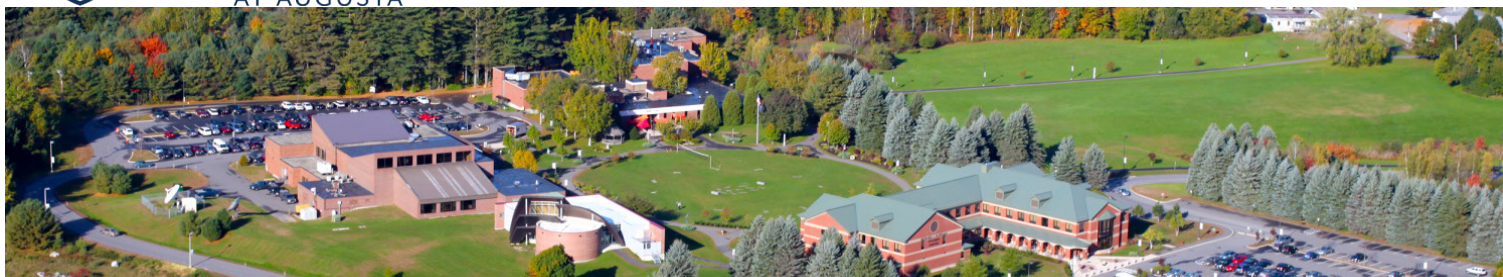
We offer the opportunity for employers to do on-campus recruiting and on-campus or virtual information sessions. Information sessions are also available for graduate and professional schools. Employers can access these opportunities through CareerLink: <https://umaine.edu/career/employers/>

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

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

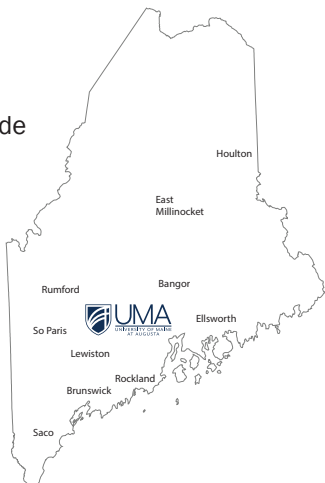


Contact: UMA Career Connections
207-621-3149



UMA Locations

UMA provides services to students through a statewide network of local centers. Employers looking to connect with students and/or graduates in a specific region, may contact a UMA Center at <https://www.uma.edu/locations/>



New Ventures Maine

New Ventures Maine offers tuition-free workshops and individual coaching to help students complete their education, learn about growing career fields, connect with local employers, and find good jobs.

<https://newventuresmaine.org/programs/build-your-career/>

UMA CareerLink

Post job and internship listings with us at <https://uma-csm.symplicity.com/employers>

To schedule on-campus or virtual recruiting and information sessions, please contact us at umacareer@maine.edu

Career Planning Workshops (via Zoom)

September - December 2019

A variety of workshops spanning all aspects of career planning (resume/cover letter writing, interviewing, internships, applying to graduate school, LinkedIn, etc.) will be offered at a distance using the Zoom platform. The sessions are free and open to the general public, unless otherwise noted. FMI or to register: <https://www.uma.edu/academics/advising/career-connections/career-workshops/>

Project>Login Networking Reception at UMA

Thursday, October 24

These events provide opportunities for companies to share their internship and job openings with hundreds of Maine's most talented college students with technology skills. Students are able to learn about the most essential skills in the industry and build awareness of the meaningful opportunities available right here in Maine. The events are FREE for employers thanks to the support of Maine's higher education institutions and sponsoring companies.

These networking receptions are part of a statewide series of relationship-building events to connect aspiring technology professionals and Maine employers. The events are facilitated by Project>Login, a program of Educate Maine, and Live+Work in Maine.

State of Maine Hiring Panel

Wednesday, November 20

UMA will host a panel of human resource professionals representing a variety of state agencies to share advice and information on what it is like to work in a government setting.

Etiquette Dinner

Monday, December 2

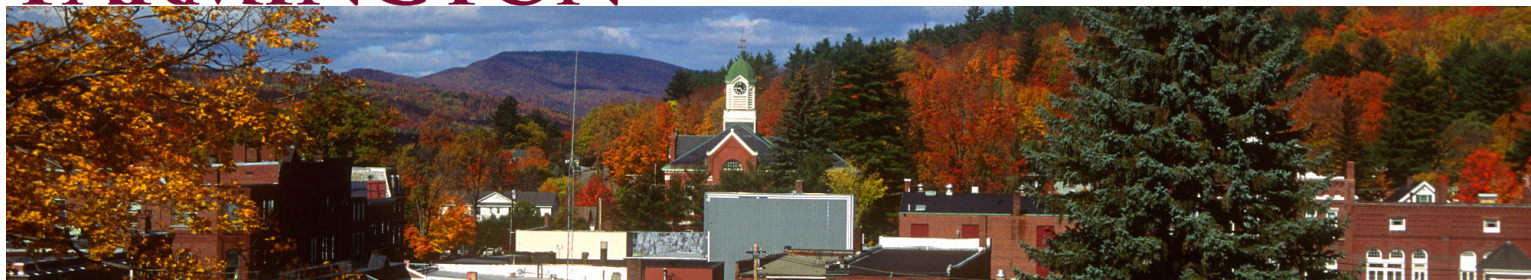
Business dinners and power lunches are where so many key decisions are made and social meals are where relationships are formed. The dinner will cover the fundamentals of table manners, addressing everything from place settings and good posture to networking strategies.

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

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



Contact: Cynthia McShane
(207) 778-7035



The University of Maine at Farmington hosts multiple opportunities throughout the academic year for students to connect with employers for undergraduate employment, internships and post graduate 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.

Graduate School and Other Post-College Opportunities Month

October, 2019

During the entire month of October, UMF Career Services invites employers, graduate school representatives, and other programs to join our campus for informal tabling events, presentations, and class visits. This event coincides with our student preregistration season, and is designed to support student decision making as they think about their next semester.

Outdoor Recreation Job Fair

Monday, October 28

Career Services welcomes professionals from Maine's Outdoor Recreation industry to campus to present employment opportunities to students.

Maine Summer Camp Fair

Monday, February 3, 2020

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.

UMF Career Fair

Monday, March 2, 2020

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

Monday, March 9, 2020

Career Services welcomes school districts and educational organizations to campus to meet with our senior Student Teachers as they search for teaching positions and fill a significant need in Maine's employment sector.

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/>

Post to UMF's Job Board: <http://www2.umf.maine.edu/careers/register-to-recruit-at-umf-umf-job-board/>

Career Services Events: <http://www2.umf.maine.edu/careers/job-fairs-and-career-events/>

Facebook: <https://www.facebook.com/umfcareers/>

Twitter: <https://twitter.com/UMFCareers>

email: cynthia.mcshane@maine.edu

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



Linked-In group is designed and being utilized to reach alumni and current students.
Career Services is posting open jobs and articles to this platform.

<https://www.linkedin.com/groups/8663029/>

First Year Experience classes	All Freshmen will complete a Career Exploration and Resume Writing project. Students may engage in informational interviews with local professionals.												
On-Campus Interviews for Summer Internships	Irving Woodlands, LLC Weyerhaeuser Maine Forest Service												
On-Campus Informational Sessions	DFAS - Defence Finance and Accounting Services												
Professional Development Series	Career focused events to help students be better prepared and to connect students with professionals and employers: <table border="1"> <tr> <td>September 24 -</td><td>Customer Service/Professionalism United Insurance</td></tr> <tr> <td>October 1 -</td><td>Resume: What Employers Want Irving Woodland LLC</td></tr> <tr> <td>October 16 -</td><td>Reputation: Why it Matters Maine Forest Service</td></tr> <tr> <td>October 23 -</td><td>Interview Skills Daigle Oil Company</td></tr> <tr> <td>November 4 -</td><td>LinkedIn Kirsten Thompson, AP4ME Coordinator</td></tr> <tr> <td>November 6 -</td><td>Marketing Yourself JMG</td></tr> </table>	September 24 -	Customer Service/Professionalism United Insurance	October 1 -	Resume: What Employers Want Irving Woodland LLC	October 16 -	Reputation: Why it Matters Maine Forest Service	October 23 -	Interview Skills Daigle Oil Company	November 4 -	LinkedIn Kirsten Thompson, AP4ME Coordinator	November 6 -	Marketing Yourself JMG
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Making Connections Newtorking Event Thursday, November 21	6:00 - 8:00 pm												

<https://career.umfk.edu/>

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



THE UNIVERSITY OF MAINE AT
MACHIAS

Contact: Jo Ellen Scribner
207-255-1228



Career Link

Employers can access recruiting opportunities by joining the CareerLink program at <https://machias.edu/career-services/career-center/> or by emailing job announcements to Jo-Ellen Scribner at ummcareer@maine.edu

Check us out on Facebook: <https://www.facebook.com/UMMachiasCareerServices/>

Career Cafe

Fall Semester

Available live from campus and/or on Zoom

A chance for students to explore, prepare, and build confidence and professionalism as they seek experiential learning opportunities in the Maine workforce. Thirty-minute sessions begin at noon in Kilburn Commons on the UMM campus and will include:

October 9 - **Are You on the Right Career Path?**

October 16 - **Blah-to-Brilliant Resumes**

October 30 - **Jump-start the Application Process**

November 6 - **Mock Interviews**

November 20 - **Career vs. Job**

December 4 - **Engaged Clipper Wrap-up**

Engaged Clipper Chatroom

Tune in weekly - Thursdays 4-5 pm on WUMM 91.1 radio in Machias or livestream on the web at machas.edu

UMM's Career and Alumni Relations Center will hold live interviews with alumni and employers from around the state. Employers will offer tips on resume essentials, job interview expectations and the career skills needed to be successful in the workplace. Alumni will share their experiences with finding careers in their programs of study.

Career and Alumni Relations Center Events

Tuesday, October 22

Monday, November 4

UMaine Graduate School to Visit UMM

Senior Etiquette Dinner



Contact: Nicole Fournier
207-768-9589



Employers, to post positions, visit:

<https://www.umpi.edu/offices/career-readiness/for-employers/>
www.umpi.edu/offices/career-readiness/

The Office of Career Readiness can set up a time for employers to do recruiting at any time on campus. We have a variety of locations for employers to use.

Office of Career Readiness Virtual Open House for Employers

Wednesday, October 23

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 a job or internship opportunities with us. Email Nicole Fournier, Director of Career Readiness to sign up. A zoom link will be provided with your confirmation.

Student Career Readiness Day

Tuesday, October 29

Sponsored by the Student Government Association and the Office of Career Readiness Students will have the opportunity to get professional photos taken and cover letter/resume reviewed, as well as participate in mock interviews prior to graduation. Employers are invited to offer career advice, network, review resumes/cover letters, provide short mock interviews, and give 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.

Momentum Aroostook/ MMG Insurance/Office of Career Readiness Networking Social

Thursday, November 7

Hosted by MMG Insurance. Momentum Aroostook and UMPI's Office of Career Readiness are partnering to offer a unique networking opportunity. Employers are welcome to join in an evening of networking with both students from UMPI and area professionals connected with Momentum Aroostook. The event will not only give students a chance to practice their networking skills, but also provide employers with connections that support their businesses or organizations.

Graduate School Fair

Tuesday, November 19

UMPI's Office of Career Readiness will again hold its Graduate School Fair, providing students with resources and information about going to grad school once they finish their bachelor's degree. Employers and community members wanting information about graduate school programs including completely online options are invited to attend.

Cookies and Careers

Wednesday, December 11

Students can join members of the UMPI Alumni Association for cookie decorating and informal networking, right in Kelley Commons. UMPI students will have the opportunity to interact with alumni from various career paths while decorating seasonal cookies. There will be no additional charge to students with a meal plan. Brought to you in collaboration with the Office of Career Readiness. Alumni wanting to participate are encouraged to contact Craig Cormier '06 Director of Alumni Relations and Annual Giving at 207 768.9425 or craig.cormier@maine.edu

Campus to Career Distinguished Graduate Mock Interview Panels

December 1 - 14

Panels are scheduled according to student and employer availability. Exact times and locations are provided to the panel members. Employers are invited to participate on panels to assess student career readiness skills as these students prepare for graduation and the workforce. Employers wanting to participate should contact Nicole Fournier, Director of Career Readiness, at nicole.l.fournier@maine.edu or 768-9589.

Email: nicole.l.fournier@maine.edu

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



To post a job or internship: <https://usm.maine.edu/career-and-employment-hub/usm-career-connections-business-community-partners>

To see events and register: <https://usm.maine.edu/career-and-employment-hub/events-0>

To get more involved in the USM community, join our Corporate Partners program.
More information about the benefits are available here: <https://usm.maine.edu/corporatepartners>

Engineering Hiring Event

Thursday, October 10

Engineering companies will be on the Gorham campus to recruit USM engineering students and alumni as employees and interns. Students will have a chance to tell employers about their capstone projects, and faculty will be leading tours of the John Mitchell Center, the state-of-the-art building that houses the Engineering Department.

Professional Networking Dinner

(in partnership with our Student Chapter of American Marketing Association)

Thursday, October 17

This exciting event creates a space for nearly 100 students and professionals to network and practice professional meal etiquette. Students and alumni have the opportunity to make connections to employers while strengthening their professional skills. Last year, this event won the USM Event of the Year Award at the Student Leadership Awards Gala!

Career Takeoff Series: Internship Readiness

Friday, October 25

During the first session of our Career Takeoff workshop series, students will learn how to prepare themselves for an internship. Joined by community employers, the Career & Employment Hub staff will lead students in a discussion of how to master professional skills that will make them stand out from the crowd.

Fall Job & Internship Fair

Thursday, November 7

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. Each semester nearly 1000 job seekers attend! Free professional headshots are offered to all participants.

Career Takeoff Series: LinkedIn & Personal Branding

Thursday, December 5

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.

<https://usm.maine.edu/careerhub>

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.