How a Student Adds Reflection to their on-campus employment

1. Log onto to your My MUNLife Portal.

2. ON the main screen, select “Dashboard” on the top of the left-hand menu. Then select the “Pending Experiences” tab.
3. Find the MUCEP job (by title) and click anywhere in the required Experience.
4. Proceed through the required steps of this experience. In this example, you will need to Accept Terms and Conditions first (as your Job Record is already created). The Terms and Conditions will vary based on the requirements of the experience.
5. In this experience, there is a Final Check In where you have to Accept the Terms and Conditions again. As mentioned, these steps will vary based on the specific experience.
6. Step 4 of this experience requires you to select the competencies that you feel you have developed in this employment experience. As the instructions indicate, you need to select 3 to 5 competencies from the list.
7. The final step of this experience requires you to do the reflection. This step is always required to successfully add your experience to your Memorial Online Record of Experience (MORE).

After you have clicked “Reflect”, click “Add Reflection” in the top right of the next screen.
8. One you have filled in the three questions of the reflection form, click “Save” at the bottom of the form.

What skills/competencies did you gain from this experience that will help you in school and/or future career goals?

Save
Cancel
9. Once complete, the system will show your reflection answer to you, and you will see “Approved” in the top right corner. Also note that you can edit or discard your reflection questions if need be. If satisfied with your reflection, click “Back” at the top left of your screen.
10. Now you will notice that all steps have been completed for this experience.

11. Also, this experience has now been added to your Student Experience Record.