



Student Life
Memorial University of Newfoundland
St. John's, NL Canada A1C 5S7
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MUCEP Checklist for Students:

- Apply to MUCEP positions posted online on MyMUNLife
- If selected, you will be contacted by grant holder for an interview
- Once hired for the position, you can then access your position(s), and view the steps needed to add this valuable experience to Memorial's Online Record of Experience (MORE):
 - Go to my.mun.ca and login
 - Click the "Student" link near the top of the page.
 - Click the "MyMUNLife" button in the "Student Services" box in the middle of the page.
 - Once there, click on "Student Life", then click "Campus Employment"
 - Next, select "Campus Employment Record" and then click "Current Experience"
 - You will be able to see the positions you've been hired for, and the steps needed to have it added to your experience record.
- First day of position, meet with your supervisor to discuss expectations and duties
- Complete two scheduled check-ins with the supervisor, one at the beginning of your employment, and one at the end, to discuss the goals and expectations/outcomes of employment in terms of students' skills development and academic linkages.
- At the end of your MUCEP position, you are expected to complete the post-survey, and are expected to complete the steps in MyMUNLife and add their work experience to Memorial's Online Record of Experience (MORE)