

First Year Job Placement Program (FYJPP) Frequently Asked Questions

I signed up for the FYJPP. Now what? *At the end of July, you will be notified via email if you have been accepted into the program. In mid-August you will receive an email from the Student Employment Office notifying you of your job placement. Soon after, you will receive an email from your new supervisor with information about the job and/or orientation information.*

When will my job start? *The start date for each job varies by department, but you should anticipate starting your job sometime during the first week or two of classes. Your supervisor will connect with you regarding your class schedule then establish your work shift(s).*

Am I required to work a specific number of hours/week in my job? *Yes, by signing up for the FYJPP, you are committing to a minimum of five (5) hours per week. Typically, first year students work up to 8 hours/week, but the number of hours you work beyond the required 5, is your decision. Students may not exceed 20 hours per week.*

Why are so many students placed in Dining Services? *Most students are placed in dining because dining has the most available positions and longest operating hours. Students placed in dining will be able to choose a specific job (several to choose from) and find a shift that will not interfere with their classes, sports and other activities. Positions in other departments tend to require specific days/hours when they need student workers and may require specific skills or prefer to interview before hiring.*

If I do not like the job I am placed in, can I switch? *No, by signing up you are agreeing to work in the job you are assigned for the fall semester. If you have your heart set on working in a specific department, it would be best to not sign up for the FYJPP and apply for a job in that department.*

If I sign up for the FYJPP and find another job on campus, can I quit my FYJPP position and keep the new job? *No, when you sign up for the FYJPP, you are committing to work 5 hours per week for the duration of the first semester. The department that hired you is counting on you!*

Can I work more than one job? *Yes, if you signed up for the FYJPP and found another job that is of interest, you can work both, provided it does not impact your placement job, and you do not exceed 20 hours per week.*

I saw the list of Acceptable Documents I need to fill out the I-9, but I don't have the originals of some of the documents listed on the form. Can I take a photo or bring a copy of these documents? *No, all documents must be unexpired and original. We cannot accept photos or copies of the documents.*

Will my job end at the end of the fall semester? Can I continue to work in that job? *At the completion of the fall semester, you have fulfilled your commitment to the FYJPP. If you wish to continue working in your assigned position, likely you can! Ask your supervisor if you can stay on for the spring. Many students continue to work in their FYJPP job.*

Contact Student Employment with any further questions at seo@bowdoin.edu or (207) 725-3386.