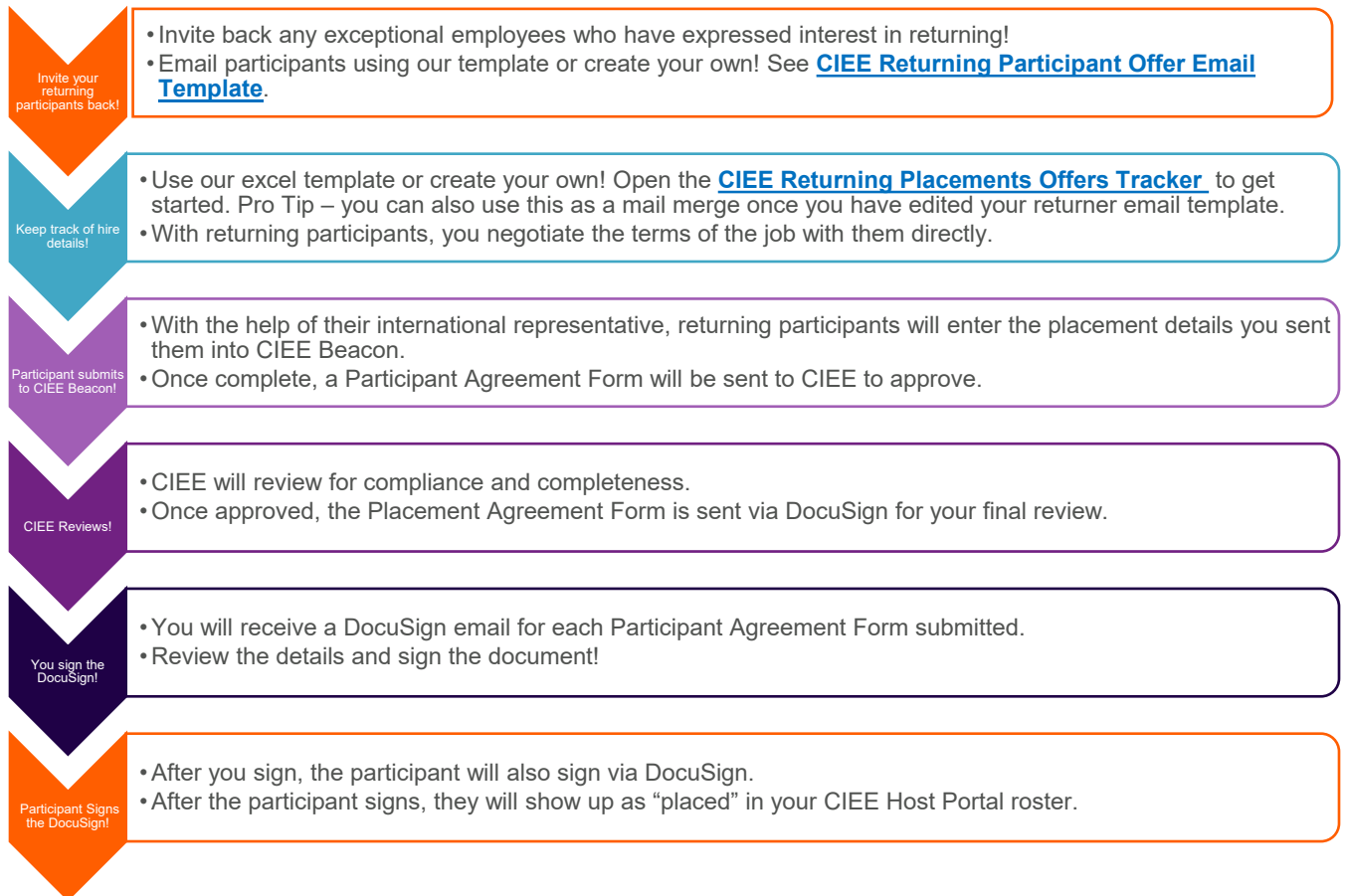

CIEE Work & Travel USA Host Employer Guide: How to Hire a Returning Participant

Here are the steps to make a returning participant (CIEE Returner) an offer and confirm them as hired. *Please note – you will need to do the below for past employee participants only (those who have worked for you in the past):*

CIEE Returner: *This is a participant who has worked for you previously (in any given year) and you'd like to welcome back. You need to make job offers directly to any CIEE Returners (if you have not done so already).*



A few Best Practices to consider:

- The number of returning participants you are rehiring should not be counted within the total number of new hires you are requesting from a CIEE hiring service. If plans fall through with a returning participant, you can always request to increase your hiring needs with CIEE.
- For any new hires to your business please direct applicants [here](#) so that they can be in contact with the appropriate CIEE International Representative in their home country.
- Check with CIEE on any deadlines to complete this by. Generally, we recommend that you start communicating with any returning employees as they are leaving the worksite or soon after. This will help you have a better sense of who is returning as you plan for new hires.