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

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

<u>CIEE Returner</u>: 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).



- Invite back any exceptional employees who have expressed interest in returning!
- Email participants using our template or create your own! See CIEE Returning Participant Offer Email Template.



- Use our excel template or create your own! Open the <u>CIEE Returning Placements Offers Tracker</u> to get started. Pro Tip you can also use this as a mail merge once you have edited your returner email template.
- With returning participants, you negotiate the terms of the job with them directly.



- With the help of their international representative, returning participants will enter the placement details you sent them into CIEE Beacon.
- Once complete, a Participant Agreement Form will be sent to CIEE to approve.

CIFE Reviews

- CIEE will review for compliance and completeness.
- •Once approved, the Placement Agreement Form is sent via DocuSign for your final review.

You sign the DocuSign!

- You will receive a DocuSign email for each Participant Agreement Form submitted.
- Review the details and sign the document!



- · After you sign, the participant will also sign via DocuSign.
- After the participant signs, they will show up as "placed" in your CIEE Host Portal roster.

A few Best Practices to consider:

- The number of returning participants you are rehiring should <u>not</u> 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.