

<

- Review applicant cover letters and resumes to determine who you would like to interview.
- Send out interview requests and emails to unsuccessful candidates.
- Once you have decided on the best candidate for the position, send them an email with your job offer.
- If they accept, welcome them to the team and give them details about their first day of work. When do they start, where do they go, what do they need to bring, and give an idea of what they can expect to be doing.

<

- Show the student where their workstation will be. (It is a nice gesture to have a little