



## HELLO LIFEWORKS SUPERVISORS!

This newsletter is for YOU! Thank you for all of the insight you've provided over the last six months as we've worked to learn more about how to improve the LifeWorks program. You've completed surveys, participated in focus groups, answered questions, and more. We're ready to share just a few improvements that are coming your way related to the **LifeWorks hiring process (see the 5 updates below)**.

Also, keep your eyes out for this (semi)monthly newsletter heading forward. Later this month, we will be sending out additional information about improvements to our first-year job assignment process and expanded supervisor training initiatives. Also, all of these newsletters will be housed in the **LifeWorks Supervisor Resource Center** for easy access and retrieval when you need them (no more looking for old emails!). Click the button below to visit the virtual resource center and bookmark it on your browser for the next time you need it.

[LifeWorks Supervisor Resource Center](#)



## EARLIER HIRING

You've asked if you could hire students earlier than the beginning of an academic year when you already know who will be working for you. We've got your solution! **Our team worked with JobX to make earlier hiring available. If you know who you plan to hire for this upcoming fall semester, you can make those hires today!** Remember that you will need to create or edit the job before you hire with the correct dates. Watch the video above for a reminder on how to edit jobs in JobX.

[Open JobX to Edit a Job](#)



## MASS HIRING

We understand that the process to hire large groups of students can be time-consuming, so we worked with JobX to provide a new tool to fix this problem. **You are now able to hire multiple students for the same position.** Watch the video above as a reminder on how to hire a student and see the new mass hiring feature!

[Open JobX to Hire a Student](#)

## ROLLOVER HIRING

We've also learned that one pain point of supervising students was hiring students to continue working through the summer after the spring semester ended at commencement. Good news: we've got a fix for this!

A student's hire date will conclude with commencement on May 7. **If you would like for that student to continue working past May 7, you can email Mike Burnes ([mburnes@berry.edu](mailto:mburnes@berry.edu)) or the LifeWorks Office ([LifeWorks@berry.edu](mailto:LifeWorks@berry.edu)) with the student's name and how long you'd like their hire extended.**

There are two exceptions to this new process:

1. Seniors who graduate on May 7 **can not** have their hire extended
2. Students must be hired into a different position if they are being promoted

[Click here to send an email to LifeWorks](#)

## ADVERTISING JOBS

Some supervisors shared that they struggle with advertising their jobs to students on campus. We're here to help with that! We would love to help you promote your jobs with students across campus. We can include your job in our CPPD student newsletter, post about your job on our CPPD Instagram, and/or share your social media post from our account.

You can send your promotional materials to [LifeWorks@berry.edu](mailto:LifeWorks@berry.edu) or tag @BerryCPPD on Instagram! **Please ensure that your marketing encourages students to visit Handshake or studentwork.berry.edu to apply for your job opening.** Need some help creating marketing materials? Reach out to [LifeWorks@berry.edu](mailto:LifeWorks@berry.edu) for assistance.

[Visit the CPPD Instagram](#)

## DELETING JOBS

We know that some supervisors wish they could delete all of the old jobs in JobX that they no longer use. We've got a fix for this too! Ready for some spring cleaning? **You can now delete any jobs that you no longer use!** If you'd rather update your jobs instead, scroll back up for the video on how to edit jobs on JobX.

[Open JobX to Delete a Job](#)

## THANK YOU!

We recognize that the development of students through LifeWorks hinges on the mentorship and management that you provide **every single day**. Thank you for everything that you do to provide a significant work experience for Berry students! We'll send you more information about ways we hope to make your work as a supervisor more efficient and effective through this newsletter **every month**. If you have any questions at all, contact us with the link below or reply to this email!

[Email LifeWorks](#)



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