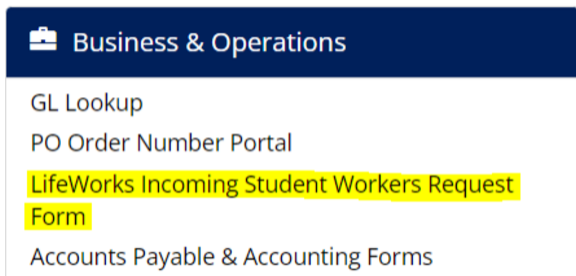




## HELLO, LIFEWORKS SUPERVISORS!

We hope you've had a great week! As the academic year comes to a close, we wanted to share a few **updates and reminders related to LifeWorks hiring**. In this newsletter, we will cover:

- [Supervisor Request Form for Incoming Student LifeWorks Placement](#)
- [Rollover Hiring Process](#)
- [Earlier Hiring Process](#)
- [Advertising Open Jobs](#)



## THE SUPERVISOR REQUEST FORM IS DUE MAY 19

The **Supervisor Request Form is now live!** We will once again be using a placement algorithm developed through a partnership between OIT and LifeWorks to place incoming students into their first jobs on campus. This algorithm uses information from Student Work Interest Forms, students' PathwayU assessments, and Supervisor Request Forms to recommend "good fit" jobs for incoming students. In partnership with many of you, we will use this information to evaluate the recommendations and make any adjustments needed. If you have questions about this form or process, please contact Mike Burnes ([mburnes@berry.edu](mailto:mburnes@berry.edu)).

**If you would like first-year students to be placed in your department, please submit your request form by 5 pm on Friday, May 19.**

[Submit Your Supervisor Request Form](#)

## ROLLOVER HIRING

A student's hire date concludes with commencement on Saturday, May 6. **If you would like for a student to continue working past May 6**, you should 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 6 **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](#)



## EARLIER HIRING

**If you know who you plan to hire for the 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. Click the video above for a reminder on how to edit jobs in JobX.

[Open JobX to Edit a Job](#)



## ADVERTISING JOBS

We would love to help you promote your jobs with students across campus. We can include your job in our CPPD student newsletter sent on Tuesday evenings, 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 your marketing efforts encourage students to visit Handshake or studentwork.berry.edu to apply.**

Need some help creating marketing materials? Reach out to [LifeWorks@berry.edu](mailto:LifeWorks@berry.edu) for assistance.

[Visit the CPPD Instagram](#)

As always, you can find previous newsletters and training videos in the Supervisor Resource Center by clicking the video below. If you have questions, please reach out to the LifeWorks staff at [lifeworks@berry.edu](mailto:lifeworks@berry.edu) or call extension 2244.

[Visit the LifeWorks Supervisor Resource Center](#)

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