



HELLO LIFEWORKS SUPERVISORS!

Happy first day of July! We're back with the fourth LifeWorks supervisor newsletter to bring you hiring updates and reminders related to this fall! Below you'll find information about

- [First-Year Student Assignments and Supervisor Outreach Weeks](#)
- [Hiring for Fall](#)
- [On-Campus Housing for Early Return Student Workers](#)



FIRST-YEAR STUDENT ASSIGNMENTS AND SUPERVISOR OUTREACH WEEKS

We'd like to first say thank you to Zach Sherwin, Faraj Daoud, Kayla McCoy, Mike Burnes, and all of the supervisors who've worked hard this week to assign first-year students to best fit first LifeWorks jobs. **We will be releasing placement communication to first-year students and their new supervisors by July 12 at the latest.** Be sure to check your emails if you completed the Supervisor Request Form to learn who will be joining your office this fall.

As a reminder, we ask that you plan to connect with your first-year students at least once during Supervisor Outreach Weeks. **First-year students are expecting to hear from you at some point during July 20 - August 3!** Here are a few ideas that you (or a Level 4/5 on your team) should consider:

- [Send an email with information about what they can expect this fall](#)
- [Set up a Zoom meeting for everyone to connect virtually](#)
- [Post a welcome graphic on social media](#)

You can find templates for these ideas as well as ice breakers that you can use in the Supervisor Outreach Toolkit. Contact Alicia Gauker (agauker@berry.edu) if you have any questions or would like a consultation related to new student outreach!

[Click here for the Supervisor Outreach Toolkit](#)



HIRING FOR FALL

Ready to hire your students for this fall? No need to wait! Once you've updated your jobs for the next academic year and placed them in Listed or Review mode, you can submit your hires! **The LifeWorks team will review and approve jobs and hires for the fall throughout the summer.** Don't forget to hire your first-year students in addition to returning students! With the new mass hiring feature we mentioned in the [April 1 newsletter](#), **you can now hire more than one student at a time** as long as they are in the same role with the same hours.

Dates for the upcoming academic year are as follows:

Start Date: August 21
End Date: May 6

[Click here to submit hires on JobX](#)



ON-CAMPUS HOUSING FOR EARLY RETURN STUDENT WORKERS

As you know, the Office of Residence Life has asked that supervisors with early return student workers complete the early request form. **Early return student workers are defined as students who do not currently live on campus this summer, will be working on campus between the dates of August 14-19, and have a critical function on your team.**

You can submit multiple students on one form, and submissions do not require LifeWorks approval. **Please direct all questions about the form and process to the Office of Residence Life at residencelife@berry.edu.**

The deadline for the early request form is next [Friday, July 8.](#)

[Click here for the Early Request Form](#)

STAY TUNED!

We'll be bringing you more information about the Supervisor Summit (including who our keynote speaker will be!), workshop opportunities, and more in the coming weeks!

As always, this newsletter will be housed in the LifeWorks Supervisor Resource Center for easy access and retrieval when you need it. Just click the button below and bookmark the website.

[LifeWorks Supervisor Resource Center](#)

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