

## Summer Hiring: Next Steps

Congratulations on having your summer position approved.

If your position is for early arrival in August, then no further action is needed at this time, and guidance will be shared later in the summer about hiring for that time period.

If your position is for “late stay” after graduation and will conclude before Block A begins (May 19th), you may either 1) email [lifeworks@berry.edu](mailto:lifeworks@berry.edu) to extend the student’s hire if they are already working (note: no seniors may work after graduation, so please keep that in mind!) 2) hire your student into an existing job that approximates your approved position, making sure that their hire end date is no later than May 18th.

For all hires during Block A, Block B, and work block: Please read carefully about next steps to creating and posting your job and hiring your students.

### 1. Create your summer position.

Because summer jobs have unique attributes (dates, number of openings, duties, etc), please create a new summer job by using the blue “add a job” button in the timesheet control panel. Important: please start your job title with the word “Summer”. For example. “Summer Office Assistant” or “Summer Program Coordinator” You will enter all information for your job to match the job request you submitted. Make sure your dates match the specific time block you are approved for.

Block A (May 19-June 20)

Block B (June 23-July 25)

Work Block(July 26-August 9)

### 2. List your job

If you do not currently have a student in mind for your position, please choose “active listed” when submitting your summer job. If you know who you want to hire, you may choose “active, not listed” We highly encourage you to list your job if possible, which will give our students looking for summer positions the widest range of options. The LifeWorks office will be communicating with students looking for work by email and social media, hopefully driving great candidates your way—but your job needs to be “active, listed” in order to accept applications.

### 3. Hire your student(s)

Please hire your student into your approved job by April 15th. If you have multiple applicants, please follow up with students you choose not to hire as soon as possible, so they can look for other positions.

4. (Optional) Because you may not use this job often, you may change the job status to “inactive” in order to declutter your JobX control panel. You may always reactivate the job later should you need it, but this will streamline your list of jobs that you use on a regular basis.

Questions? Email [summer@berry.edu](mailto:summer@berry.edu)

