

SUMMER EMPLOYMENT 2010 - GUIDELINES -

- ❖ Human Resources will solicit employment requirements from applicable supervisors starting on Friday, February 26th. This communication will include a fill-in form supervisors will complete showing what jobs they have for summer employment (number of open positions, hours available for each position, a brief description of duties and any specific qualifications, etc.). The deadline for submitting requests is Friday, March 12th.

- ❖ Once the available jobs have been determined, an e-mail communication will go out to the students asking them to complete a summer employment application (link to this included in e-mail). The application deadline is Wednesday, April 14th.

- ❖ Students in the pool of candidates by Wednesday, April 14th will be considered for positions using selection criteria as follows: Employment/work history or related experience, preferences, hours of availability, available openings and supervisory approval.

- ❖ Consideration will be given to any additional employment needs for Lawrence students who apply for employment after Wednesday, April 14th. The selection criteria will be the same as mentioned above, but will also include the date on which the application was received.

- ❖ Any additional employment needs will be filled from a pool of employees' dependents (limited to one per family), incoming freshman, Lawrence students who graduated in June and then the outside community.

- ❖ Those applicants selected for an employment offer will be notified by Friday, April 30th. The selected applicants have to accept or decline our offer of employment by May 7th.

- ❖ Employees can work a maximum of 40 hours per week. Any exceptions must have prior supervisory approval.