

## **SUMMER EMPLOYMENT 2011 - GUIDELINES -**

- ❖ Human Resources will solicit employment requirements from applicable supervisors starting on Monday, February 28<sup>th</sup>. 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.). If a supervisor knows who he or she wants to fill a certain position, they should choose that person through Voyager. The deadline for submitting requests is Friday, March 11<sup>th</sup>.
  
- ❖ 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 Friday, April 15<sup>th</sup>.
  
- ❖ Students in the pool of candidates by Friday, April 15<sup>th</sup> 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 Friday, April 15<sup>th</sup>. 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 29<sup>th</sup>. The selected applicants have to accept or decline our offer of employment by May 6<sup>th</sup>.
  
- ❖ Employees can work a maximum of 40 hours per week. Any exceptions must have prior supervisory approval.