SUMMER EMPLOYMENT 2014
- GUIDELINES –

- Human Resources will solicit employment requirements from applicable supervisors starting on Wednesday, January 22nd. 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 Wednesday, February 5th.

- 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 Monday, February 24th.

- Students in the pool of candidates by Monday, February 24th 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 Monday, February 24th. The selection criteria will be the same as mentioned above, but will also include the date on which the application was received.

- Current Lawrence students will be first to be considered during the selection process. If any additional employment needs are available, applicants will be filled from a pool of incoming freshman, Lawrence students who graduated in June and then the outside community, which includes employees’ dependents.

- Those applicants selected for an employment offer will be notified by Monday, March 31th. The selected applicants have to accept or decline our offer of employment by Friday, April 4th. A second round of offers for remaining openings will be made to students on Monday, April 7th. The selected applicants in the second round have to accept or decline our offer of employment by Friday, April 11th.

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