SUMMER EMPLOYMENT 2015
- GUIDELINES –

❖ Human Resources will solicit employment requirements from applicable supervisors starting on Tuesday, January 6th. 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 Monday, January 19th.

❖ 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, February 6th.

❖ Students will be invited to attend Summer Housing Information Sessions on January 26th, February 3rd and February 18th in the Warch Campus Cinema to learn more about summer housing and employment opportunities on campus.

❖ Students in the pool of candidates by Friday, February 6th 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, February 6th. 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.

❖ Those applicants selected for an employment offer will be notified by Monday, March 9th. The selected applicants have to accept or decline our offer of employment by Friday, March 13th. If openings are available following March 13th, additional offers will be made to students on Monday, March 16th. The selected applicants in the second round have to accept or decline our offer of employment by Friday, March 20th.

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