

## Summer Employment 2017- Guidelines

- Human Resources will solicit employment requests from supervisors beginning *January 10, 2017*. This communication will include a web-form for supervisors to complete describing what positions they have available for summer employment. Details such as the number of positions open, hours available, and a brief description of duties/qualifications will be requested. *The deadline for submitting requests to Human Resources is Thursday, January 19<sup>th</sup>.*
- Human Resources will input all available positions received via the Web Forms into LU Works. *Positions will be posted and visible to students through LU Works by January 23.* An email will be sent to all students informing them of the available opportunities and corresponding application instructions at this time.
- The application deadline for students to apply will be *February 6*. Supervisors will receive applications directly via email from the students interested in their positions.
- Supervisors will begin the selection and interview process throughout the month of February, informing HR of the individuals they would like to job offer by *February 24*. All job offers will go through Human Resources.
- Job Offers (via email) will begin to go out on *February 27*. Students will need to accept or decline their job offer by *March 1*.
- Additional rounds of job offers will occur as needed to fill open positions.
- Employees can work a maximum of 40 hours per week.