

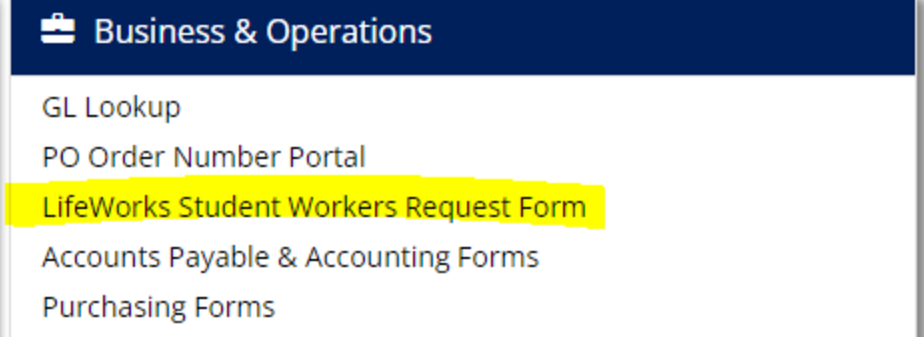


HELLO LIFEWORKS SUPERVISORS!

As summer draws near, we wanted to share a few improvements that are coming your way related to the **LifeWorks job placement and summer process (see the 5 updates below)**. We are also excited to share **this year's Chief Moore Award winners with you!**

All newsletters will be housed in the **LifeWorks Supervisor Resource Center** for easy access and retrieval when you need them (no more looking for old emails!). **Click the button below to visit the virtual resource center and bookmark it on your browser for the next time you need it.**

[Visit the LifeWorks Supervisor Resource Center](#)



FIRST-YEAR JOB PLACEMENT METHOD

Many of you may remember when incoming students were assigned their job placements through a weeks-long process using paper or excel spreadsheets. Two years ago, our team began incorporating more technology into the LifeWorks job assignment process. We will once again be using a placement algorithm developed through a partnership between OIT and LifeWorks to place incoming students into their first jobs on campus. This algorithm uses information from Student Work Interest Forms, students' PathwayU assessments, and Supervisor Request Forms to recommend "good fit" jobs for incoming students. In partnership with many of you, we will use this information to evaluate the recommendations and make any adjustments needed.

The Supervisor Request Form is now live! Please submit your request form by 5 pm on Friday, May 20. If you have questions about this form or process, please contact Mike Burnes (mburnes@berry.edu).

[Submit Your Supervisor Request Form](#)



SUMMER POLICY UPDATE

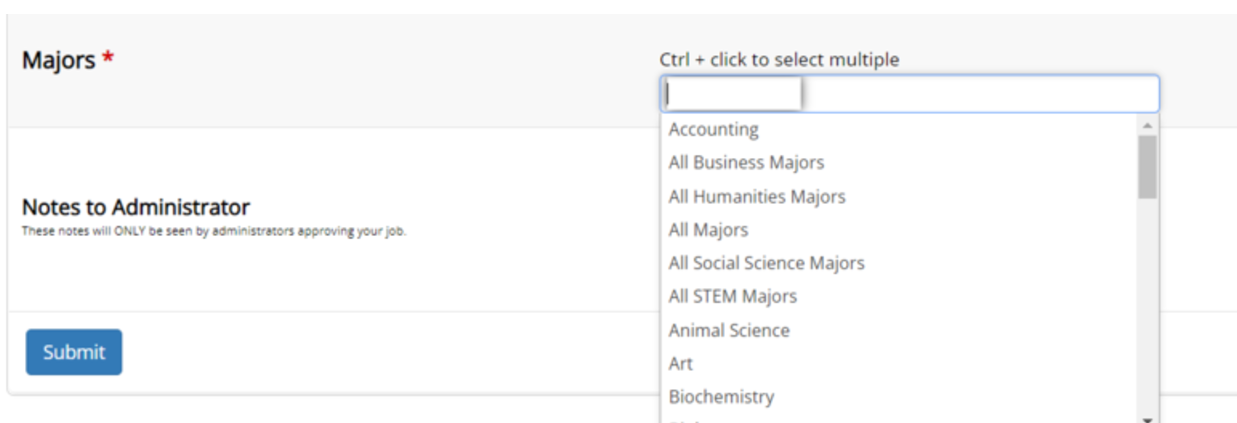
Don't forget that students who plan to stay over the summer break must submit a housing request form through Residence Life for each block they plan to work on campus. To be eligible to live on campus, students must be taking classes, working on campus, or working in a Community & Industry position. **To be eligible for free summer housing, students must be taking classes and/or working full-time during each session.**

There is no form that you need to complete as a supervisor, but be sure to hire your student(s). Every students' current hire will end on Saturday, May 7, unless you have spoken with Mike Burnes or the LifeWorks team about extending their position. Please remember that students who withdraw or graduate on May 7 **can no longer work as students** after that date. More information can be found in the **April 1 newsletter**.

As of today, overrides will not be necessary for students working more than the limit. Students can work up to 8 hours per day / 40 hours per week starting on Reading Day and extending through the summer months.

Haven't hired your student(s) yet? Click the link below to get started or email Mike Burnes to extend their position!

[Open JobX to Hire a Student](#)



ADD MAJORS TO JOBS

You've told us that you'd like to tag specific majors on your open jobs, and now you can! **When you create a new job, you'll have the ability to add any majors that would be a good fit for the position.** Students will be able to filter jobs by major!

[Open JobX to Create a Job](#)

Victor Viking

Job Title	Cost Center	Wage	Hours	Start Date	End Date	Supervisor
Advanced Office Supervisor	LifeWorks Operations Office	\$9.50	5.00	03/31/2022	05/07/2022	Michael Burnes

SEE THE HOURS A STUDENT WORKS

Some supervisors shared that they wish they could see how many hours a student works in other positions on campus. We've made that happen! **Now when you hire a student, you'll be able to see what their other LifeWorks jobs are and how many hours they are currently hired to work in those jobs.**

[Open JobX to Hire a Student](#)

2021-2022 CHIEF MOORE AWARD WINNERS

As you know, each year supervisors nominate outstanding student workers for the Chief Moore Award. From the nominations received, a selection committee chooses two winners who have made major contributions to their offices and are exceptional members of the Berry community. **We are excited to share this year's winners with you!** Please help us celebrate Leslie Gutierrez Castro and Garrett Kinsey!



LESLIE GUTIERREZ CASTRO (22c)

Leslie's supervisors note the expertise she provides in all aspects of her job. "It is clear how much she has mastered her role and has taken on every challenge," said Alice Shiflett, Leslie's supervisor in Student Life Services. Her leadership has proved invaluable to her LifeWorks teams. Leslie's supervisor in the Athletic Department, Ronda Hancock, said, "I have found that everyone who meets her responds positively to her personality and leadership qualities."

[READ MORE HERE](#)

GARRETT KINSEY (22c)

"He is prepared and ready to handle any task and will often offer to assist in areas outside of his job description," Casee Gilbert said. Above Kinsey's expertise and can-do attitude, however, Gilbert describes Garrett as an exceptional leader and Berry student.

[READ MORE HERE](#)

