



## HELLO LIFEWORKS SUPERVISORS!

We hope you're having a great summer so far! Our team is wrapping up the placement process and will soon communicate to new students where they will work this fall. In this newsletter, we'll share more information about some important upcoming dates related to the placement process. Be sure to mark these dates in your calendar!

- [Supervisor Summer Outreach Weeks: July 19 - August 2](#)
- [Viking Venture Orientation with Supervisors: Thursday, August 17 at 2:30 pm](#)



### SUPERVISOR SUMMER OUTREACH WEEKS

With first-year LifeWorks job assignments coming soon, we wanted to ask that you **save the date for Supervisor Outreach Weeks, July 19 - August 2!** Just like last year, these two weeks are an intentional time set aside for LifeWorks supervisors to reach out to their new student employees.

**Please plan on connecting with your new students** (and any returning students if you would like to do so) **during this timeframe using the list of students and contact information provided to you by our team via email during the second week of July.** Introduce yourself, share more details about what the student's LifeWorks job will entail, and provide information about their LifeWorks Orientation with you during Viking Venture.

**We've put together a Supervisor Summer Outreach Toolkit on Viking Web** (linked below) with ideas and resources including templates for emails, Zoom meetings, social media, and more! Check it out and see what might work for you.

**Need a consultation meeting to discuss your summer outreach strategy?** Email Alicia Gauker ([agauker@berry.edu](mailto:agauker@berry.edu)) about setting up a consultation meeting.

[Explore the Supervisor Summer Outreach Toolkit](#)



### VIKING VENTURE ORIENTATION WITH SUPERVISORS

We will again introduce students to their LifeWorks placements during Viking Venture. **They will be instructed to attend their LifeWorks Orientation with supervisors for an hour following our team's LifeWorks presentation in Krannert Ballroom.** This meeting is an opportunity to connect and begin (or continue) onboarding your new student employees.

Later this summer, we will ask that you let us know where you will meet with your new student employee(s) and if transportation is provided for them. **Supervisors are expected to share this information with their new student employees themselves prior to Viking Venture.** We will only provide information about locations for students who need a reminder.

Most supervisors tend to meet with students in their workspaces so students can learn where to report their first day of work, see the workspace, and meet fellow team members. This is also an excellent opportunity for supervisors to share expectations around work schedules, dress codes, and workplace policies. If you need to meet in an alternate meeting space, please reserve a meeting room/space through the EMS Campus Scheduling website or contact the Campus Scheduling Office at [campusscheduling@berry.edu](mailto:campusscheduling@berry.edu).

Let the LifeWorks team know if you have any questions or if we can assist with anything.

**Thursday, August 17  
2:30pm - 3:30pm  
Krannert Ballroom Dismissal**

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