

LIFEWORKS HIRING & PROMOTION REQUIREMENTS CHEAT SHEET

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Job Classification	Job Expectations	Hiring & Promotion Requirements (Students)	Hiring & Promotion Requirements (Supervisors)	Merit-based Payraise Requirements
ENTRY LEVEL PAY RATE \$9.25	<u>Work:</u> Task-oriented, routine, semi-skilled <u>Primary responsibilities may include:</u> Administrative tasks such as data entry, filing, and answering phones; event support including logistics, ticket-taking, and set-up; facility services such as grounds maintenance, carpentry, housekeeping, or dining assistance; and specialized roles like entry-level positions tailored to specific departments (e.g., Photographer). <u>Supervisor role:</u> 100% managing work	<u>New students:</u> <ul style="list-style-type: none">New students are placed into a good fit first job.Incoming students must complete a Work Interest Form (& PathwayU assessments)Complete I-9 <u>Current students:</u> <ul style="list-style-type: none">Apply for open Entry positions	<u>New students:</u> <ul style="list-style-type: none">Supervisors submit a first year student request form.LifeWorks assigns new students <u>Current students:</u> <ul style="list-style-type: none">Entry job interview to hire current students	
INTERMEDIATE LEVEL PAY RATE \$9.50-75	<u>Work:</u> Project-oriented, some variety, skilled <u>Primary responsibilities may include:</u> Any of the responsibilities in the Entry classification, but an increased level of responsibility; supervising or managing small to mid-level projects or events, providing individual training, instructional, and/or technical support. <u>Supervisor role:</u> 75/25 managing/ mentoring	<u>All students / jobs:</u> <ul style="list-style-type: none">Apply for Intermediate positions using a CPPD-approved resume* <u>Additional requirement (if being promoted):</u> <ul style="list-style-type: none">Berry Career Ready 360 evaluation*	<u>New hires:</u> <ul style="list-style-type: none">Intermediate job interview*** <u>Internal promotions:</u> <ul style="list-style-type: none">Intermediate job interview***Berry Career Ready 360 evaluation*	Starting on Jan 1, 2026, students in Intermediate and Advanced positions are eligible for a one-time .25 raise based on exemplary performance. Eligibility requirements:, <u>Students:</u> <ul style="list-style-type: none">Complete at least 1 semester of high performance in current roleBerry Career-ready 360 evaluation*
ADVANCED LEVEL PAY RATE \$10.25-50	<u>Work:</u> People & (major) project management, highly-skilled <u>Primary responsibilities may include:</u> Any of the responsibilities in the Entry and Intermediate classifications, but with an increased level of responsibility; project or data management, managing other student employees, providing training or advanced instructional support. <u>Supervisor role:</u> 50/50 managing/mentoring	<u>All students / jobs:</u> <ul style="list-style-type: none">Apply for Advanced positions using a CPPD-approved resume** <u>Additional requirement (if being promoted):</u> <ul style="list-style-type: none">Berry Career Ready 360 evaluation*	<u>New hires:</u> <ul style="list-style-type: none">Advanced job interview*** <u>Internal promotions:</u> <ul style="list-style-type: none">Advanced job interview***Berry Career Ready 360 evaluation*	<u>Supervisors must:</u> <ul style="list-style-type: none">Berry Career-ready 360 Evaluation*Ensure all payraises fit within existing budget allocations
PRE-PROFESSIONAL LEVEL PAY RATE \$11.50**	<u>Work:</u> Departmental management & leadership, very highly-skilled <u>Primary responsibilities may include:</u> Any of the responsibilities in the three other classifications (Entry, Intermediate and Advanced); skilled technical, research, marketing, project or data management; mentoring and supervising other student employees. These are highly specialized positions that require advanced training and previous work experience. <u>Supervisor role:</u> 25/75 managing/mentoring	<u>All students / jobs:</u> <ul style="list-style-type: none">Apply for Pre-Professional positions using a CPPD-approved resume** <u>Additional requirement (if being promoted):</u> <ul style="list-style-type: none">Berry Career Ready 360 evaluation*	<u>New hires:</u> <ul style="list-style-type: none">Pre-Professional job interview*** <u>Internal promotions:</u> <ul style="list-style-type: none">Pre-Professional job interview***Berry Career Ready 360 evaluation*	

* The Resume Toolkit and resume review / approval system are currently housed on The Berry Journey Portal (on your MyApps page). The Berry Career-Ready 360 Evaluation will be added to the Portal mid-fall.

**Once a student receives a CPPD-approved resume, they do not need to be re-approved to apply for higher positions. However, students are encouraged to regularly update their resumes to reflect additional work experiences.

*** Supervisors do not need to formally approve students' resumes, but they are encouraged to provide feedback that would help students to update and improve their professional documents.