



INFORMATION

SUPERVISOR UPDATES

YOU NEED TO KNOW



We extend our **heartfelt gratitude to all supervisors** for your unwavering support and dedication throughout this recalibration process. Your **collaboration has been invaluable** as we work together to recalibrate our LifeWorks experience.

This newsletter serves as a **comprehensive guide**, outlining the **next steps**, our **summer timeline**, and a **shared definition of meaningful work** to help reshape our student jobs. Our commitment to fostering enriching work experiences for our students remains steadfast. With your continued support, we can build a thriving, purposeful community where every student's work is meaningful and impactful.

We've also created a new page on our website ([link here](#)) that will be your one-stop location for supervisor recalibration. **Save it as a favorite** 😊

We know this is a lot of information, so we've included an infographic (see below) for a high-level overview, with more details provided for those who want a deeper dive.

Thank you for being an integral part of this journey!



1. NOW-JUNE 14, 2024

Revise your current job descriptions (see below) to align with our new classifications, focusing on providing valuable and meaningful work for our students. Complete the provided Excel template for all jobs and submit it to your VP approval.



2. JUNE 14, 2024

- V.P. (or designee) will start reviewing Excel files for reclassified jobs. Please Submit your Excel document with recalibrated jobs to your VP using our shared folder (see below).



3. JULY 1- JULY 19, 2024

- The new JobX portal will open.**

Please enter all approved jobs into the JobX system.



4. August 5, 2024

- ★ Hiring for returning students for fall jobs begins



** All Freshmen hires to begin during 1st week of school

Submitting Reclassified LifeWorks Job Information

To help us review, improve, and approve reclassified LifeWorks jobs in your departments, please follow these guidelines:

Submission Process

1. Excel Template: You have received an Excel template to capture key information about each of your reclassified job types. Complete this template for each job title. [\[CLICK LINK BELOW\]](#)

2. Upload: Submit your completed Excel templates into the folder designated for your VP. Please ensure you upload into the correct folder. VPs will begin reviewing submissions on June 14th. Click the link below to go to our shared folder, which will house all Excel templates. [\[CLICK LINK BELOW\]](#).

SUPERVISOR RECALIBRATION

EXCEL TEMPLATE

SUBMIT EXCEL FILE TO VP

HERE

Job Review Criteria:

When filling out the template, ensure that each job meets the following criteria:

- **Job Classification:** Refer to the LifeWorks Job Classification [cheat sheet](#) for details.
- **Job Category:** Confirm that the job function is categorized correctly.
- **Job Title:** Ensure it aligns with the new classification system titles (e.g., entry-level = assistant, pre-professional = director).
- **Job Description:** Accurately reflect responsibilities as outlined in the classification.
- **Job Requirements:** Align requirements with the needs of the position.
- **Anticipated Number of Fall Hires / Hours per Week:** Ensure these numbers are reasonable and fiscally responsible.
- **Meaningful Work:** Confirm the job aligns with meaningful work criteria as defined below (clear responsibilities/goals, intentional development, consistent engagement).

Vice President Review/ Approval:

VP Review and Approval

Your Vice President (or their designee) will be reviewing and approving your reclassified jobs.

Here's how the process will work:

Review by VPs: Each job title included in your submitted Excel file will be reviewed and marked with:

- **Green Highlight:** Approved.
- **Yellow Highlight:** Conditionally approved.
- **Red Highlight:** Not approved.

Comments: VPs will provide additional comments or suggestions directly in the spreadsheet.

Next Steps After Review:

- **Approved Jobs (Green Highlight):** Fully approved and ready to be entered into the JobX system.
- **Conditionally Approved Jobs (Yellow Highlight):** Make the requested edits in the highlighted fields based on the comments. Once edits are complete, you may enter these jobs into the JobX system.
- **Not Approved Jobs (Red Highlight):** Review and revise the highlighted fields according to the comments. Resubmit to your VP/Dept leader for further review.

Note: Do not enter any jobs into the JobX system until they have been fully approved or conditionally approved (i.e., no red highlights).

Summer Recalibration Timeline:

1. Revise current jobs and submit Excel template to align with new job classifications: **In Progress**
2. Submissions continue and VP's begin approval process (see above): **Starting June 14, 2024**
3. New JobX system opens. Approved reclassified jobs can be entered into JobX: **July 1, 2024**
4. Reclassified Job Entry Deadline: **July 19, 2024**

5. Returning students fall job hires start: **August 5, 2024**
****All Freshmen hires to begin during 1st week of school**

Definition of Meaningful Work:

At Berry College, meaningful work creates a sense of purpose and accomplishment, contributing to both personal fulfillment and the greater Berry community. Meaningful work is about feeling connected to something larger, feeling motivated, and inspired to do our best. It's about understanding the value we bring and finding opportunities where our efforts truly matter.

Meaningful LifeWorks jobs must provide student employees with positions that offer:

- **Clear Responsibilities & Goals:** Do student employees have defined tasks and responsibilities that contribute value to their department or the college, with specific goals and measurable outcomes?
- **Intentional Development:** Are there structured opportunities and support systems for students to enhance their professional skills, with clear expectations for their performance and growth?
- **Consistent Engagement:** Are student employees primarily involved in their job tasks (or professional development activities) during work hours, avoiding distractions like personal phone use, scrolling online, doing homework, or other unrelated activities?

Thank you for working with us to begin recalibrating our jobs in the LifeWorks system!

We understand that you may have continued questions or need further clarification as we move forward. Please do not hesitate to reach out. Feel free to email us at LifeWorks@berry.edu, and we will be happy to assist you.

Thank you for your cooperation and dedication to making our LifeWorks program a success!

CENTER FOR PERSONAL AND PROFESSIONAL DEVELOPMENT SUPERVISOR NEWSLETTER

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