



HELLO, LIFEWORKS SUPERVISORS!

We hope that you all enjoyed Mountain Day! We're excited to share some updates and reminders with all of you! In this newsletter, we'll cover:

- [LifeWorks Super 100 Initiative Launch Details](#)
- [Upcoming Supervisor Training Opportunities](#)
- [Reminder: LifeWorks Hours Limits](#)
- [LifeWorks Consultation Form](#)



LIFEWORKS SUPER 100 INITIATIVE IS LIVE!

Launch week is finally here! As you know, we are piloting a new and innovative evaluation tool for LifeWorks student employees. This new assessment tool is from a company called Skillsurvey. It offers students 360-degree feedback on 8 career readiness competencies that employers have identified as the most important skills they look for when hiring new employees. This new evaluation tool compares a student's own self-assessment with feedback from their supervisor in each of the 8 competencies. It provides them with a report and practical strategies to guide the next steps on their journey of personal and professional development.

This week, supervisors who have signed up to participate and the student employees they've identified **will receive emails from Berry College via Skillsurvey** with a link to complete the evaluations. Good news: each evaluation takes under 10 minutes to complete, and we've outlined the three-step process to successfully complete the LifeWorks Super 100 Initiative below!

Step 1: Sign up to participate by Friday!

- [Use this link](#) to tell us which student employees you'll be evaluating
- [Click here to watch a quick video](#) that will walk you through how this new LifeWorks evaluation tool works - feel free to share the link with your student employees!
- [Attend an upcoming "Giving Effective Performance Feedback" Lunch & Learn workshop](#) to learn more about this initiative and enhance your performance feedback skills

Step 2: Complete the evaluation by Friday, November 11

- Each supervisor and student employee participating in this initiative will receive an email with a link to the evaluation from "Berry College via Skillsurvey"

Step 3: Meet individually with your student employees

- Debrief the Career Readiness Report and offer developmental feedback
- Help them identify 2 goals for personal and professional development ([you can refer to the Career Readiness Competency guide here!](#))
- Ask them to complete the survey linked in the Career Readiness Report recommendations after your conversation and update their professional documents

[Visit the LifeWorks Super 100 webpage!](#)

UPCOMING TRAINING OPPORTUNITIES

LIFEWORKS LUNCH & LEARN

Location: Krannert 217 from 12-1pm



LIFEWORKS LUNCH & LEARN

- October 12 - Giving Effective Performance Feedback
- October 18 - Giving Effective Performance Feedback
- November 2 - Giving Effective Performance Feedback
- November 9 - Supporting Students the BRAVE Way
- December 14 - QPR Suicide Prevention Training

Bring your lunch and learn more about the topics listed below! We will have light refreshments available.

[Sign up to attend here!](#)

SAFE SPACE TRAINING

Thursday, October 13 at 11am and 6pm

Location: ICC

The Safe Space training is an innovative, dynamic, hands-on approach to creating safe space for all; focusing specifically on the Lesbian, Gay, Bisexual, Transgender, Questioning, Intersex and Asexual (LGBTQIA) community. From the classroom bully to the unintentional exclusion by use of certain language, LGBTQIA people frequently find themselves excluded and uncomfortable in a variety of settings.



This training aims to reduce the often unwelcoming and even hostile environments in which LGBTQIA people navigate in their daily lives. Workshop participants will explore their role and responsibility in creating a more welcoming environment at work, school, and in our communities. All attendees will leave the workshop with greater understanding and workable solutions for promoting Safe Spaces of Respect, Acceptance, and Support for all.

The training is available to all and counts toward the Good Neighbor Challenge. No RSVP necessary. First come, first serve in regards to seating.

[Learn more here!](#)

REMINDER: LIFEWORKS HOURS LIMITS

A quick reminder that Berry established hours limits to ensure students are not working too much and to ensure we remain within budget, the following 2-week pay period limits are effective beginning with the October 2 pay period for the remainder of the academic year:

- Freshmen can work up to 20 hours in a 2-week pay period, with the exception of Gate Scholars who can work up to 24 hours in a 2-week pay period.
- Upperclassmen can work up to 24 hours in a 2-week pay period, with the exception of Gate Scholars and LifeWorks Scholars who can work up to 32 hours in a 2-week pay period
- Community & Industry students can work up to 32 hours in a 2-week pay period.
- Graduate Assistants can work up to 40 hours in a 2-week pay period.
- During Winter Break, Spring Break, Finals Week, and in the summer, **only** undergraduate students can work up to 80 hours in a 2-week pay period.

These limits apply to the sum of all hours worked, not just to each position a student works. Supervisors (not students) can request a temporary exception for a one-time, critical weekend or holiday work (i.e. Fall Break) by e-mailing the LifeWorks Office (lifeworks@berry.edu). Please include the student's full name, student ID, the range of dates for the temporary exception, and how many hours the student will be expected to work.

For exceptions through an extended period of time or for multiple expectations of weekend work, **supervisors can request exceptions based on workplace needs (not student financial needs) from their respective vice presidents.**

If you have any questions about this policy, please contact the LifeWorks Office at lifeworks@berry.edu or extension 2244.

LIFEWORKS SUPERVISOR TRAINING & CONSULTATION FORM

Our office is here to help you optimize your LifeWorks team and support you as a supervisor. Click the button below to schedule a consultation with our team and/or request a workshop for your staff or student supervisor team.

[Request a consultation or workshop here!](#)

As always, you can find previous newsletters and training videos in the Supervisor Resource Center by clicking the video below. If you have questions, please reach out to the LifeWorks staff at lifeworks@berry.edu or call extension 2244.

[Visit the LifeWorks Supervisor Resource Center](#)

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