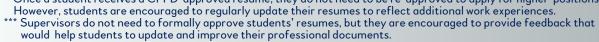
LIFEWORKS HIRING & PROMOTION REQUIREMENTS CHEAT SHEET

Job Classification	Job Expectations	Hiring & Promotion Requirements (Students)	Hiring & Promotion Requirements (Supervisors)
ENTRY LEVEL PAY RATE \$9.25	Work: Task-oriented, routine, semi-skilled Primary responsibilities may include: 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). Supervisor role: 100% managing student workers	New students: New students are placed into a "good-fit" first job. Incoming students must complete a Work Interest Form (& PathwayU assessments) Complete I-9 Current students: Apply for open Entry positions	New students: Supervisors submit a first year student request form. LifeWorks assigns new students Current students: Entry job interview***
PAYRATE \$9.50-75	Work: Project-oriented, some variety, skilled Primary responsibilities may include: 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. Supervisor role: 75% managing - 25% mentoring	All students / jobs: • Apply for Intermediate positions using a CPPD-approved resume* Additional requirement (if being promoted): • Berry Career Ready 360 evaluation*	New hires: • Intermediate job interview*** Internal promotions: • Intermediate job interview*** • Berry Career Ready 360 evaluation*
ADVANCED LEVEL PAYRATE \$10.25-50	Work: People & (major) project management, highly-skilled Primary responsibilities may include: 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. Supervisor role: 50% managing - 50% mentoring	All students / jobs: • Apply for Advanced positions using a CPPD-approved resume** Additional requirement (if being promoted): • Berry Career Ready 360 evaluation*	New hires: • Advanced job interview*** Internal promotions: • Advanced job interview*** • Berry Career Ready 360 evaluation*
PRE- PROFESSIONAL LEVEL PAY RATE \$11.50**	Work: Departmental management & leadership, very highly-skilled Primary responsibilities may include: 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. Supervisor role: 25% managing - 75% mentoring	All students / jobs: • Apply for Pre- Professional positions using a CPPD-approved resume** Additional requirement (if being promoted): • Berry Career Ready 360 evaluation*	New hires: • Pre-Professional job interview*** Internal promotions: • 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.





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PAY RATE \$9.25	Work: Task-oriented, routine, semi-skilled Primary responsibilities may include: 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). Supervisor role: 100% managing student workers	New students: New students are placed into a "goodfit" first job. Incoming students must complete a Work Interest Form (& PathwayU assessments) Complete I-9 Current students: Apply for open Entry positions	New students: • Supervisors submit a first year student request form. • LifeWorks assigns new students Current students: • Entry job interview***
PAYRATE \$9.50-75	Work: Project-oriented, some variety, skilled Primary responsibilities may include: 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. Supervisor role: 75% managing - 25% mentoring	All students / jobs: • Apply for Intermediate positions using a CPPD-approved resume* Additional requirement (if being promoted): • Berry Career Ready 360 evaluation*	New hires: Intermediate job interview*** Internal promotions: Intermediate job interview*** Berry Career Ready 360 evaluation*
ADVANCED LEVEL PAYRATE \$10.25-50	Work: People & (major) project management, highly-skilled Primary responsibilities may include: 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. Supervisor role: 50% managing - 50% mentoring	All students / jobs: • Apply for Advanced positions using a CPPD-approved resume** Additional requirement (if being promoted): • Berry Career Ready 360 evaluation*	New hires: • Advanced job interview*** Internal promotions: • Advanced job interview*** • Berry Career Ready 360 evaluation*
PRE-PROFESSIONAL LEVEL PAY RATE \$11.50**	Work: Departmental management & leadership, very highly-skilled Primary responsibilities may include: 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. Supervisor role: 25% managing - 75% mentoring	All students / jobs: • Apply for Pre- Professional positions using a CPPD-approved resume** Additional requirement (if being promoted): • Berry Career Ready 360 evaluation*	New hires: • Pre-Professional job interview*** Internal promotions: • Pre-Professional job interview*** • Berry Career Ready 360 evaluation*

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