





LIFEWORKS HIRING & PROMOTION REQUIREMENTS CHEAT SHEET

Job Classification	Job Expectations	Hiring & Promotion Requirements (Students)	Hiring & Promotion Requirements (Supervisors)
 ENTRY LEVEL PAY RATE \$9.25	<p><u>Work:</u> Task-oriented, routine, semi-skilled</p> <p><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).</p> <p><u>Supervisor role:</u> 100% managing student workers</p>	<p><u>New students:</u></p> <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 <p><u>Current students:</u></p> <ul style="list-style-type: none"> Apply for open Entry positions 	<p><u>New students:</u></p> <ul style="list-style-type: none"> Supervisors submit a first year student request form. LifeWorks assigns new students <p><u>Current students:</u></p> <ul style="list-style-type: none"> Entry job interview***
 INTERMEDIATE LEVEL PAY RATE \$9.50-75	<p><u>Work:</u> Project-oriented, some variety, skilled</p> <p><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.</p> <p><u>Supervisor role:</u> 75% managing - 25% mentoring</p>	<p><u>All students / jobs:</u></p> <ul style="list-style-type: none"> Apply for Intermediate positions using a CPPD-approved resume* <p><u>Additional requirement (if being promoted):</u></p> <ul style="list-style-type: none"> Berry Career Ready 360 evaluation* 	<p><u>New hires:</u></p> <ul style="list-style-type: none"> Intermediate job interview*** <p><u>Internal promotions:</u></p> <ul style="list-style-type: none"> Intermediate job interview*** Berry Career Ready 360 evaluation*
 ADVANCED LEVEL PAY RATE \$10.25-50	<p><u>Work:</u> People & (major) project management, highly-skilled</p> <p><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.</p> <p><u>Supervisor role:</u> 50% managing - 50% mentoring</p>	<p><u>All students / jobs:</u></p> <ul style="list-style-type: none"> Apply for Advanced positions using a CPPD-approved resume** <p><u>Additional requirement (if being promoted):</u></p> <ul style="list-style-type: none"> Berry Career Ready 360 evaluation* 	<p><u>New hires:</u></p> <ul style="list-style-type: none"> Advanced job interview*** <p><u>Internal promotions:</u></p> <ul style="list-style-type: none"> Advanced job interview*** Berry Career Ready 360 evaluation*
 PRE-PROFESSIONAL LEVEL PAY RATE \$11.50**	<p><u>Work:</u> Departmental management & leadership, very highly-skilled</p> <p><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.</p> <p><u>Supervisor role:</u> 25% managing - 75% mentoring</p>	<p><u>All students / jobs:</u></p> <ul style="list-style-type: none"> Apply for Pre-Professional positions using a CPPD-approved resume** <p><u>Additional requirement (if being promoted):</u></p> <ul style="list-style-type: none"> Berry Career Ready 360 evaluation* 	<p><u>New hires:</u></p> <ul style="list-style-type: none"> Pre-Professional job interview*** <p><u>Internal promotions:</u></p> <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.

LIFEWORKS HIRING & PROMOTION REQUIREMENTS CHEAT SHEET

Job Classification	Job Expectations	Hiring & Promotion Requirements (Students)	Hiring & Promotion Requirements (Supervisors)
E ENTRY LEVEL PAY RATE \$9.25	<p><u>Work:</u> Task-oriented, routine, semi-skilled</p> <p><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).</p> <p><u>Supervisor role:</u> 100% managing student workers</p>	<p><u>New students:</u></p> <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 <p><u>Current students:</u></p> <ul style="list-style-type: none"> Apply for open Entry positions 	<p><u>New students:</u></p> <ul style="list-style-type: none"> Supervisors submit a first year student request form. LifeWorks assigns new students <p><u>Current students:</u></p> <ul style="list-style-type: none"> Entry job interview***
I INTERMEDIATE LEVEL PAY RATE \$9.50-75	<p><u>Work:</u> Project-oriented, some variety, skilled</p> <p><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.</p> <p><u>Supervisor role:</u> 75% managing - 25% mentoring</p>	<p><u>All students / jobs:</u></p> <ul style="list-style-type: none"> Apply for Intermediate positions using a CPPD-approved resume* <p><u>Additional requirement (if being promoted):</u></p> <ul style="list-style-type: none"> Berry Career Ready 360 evaluation* 	<p><u>New hires:</u></p> <ul style="list-style-type: none"> Intermediate job interview*** <p><u>Internal promotions:</u></p> <ul style="list-style-type: none"> Intermediate job interview*** Berry Career Ready 360 evaluation*
A ADVANCED LEVEL PAY RATE \$10.25-50	<p><u>Work:</u> People & (major) project management, highly-skilled</p> <p><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.</p> <p><u>Supervisor role:</u> 50% managing - 50% mentoring</p>	<p><u>All students / jobs:</u></p> <ul style="list-style-type: none"> Apply for Advanced positions using a CPPD-approved resume** <p><u>Additional requirement (if being promoted):</u></p> <ul style="list-style-type: none"> Berry Career Ready 360 evaluation* 	<p><u>New hires:</u></p> <ul style="list-style-type: none"> Advanced job interview*** <p><u>Internal promotions:</u></p> <ul style="list-style-type: none"> Advanced job interview*** Berry Career Ready 360 evaluation*
P PRE-PROFESSIONAL LEVEL PAY RATE \$11.50**	<p><u>Work:</u> Departmental management & leadership, very highly-skilled</p> <p><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.</p> <p><u>Supervisor role:</u> 25% managing - 75% mentoring</p>	<p><u>All students / jobs:</u></p> <ul style="list-style-type: none"> Apply for Pre-Professional positions using a CPPD-approved resume** <p><u>Additional requirement (if being promoted):</u></p> <ul style="list-style-type: none"> Berry Career Ready 360 evaluation* 	<p><u>New hires:</u></p> <ul style="list-style-type: none"> Pre-Professional job interview*** <p><u>Internal promotions:</u></p> <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.