

**2009 Spring Mailing - Student Employment
Career Services Center
(Hiring Process for Summer & Fall 2009-2010 Academic Year Performance Review/Rehire)**

Spring Timeline of Events and Due Dates

1. April 10, 2009 – Summer Job Posting and Summer PAF Hiring Forms due in CSC (ML2131)
2. April 10, 2009 – **Review of Job Descriptions** due in CSC (ML 2131)
3. April 24, 2009 - Student Performance Review/Rehire Forms due in CSC (ML 2131)
4. April 24, 2009 – Fall Hiring & Fall Fair Intent Forms due in CSC (ML 2131)
5. April 24, 2009 – Spreadsheet Form due in CSC (ML 2131)
6. May 11, 2009 – Summer Employment begins - any student registered for Fall semester will be eligible to work (ends on -8/23/09)
7. May 18, 2009– All non-returning or end of contract student jobs for 2008-2009 academic year will be terminated.
8. August 24, 2009 – On-Campus Employment Fair Cintas (More information to be announced over summer)

FORMS

List of existing positions & students within department
PAF Summer Hiring Form
Summer Job Opening Form
Spreadsheet Form
Fall Hiring & Fair Attendance Form
Student Review/Rehire Forms
Exit Checklist Form
How to Calculate Student Employment Funding Needs

WHERE TO FIND IT

Mailed
Website and Group Page
Website and Group Page
Website and Group Page
Website and Group Page
Website and Group Page
Website and Group Page
Website and Group Page
Budget Office Website

WHAT TO DO

Submit by 4/10/09 (ML 2131)
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Submit by 4/10/09 (ML 2131)
Submit by 4/24/09 (ML 2131)
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Reference
Reference

WEBSITE: <http://www.xavier.edu/career> - This is also listed as the featured link on the OCE Employers Group Page

GROUP PAGE: Forms are available under FILES – SPRING MAILING FORMS. All on-campus supervisors are active members of this group. The group page can be accessed through the MyXU portal. If changing supervisory responsibilities please contact Judy Brown via email at brownj21@xavier.edu