PROGRAM REQUIREMENTS and ELIGIBILITY

What are the dates of the program?
Monday, June 10—Friday, August 23, 2019
Departments do need to honor the program dates, which allow departments and employees time to wrap up any work and projects.

Who is eligible to participate in the program?
All regular SEIU employees are eligible to participate in the program. Casual and Temporary employees are not eligible to participate at this time.

If I am a 12-month employee am I eligible for the program?
Yes, all regular SEIU employees are eligible; this includes 9-month, 10-month, and 12-month employees.

How do I apply for the program and when is the application deadline?
Applications will be distributed by your department. If you need an application, please contact your supervisor, union representative, or Human Resources. Applications are due by noon on Friday, November 16, 2018, to the HR Service Center, 4 New South.

What are the mandatory requirements to be considered for the program?
1. Attend the Mandatory Information Session on Tuesday, November 6, in Frist MPR B and C, from 9:00 to 10:00 a.m.
2. Complete an application, including supervisor signature, by Friday, November 16, and return it to the HR Service Center at 4 New South.
3. Attend the Mandatory Interview Day on Thursday, January 24, in Frist MPR A, B, and C. Select the time slot on the application that works best for you.

How many times can I participate in the same position?
There is no limit to the number of times a member can participate in the program. However, if a member has been in the same position* for three consecutive summers, and other members are applying for the position, the other members may be given preference to gain experience in that position. In those circumstances, the member who has been in the position for three consecutive summers is encouraged to apply for other positions in the Program. If a member has been in the same position for three consecutive summer and no other eligible member applies for the same position, then there will be no limitations on the member applying for the same position.

Can I take vacation during this program?
Participants are encouraged not to take extended vacation during the period of the Program. Participating departments depend upon the participants to meet operational needs and coverage during the term of the Program. Participants also diminish their experience and
opportunity to learn the skills of the position if they are not present for the full length of the Program. However, extended vacation that was scheduled and planned prior to the start of the Program should be discussed with the hosting manager during the interview process. This gives the host department the opportunity to decide if the vacation can be accommodated or whether the department needs to extend the offer to another candidate. Participants should also discuss the use of short-duration bundled time with the hiring manager. During the Program, all requests for time off must be submitted to the supervisor of the host department. Guidelines for the use of bundled time are contained in Article 25 of the collective bargaining agreement.

INTERVIEW DAY

When is the Interview Day?
Thursday, January 24, in Frist MPR A, B, and C. Select the time slot on the application that works best for you.

What should I bring on the Interview Day?
Bring a copy of your driver's license if applying for a position that requires it.

Is a resume required for the Interview Day?
A resume is not required; however, you are welcome to bring one if you would like.

What are the expectations for the Interview Day?
Plan to arrive 15 minutes prior to your scheduled interview time to check-in and be on time for your interview.

What is the appropriate attire for the Interview Day?
Your work uniform or professional work attire is acceptable.

When will I hear back about the program?
Applicants will be notified at the end of March.

HIRING PRACTICES

After going through the program, should I expect to get a job or promotion?
Successfully completing the program does not guarantee a promotion or transfer, but it does offer both personal and professional development for participants.

For more information, contact Ashanté Pickett at (609) 258-9476 or ashantep@princeton.edu or refer to the HR website at www.princeton.edu/hr/progserv/lr/seiusumtran.