

# 2016 SEIU SUMMER TRANSFER PROGRAM



*“I have participated in the program for three years and worked with Building Services. One year, I worked with the movers. I was able to gain knowledge on safety techniques, specifically proper lifting skills and how to drive a truck safely. I was able to take a class on PowerPoint to help with a project I was working on. I definitely loved this experience and would recommend it to a friend.”*

—Trini Castellanos, Residential  
Foodservice Worker

## KEY DATES

<b>Information Session:</b>	January 19
<b>Application Deadline:</b>	February 1
<b>Job Fair:</b>	February 8 and 10
<b>2016 Program Dates:</b>	June 13 through August 19

## SUMMER TRANSFER PROGRAM

The Service Employees International Union (SEIU) Summer Transfer Program began more than 25 years ago to offer annual developmental opportunities for eligible SEIU employees. The Summer Transfer Program and its participating organizations seek employees who are eager to learn and increase their skills. During the program, participants are expected to demonstrate initiative toward building new networks and new knowledge for increased opportunities at Princeton University and beyond.

For more information, contact Mary Beth Larkin at (609) 258-9462 or [mbl@princeton.edu](mailto:mbl@princeton.edu), or refer to the HR website at [www.princeton.edu/hr/progserv/lr/seiusumtran](http://www.princeton.edu/hr/progserv/lr/seiusumtran).

## ELIGIBILITY and QUALIFICATIONS

SEIU employees who work in regular positions are eligible for the program. Casual employees are *not* eligible to participate at this time. Employees must be able to **perform the essential functions** of the position(s) for which they apply. Prior experience is not required. **Disciplinary records** of applicants will be considered.

## HOW THE PROGRAM WORKS

To be considered for positions in the program, eligible employees must complete an application AND attend the Job Fair.

## INFORMATION SESSION

Interested employees can attend an information session to learn more about the Summer Transfer Program including requirements, available positions, and important dates, and to answer any outstanding questions. Sessions will be held on Tuesday, **January 19**, 9:00 to 9:30 a.m. and 3:00 to 3:30 p.m., HR Training Room, 7 New South.

## APPLICATION

**Complete an application and return it to Human Resources Reception, 2 New South, by Monday, February 1.**

Supervisors are encouraged to approve employee applications where participation does not hinder summer business operations for the home department. The Office of Human Resources will contact supervisors to verify an employee's availability.

## JOB FAIR and INTERVIEWS

The SEIU Job Fair will be held on Monday, **February 8**, and Wednesday, **February 10**, from 9:00 a.m. to 2:00 p.m., Multipurpose Room B, Frist Campus Center. **Applicants must attend the Job Fair on either date to be considered for a position.**

Applicants will interview at the Job Fair with each department they have an interest in by signing up for a timeframe on the application:

**9:00–10:30 a.m.    10:30 a.m.–12:00 p.m.    12:30–2:00 p.m.**

## ADDITIONAL INFORMATION

### OPPORTUNITY FOR DEVELOPMENT

The Summer Transfer Program can help employees increase their knowledge, skills, and opportunities for advancement at Princeton University. Successfully completing the program does not guarantee a promotion, but it does offer both personal and professional development for participants. HR's Learning and Development team are available by appointment to advise University employees on enhancing behaviors and skills needed to accomplish meaningful goals at Princeton University and beyond.

### OPPORTUNITY FOR WORK CONTINUATION

In addition to development opportunities, there may be additional opportunities to supplement income while helping out participating departments that need extra help during the summer months. Please attend the Job Fair if you are interested. There will be a separate sign-up sheet for those interested.

### PERFORMANCE STANDARDS

Participants of the Summer Transfer Program are expected to meet performance standards set by the Office of Human Resources and the host department, including (but not limited to) time and attendance. The host department supervisor can issue an oral warning should performance issues occur. Behavior that does not improve may result in the participant being removed from the program. The host department will monitor employee performance and provide the Office of Human Resources with feedback. This feedback has an impact on future participation.

### VACATION AND ATTENDANCE

Participants should not take an extended summer vacation during the Summer Transfer Program. Applicants for the Summer Transfer Program should discuss the use of personal and vacation time with the hiring managers at the Job Fair. The host department will monitor employee performance and attendance. For 12-month employees, time off will be charged to their regular attendance record. For employees with less than 12-month work schedules, time off will be charged to leave without pay.



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