

2015

SEIU SUMMER TRANSFER PROGRAM

Application Deadline: January 15, 2015
Job Fairs (attend one): January 20 and 22, 2015
2015 Program Dates: June 15—August 21, 2015

NEW! APPLY ONLINE

www.princeton.edu/hr/progserv/lr/seiusumtran/

For assistance applying online, attend a Sign-up Day on January 6, or January 8, 2015, on the 7th Floor of New South.



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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. Participants are expected to demonstrate initiative toward building new networks and new knowledge for increased opportunities at Princeton University and beyond.

HOW THE PROGRAM WORKS

Eligible employees must complete the program application online at www.princeton.edu/hr/progserv/lr/seiusumtran or through a paper application. Applicants must also attend a Job Fair. Participating departments will be at the Job Fairs. **Only applicants who apply and attend a Job Fair are considered for Summer Transfer positions.** Successfully completing the Summer Transfer Program does not guarantee promotion. Rather, it helps an employee demonstrate potential for personal and professional development at Princeton University.

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. 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 the employee's availability.

Also, to qualify for a Summer Transfer position, employees must be able to perform the essential functions of the position(s) for which they apply. Prior experience is not required. The disciplinary records of those selected to participate will also be considered.

HOW TO APPLY

Complete a paper application or sign up online at www.princeton.edu/hr/progserv/lr/seiusumtran. For help with applying online, attend a Sign-up Day on January 6 or January 8 on the 7th Floor of New South from 7:00 a.m. to 3:00 p.m.

APPLICATION DEADLINE

The deadline for both online and paper applications is **Thursday, January 15, 2015.**

JOB FAIRS

This year, Job Fairs will be held on Tuesday, January 20, and Thursday January 22, 2015, from 10:00 a.m. to 2:00 p.m., in the Frist Campus Center, Multipurpose Room B. Applicants must attend a Job Fair date to be considered for a position.

At the Job Fair, applicants will interview with each department they wish to work for. Members of HR's Learning and Development team will be available during the Job Fair for consultation and support on a first come, first serve basis.

For additional career support, HR's Learning and Development team is available by appointment at (609) 258-3300.

KEY DATES

- ✓ **In-person Sign-up Day:** **January 6, and January 8, 2015**
- ✓ **Application Deadline:** **January 15, 2015**
- ✓ **Job Fairs:** **January 20, and January 22, 2015**
- ✓ **2015 Program Dates:** **June 15 –August 21, 2015**

Contact: Mary Beth Larkin (609) 258-9462 or mbl@princeton.edu.

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 a 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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