The Service Employees International Union (SEIU) Summer Transfer Program (STP) began more than 25 years ago to offer annual developmental opportunities for eligible SEIU employees. The SEIU STP 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 and beyond.

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.

Opportunity for Development
» The SEIU STP can help employees increase their knowledge, skills, and developmental 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.
» The Learning and Development Team is available by appointment to advise employees on enhancing behaviors and skills needed to accomplish meaningful goals at Princeton 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. Attend the Mandatory Information Session and Interview Day if you are interested. There will be a separate sign-up sheet for those interested.

Performance Standards
» Participants of the SEIU STP are expected to meet performance standards set by 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 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 SEIU STP.
» Applicants for the SEIU STP should discuss the use of personal and vacation time with the hiring managers at the Interview Day. Employee’s time off will be charged to their regular attendance record. The host department will monitor employee performance and attendance.
How the Program Works
To be considered for positions in the program, eligible employees must attend the Mandatory Information Session, complete an Application, AND attend the Mandatory Interview Day.

Mandatory Information Session
Tuesday, November 6
9:00—10:00 a.m. *only*
Frist Campus Center, MPR B and C

Interested employees must attend a mandatory information session to learn more about the SEIU STP including requirements, available positions, and important dates, and to answer any outstanding questions.

Application Deadline
Friday, November 16, *by noon*
HR Service Center, 4 New South

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.

Mandatory Interview Day
Thursday, January 24
9:00 a.m.—2:00 p.m.
Frist Campus Center, MPR A, B, and C

Applicants must attend the Interview Day to be considered for a position. Applicants will interview with each department they have an interest in by signing up for a time frame on the application. If selected, you will be contacted by a committee member with your interview time.

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/ll/seiusumtran](http://www.princeton.edu/hr/progserv/ll/seiusumtran).

*Princeton University is an Equal Opportunity/Affirmative Action Employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability status, protected veteran status, or any other characteristic protected by law. EEO IS THE LAW.*