

College of Journalism and Mass Communications

Student Worker Policy & Procedures

Purpose

The College of Journalism and Mass Communications believes that every person and every interaction matter. We are committed to providing fair and equitable student employment opportunities that benefit college operations while providing students with the opportunity to gain skills and experience that will benefit them in their future careers.

We are guided by our strategic plan including our aim to establish a culture of life-long learning and professional development (Aim 7) through the creation of robust and comprehensive professional development programs for all employees including onboarding, career development and clear career ladders and paths to promotion (strategy 6).

We are committed to:

- Utilizing our student worker resources effectively and efficiently to achieve the greatest benefit for all
- Providing clear expectations for all student workers
- Providing compensation levels that are competitive and appropriate to the work performed
- Recruitment and hiring practices that are open, fair and equitable and that encourage a diverse pool of applicants
- Providing regular and consistent feedback that will help student workers grow and develop as emerging professionals
- Recognizing and rewarding good work with wage increases
- Providing student workers with professional development opportunities

Funding

College Funding Allocations

Request for allocations from the college's student worker budget to support student workers must be submitted by the first Friday in May for the upcoming year – Fall, Spring and Summer. Request should be submitted using the Annual Student Worker budget template. Requests must be for approved student worker positions that benefit college-wide programs. The initially approved student worker positions are:

- Ambassador
- Dean's Office Associate
- Checkout Room Attendant
- Communication Design Lab Assistant
- KRNU Sports Staff
- Experience Lab Student Lead
- Research Assistant

All requests for student worker funding will be aggregated and reviewed by the college's executive committee. The executive committee will determine final student worker funding allocations for the upcoming year and notify supervisors by July 1.

Requests to add additional positions to the approved student worker list for college funding can be submitted by sending a position description and justification to the Director of Operations. The Director of Operations will classify the position, analyze the budget implications and forward to the executive committee. The request will be reviewed and approved by the college's executive committee.

Other Funding

Faculty and staff who secure other funding to support student worker hires, must submit their project budget to the CoJMC director of operations. Other funding would include external, university and college grants, professorships and/or project donations. The budget should be uploaded to the Annual Student Worker Request form. Supervisors can utilize one of the established worker position descriptions or create their own.

It is expected that supervisors will budget for annual increases on student worker positions if the position lasts longer than one year.

Position Descriptions

A job description is required for all student worker positions and must include a summary of the positions, a listing of the duties and responsibilities of the position and qualifications for hire. The college maintains standard student worker descriptions for the positions above. These descriptions should serve as the basis for student worker positions but can be amended to meet the needs of a particular program or situation. Additionally, supervisors who secure external funding can submit alternative job descriptions for needed positions. Alternative job descriptions should be submitted, along with the budget, to the Director of Operations.

Classification

Student worker positions will be classified as Level 1, Level 2 or Level 3 based upon an evaluation of the required knowledge, skills, abilities, the level of problem solving and decision making required, the interactions of the positions, supervision both given and received and the impact of the position on college operations. Classification will be determined using a standard rubric developed by the Student Worker Task Force for use in all student worker positions. Final classifications are determined by the Director of Operations. Starting salaries will be determined based upon position classification. Current starting salaries are:

Level	Starting Salary
Level 1	\$10 per hour
Level 2	\$11.25 per hour
Level 3	\$12.50 per hour

Starting salary levels can be amended by the college's executive committee to keep pace with market demand and campus trends.

Recruitment and Hiring

Advertisements

To ensure equal access to opportunities, all student worker positions, regardless of funding, must be advertised across the college through the Jobs & Internships Newsletter and Handshake for a minimum of 5 business days. Advertisements must include:

- Job summary
- Duties/Responsibilities

- Qualifications
- Application Instructions
- Application Deadline
- Starting Pay Rate

Applications

All student workers must apply for student worker positions using the established application process. Students who fail to complete an application may not be considered for student worker positions.

Application Reviews

All applications received by the advertised deadline must be reviewed for qualifications. It is encouraged that supervisors engage their faculty and staff colleagues in application reviews.

Interviews

Interviews for student worker positions are encouraged but not required. Should interviews be conducted, they should be conducted consistently across selected applicants to ensure an equal opportunity is provided to each candidate.

Communication

All applicants, selected and not, should be notified of the outcome of a student worker search in a timely fashion. The supervisor is responsible to ensure proper notifications occur.

Appointments

To initiate a student worker appointment, supervisors should send the applications, resumes and cover letters of selected students to the Big Red Business Center for processing. The business center will communicate with the student to complete all required paperwork and will process the student worker appointment. The timeline for this process can vary depending on the candidate's status as an employee anywhere on the UNL campus. Student workers cannot begin work until their employment is entered into the university payroll system and the employee appears for the supervisor under the MyStaff tab in Firefly.

No student worker appointment will be processed unless the supervisor has a student worker budget approved by the Director of Operations. It is the responsibility of the supervisor to monitor their student worker appointments to ensure they do not exceed their approved budget.

Although student worker budget requests occur annually, student workers are appointed for only one term at a time unless the position is temporary and for a fixed period. Request for appointment extensions must be submitted as part of the review process. Extensions will not be processed without a submitted review. A new application is not required to extend a current student worker.

Reviews

All student workers will be reviewed at the end of each semester of employment. Students employed in temporary positions for a defined timeframe should be reviewed at the end of their term. The standard college review form and process should be utilized.

Review Process:

1. Student completes the review form independently
2. Student and supervisor meet to discuss performance and opportunities for development
3. Supervisor completes the review form and recommendations for development on review form

4. Supervisor and student sign review form to acknowledge receipt
5. Copies of review form are sent to student, supervisor, and the CoJMC Dean's Office

Review Deadlines

- Fall Semester: Dec. 1
- Spring Semester: May 1
- Summer: July 1

The review will include a request to extend the students' appointment in the student worker role, if needed.

If the student has successfully gained an additional year of service to the college, the current review and previous reviews during the year will be used to determine the student's raise.

Raises

Student workers can earn an experience increase and a merit increase after each year of service in their student worker position. Experience increases of \$.25 are given for adequate performance for the previous year. To earn an experience increase, student workers must achieve an overall assessment of at least meets expectations on all reviews during the past year. An additional merit increase of \$.25 can be earned for exceptional performance for the previous year. To receive the additional merit, increase the student must earn an overall assessment of exceeds expectations in **all** reviews during the past year. The maximum annual increase a student may earn is \$.50. Students who fail to demonstrate adequate performance and achieve an overall assessment of needs improve on **any** review during the year will not receive an increase and may be subject to corrective action, up to and including termination. Raise recommendations are due at the same time as the student's term review and will take effect on the following dates:

- For students who start in Fall: Recommendation Due: July 1, Increase Starts: Aug. 1
- For students who start in Spring: Recommendation Due: Dec. 1, Increase Starts: Jan. 1
- For students who start in Summer: Recommendation Due: May 1, Increase Starts: June 1

Professional Development

HuskerWork (If fall 2021 pilot is successful)

The college is committed to providing student workers with Professional development opportunities. All supervisors who receive college student worker funding must participate in the campus HuskerWork program for all students in their first or second year of employment. Students in their third year of employment need not participate. Supervisors with external funding are encouraged, but not required to participate.

It is expected that supervisors will communicate the value of the HuskerWork Program to students, provide them with time during working hours to complete modules and participate in reflective discussion with students about their learning.

It is expected that completion of the monthly modules will be required for all student workers in their first or second year as a condition of adequate performance in their role. Student workers are expected to complete the modules in a timely fashion, reflect on their learning and engage in discussion with their colleagues and supervisor about the program.

Annual Student Worker Budget Request

Name *

First Name

Last Name

Email *

example@example.com

Position *

Download and complete the budget request template. You will upload the completed template below.

If you have secured external funding, please upload your approved proposal budget.

Budget Upload

Browse Files
Drag and drop files here

Please provide a detailed justification for your budget request. *

Type here...

Submit

Your Name: _____
 Total Request: _____

****Enter Data in grey cells only!**

#N/A

Position _____
 Starting Rate _____

#N/A

Fall Semester					
Notes	Number of Students	Rates	Weeks	Average Hours Per Week	Total Request
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
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		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
Total					#N/A

Spring Semester					
Notes	Number of Students	Rates	Weeks	Average Hours Per Week	Total Request
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
Total					#N/A

Summer					
Notes	Number of Students	Rates	Weeks	Average Hours Per Week	Total Request
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
		#N/A	16		#N/A
Total					#N/A

Checkout Room Attendant

[Link to Description](#)

Please review the job description and determine which level is most appropriate to the described position in each column. Indicate your selection by highlighting the cell. You should only highlight one cell per column.

	Knowledge, Skills & Abilities	Problem Solving & Decision Making	Contact	Supervision Received	Supervision Exercised	Impact
Level 1	Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools.	Decisions/problem resolutions are repetitive and simple. Typically standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline.	Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy.	Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules.	May provide incidental guidance to others.	Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area.
Level 2	Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools.	Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. OR Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities.	Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations.	Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. OR General direction by supervisor through check on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program.	Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. OR Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager.	Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.
Level 3	Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. OR Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools.	Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities.	Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy.	Responsible for conducting specialized assignments or developing programs under only general direction and guidance.	Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project.	Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. OR Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct.

Ambassador

[Link to Description](#)

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Student Worker Classification Rubric

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Research Assitant

[Link to Descipriton](#)

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Lab Assistant

[Link to Description](#)

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Level 3	Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. OR Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools.	Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities.	Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy.	Responsible for conducting specialized assignments or developing programs under only general direction and guidance.	Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project.	Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. OR Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct.

Experience Lab Intern

[Link to Description](#)

Please review the job description and determine which level is most appropriate to the described position in each column. Indicate your selection by highlighting the cell. You should only highlight one cell per column.

	Knowledge, Skills & Abilities	Problem Solving & Decision Making	Contact	Supervision Received	Supervision Exercised	Impact
Level 1	Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools.	Decisions/problem resolutions are repetitive and simple. Typically standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline.	Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesies.	Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules.	May provide incidental guidance to others.	Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area.
Level 2	Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools.	Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. OR Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities.	Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesies, tact, discretion and some persuasion to maintain cooperative associations.	Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. OR General direction by supervisor through check on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program.	Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. OR Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager.	Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.
Level 3	Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. OR Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools.	Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities.	Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy.	Responsible for conducting specialized assignments or developing programs under only general direction and guidance.	Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project.	Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exerts some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. OR Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct.

Dean's Office Associate

[Link to Description](#)

Please review the job description and determine which level is most appropriate to the described position in each column. Indicate your selection by highlighting the cell. You should only highlight one cell per column.

	Knowledge, Skills & Abilities	Problem Solving & Decision Making	Contact	Supervision Received	Supervision Exercised	Impact
Level 1	Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools.	Decisions/problem resolutions are repetitive and simple. Typically standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline.	Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesies.	Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules.	May provide incidental guidance to others.	Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area.
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Student Worker Application

Name *

First Name Last Name

Email *

example@example.com

Phone Number *

Please enter a valid phone number.

Major (check all that apply) *

- Advertising and Public Relations
- Broadcasting
- Journalism
- Sports Media and Communication

Year *

- Freshman
- Sophomore
- Junior
- Senior
- Graduate Student

Are you currently employed in another position on the University of Nebraska-Lincoln campus? *

Yes

No

Where on campus are you employed? *

How many hours a week do work at your other position(s)? *

How many credit hours are you currently taking? *

Please indicate when you are available to work during a normal week.

	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:30					
8:30-9					
9-9:30					
9:30-10					
10-10:30					
10:30-11					
11-11:30					
11:30-12					
12-12:30					
12:30-1					
1-1:30					
1:30-2					
2-2:30					
2:30-3					
3-3:30					
3:30-4					
4-4:30					
4:30-5					

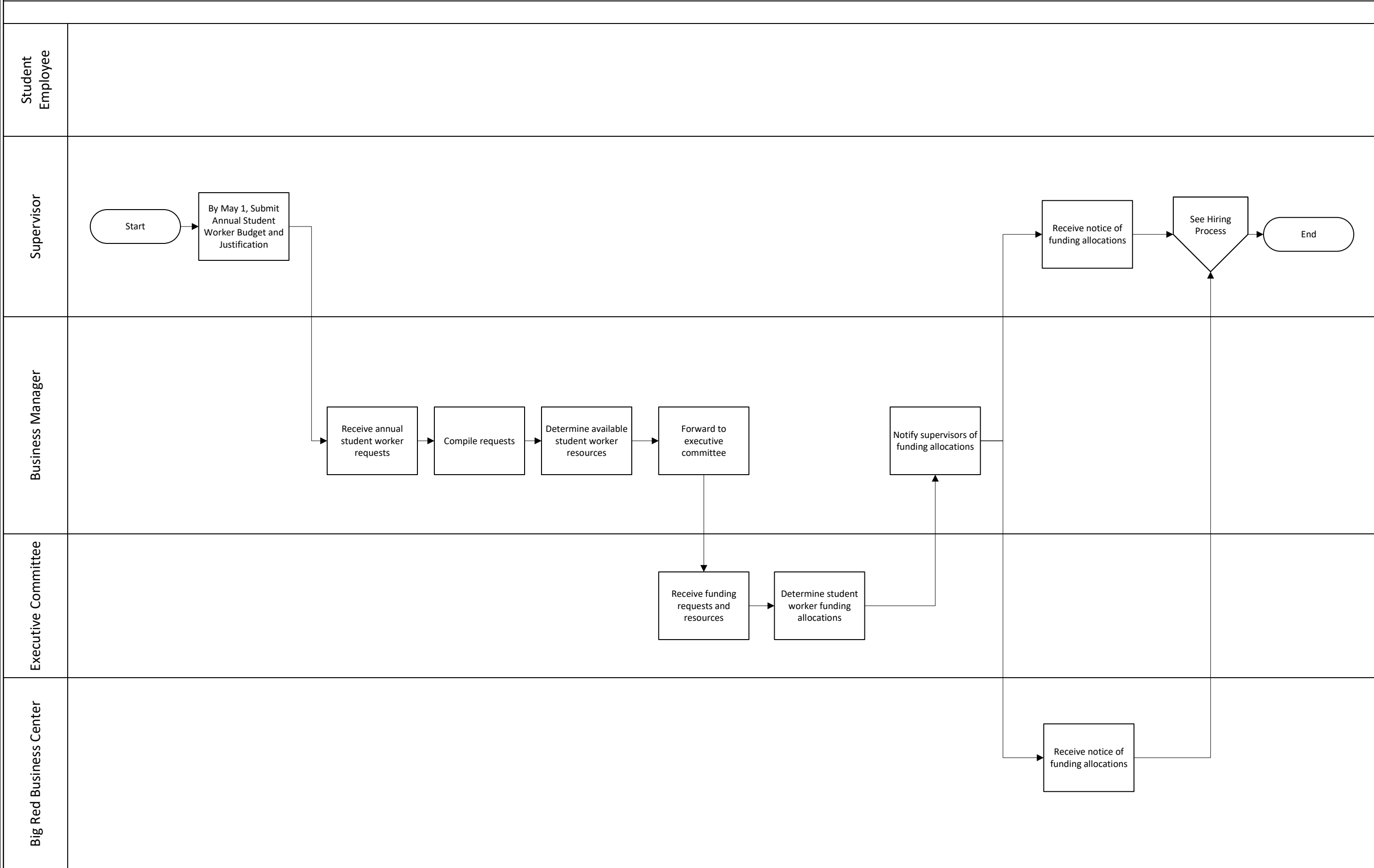
Do you qualify for Federal Work Study? *

Yes

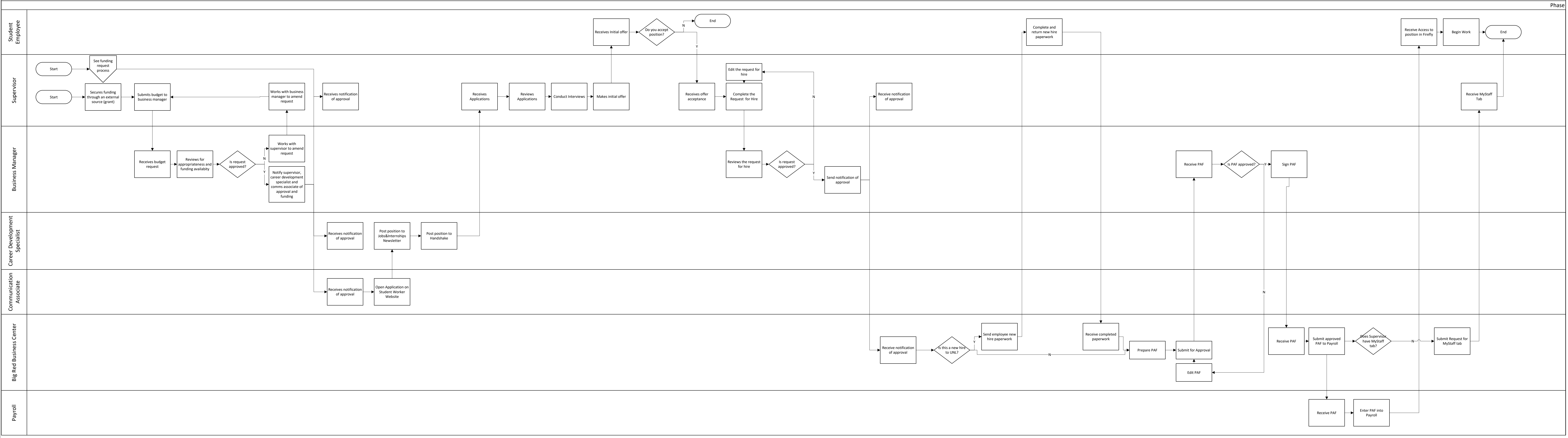
No

List any certificates, licenses, special skills, qualifications, training, and language skills you have acquired along with specialized equipment you can operate:

Request for College Student Worker Funding

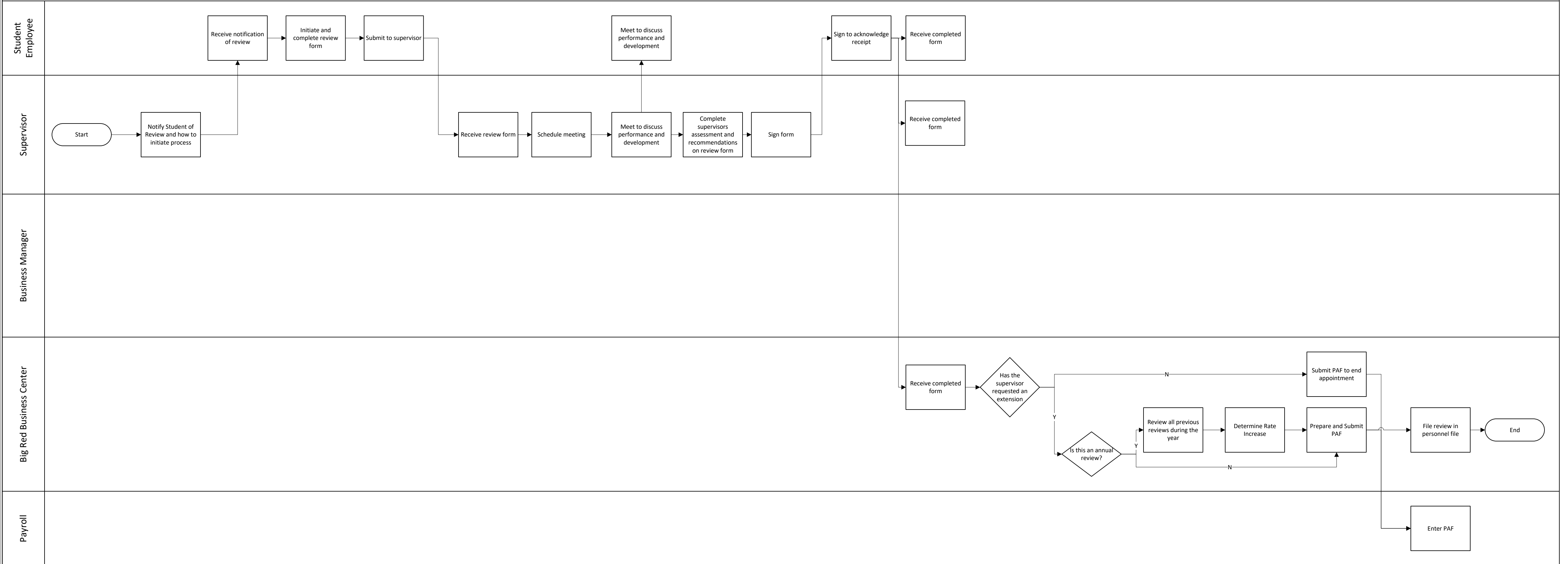


Student Worker Hiring Process



Student Worker Review, Raise and Extension Process

Phase



Student Worker Review
College of Journalism and Mass Communication

Employee Name:

Evaluation Date:

Supervisor Name:

Rating scale: 1-5

1 – Never or rarely demonstrates this characteristic

3 – Demonstrates this characteristic most of the time, but there is some room for improvement

5 – Always demonstrates this characteristics and demonstrates a level of skill and maturity that is above and beyond that of other student workers with similar experience.

Functional Area	Description	Employee Rating	Supervisor Rating
a) Knowledge	Understands job functions, tools, and processes associated with this position.		
b) Execution	The ability to “get things done”. Follows through on tasks/projects until completion and in a timely manner.		
c) Problem Solving	When posed with a problem the ability to develop timely solutions with alternatives.		
d) Process Improvements	Improves existing processes to either increase productivity, quality, or customer satisfaction.		
e) Safety	Practices safe work habits and encourages others to do the same. Identifies ways to improve the safety of the work environment.		
f) Productivity	Amount of quality work performed as compared with peers.		
g) Quality	Quality of work performed, or products produced.		
h) Initiative	The initiative to identify work to be performed and perform the work without being direct by others.		
i) Attendance & Punctuality	Arrives to work on time, works on days scheduled, and requests time off with sufficient advance notice.		
j) Organization	Organized workspace and in the approach to working.		
k) Adaptability	Easily adapts to changes in the workplace, requirements, schedule, and priorities.		

I) Communication	Responds to emails, phone calls and requests from supervisor and others in a timely fashion.		
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Employee's Self-Observation

What do you see as your accomplishments during the past term? (Please feel free to add more than three).

What have been your biggest challenges and areas for improvement? (Please feel free to add more than three).

Supervisor's Observation

What do you see as the employee's accomplishments during the past term? (Please feel free to add more than three).

What have been their biggest challenges and areas for improvement? (Please feel free to add more than three).

Supervisor's Recommendations for Development

Overall Supervisor Assessment

Needs Improvement

Meets Expectations

Exceeds Expectations

Signed:

Employee

Supervisor

Completed by Supervisor:

Do you wish to extend this employees employment with the college?

Yes No

Please select the term you want to extend to? You may only select the upcoming term in which the employee will work.
I.e. If summer is the next term, but the employee will not work in the summer, you may select fall.

Fall

Spring

Summer

Has this employee attained an additional year of service to the college with this review?

Yes No