PROGRAM REQUIREMENTS AND ELIGIBILITY

What are the dates of the program?
Monday, June 5 – Friday, August 11, 2023

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.

How do I apply for the program?
Applications will be distributed by your department. If you need an application, please contact your supervisor, union representative, or Human Resources.

When is the application deadline?
Applications are due by noon on Friday, November 4, 2022, to the Office of Human Resources at 100 Overlook Center, Suite 400; or by email to Leeann Coleman larushin@princeton.edu or Ashante Picket ashantep@princeton.edu.

What are the mandatory requirements to be considered for the program?
1. Attend the Mandatory Information Session on Tuesday, October 18, 2022, in Frist MPR A, from 9:00 a.m. – 10:00 a.m. or 1:30 p.m. – 2:30 p.m.
2. Submit an application, including supervisor signature, with job preferences by noon on Friday, November 4, 2022 to the Office of Human Resources at 100 Overlook Center, Suite 400; or by email to Leeann Coleman larushin@princeton.edu or Ashante Pickett ashantep@princeton.edu.
3. Attend the Mandatory Interview Day on Thursday, January 19, 2023, location TBD, during the time slot chosen on your application.

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 for purposes of equity. 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 summers 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 (five days or more) 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 if 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 Interview Day?
Thursday, January 19, 2023—location TBD. Select the time slot on the application that works best for you.

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

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

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

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

HIRING PRACTICES

Does participation in the Program guarantee me a future role?
Successfully completing the program does not guarantee a promotion or transfer, but it does offer both personal and professional development for participants.

Will a background check be conducted to participate in the Program?
Some positions may require additional confidential background checks. For example, candidates selected for positions that have a valid driver’s license as a qualification will be required to successfully complete a Motor Vehicle Records (MVR) check and drug test prior to starting the position. Required background checks will be listed in the job description.
The HR Onboarding Administrator will email your Princeton email address with additional information to initiate the background check. Your host supervisor will be notified when the confidential background check has been successfully completed.
Who do I contact if I have additional questions about the Program?

For more information, please call the SEIU STP Committee at x8-3300, visit hr.princeton.edu/myhr/seiu-summer-transfer-program, or email one of the following Committee members:

Leeann Coleman
larushin@princeton.edu

Ashante Pickett
ashantep@princeton.edu

Kamara Blackman
kblackma@princeton.edu