

Job Review Rubric:

Job Classification – See the [LifeWorks Job Classification cheat sheet](#) for more info on each job type.

Job Category - *Does the overall job function of the position appear to be categorized correctly?*

Job Title – *Does the job title reflect the sample job titles in the new classification system?*
(i.e., entry = assistant, pre-professional = director – see cheat sheet for more examples)

Job Description - *Does the job description accurately reflect the responsibilities outlined in the selected job classification?* (see cheat sheet)

Job Requirements - *Do the job requirements appear to be aligned with the needs for the position?*

Anticipated Number of Fall Hires / Anticipated hours per week - *does this number of student work positions and work hours seem reasonable and/or fiscally responsible for this role?*

Meaningful Work – *When reviewing the overall job description, as far as you can tell, does this job align with the meaningful work criteria?* (i.e., clear responsibilities / goals, intentional development, and consistent engagement)

Definition of Meaningful Work

At Berry College, meaningful work creates a sense of purpose and accomplishment, contributing to both personal fulfillment and the greater Berry community. Meaningful work is about feeling connected to something larger, feeling motivated, and inspired to do our best. It's about understanding the value we bring and finding opportunities where our efforts truly matter.

Meaningful LifeWorks jobs must provide students employees with positions that offer...

1. Clear Responsibilities & Goals:

Do student employees have defined tasks and responsibilities that contribute value to their department or the college, with specific goals and measurable outcomes?

2. Intentional Development:

Are there structured opportunities and support systems for students to enhance their professional skills, with clear expectations for their performance and growth?

3. Consistent Engagement:

Are student employees primarily involved in their job tasks (or professional development activities) during work hours, avoiding distractions like personal phone use, scrolling online, doing homework or other unrelated activities?

VP Review and Approval Process:

Your Vice President (or their designee) will be reviewing and approving your reclassified jobs.

Here's how the process will work:

Review by VPs: Each job title included in your submitted Excel file will be reviewed and marked with:

- **Green Highlight:** Approved.
- **Yellow Highlight:** Conditionally approved.
- **Red Highlight:** Not approved.

Comments: VPs will provide additional comments or suggestions directly in the spreadsheet.

Approved Jobs (Green Highlight): Fully approved and ready to be entered into the JobX system.

Conditionally Approved Jobs (Yellow Highlight): Make the requested edits in the highlighted fields based on the comments. Once edits are complete, you may enter these jobs into the JobX system.

Not Approved Jobs (Red Highlight): Review and revise the highlighted fields according to the comments. Resubmit to your VP/Dept leader for further review.

Note: Do not enter any jobs into the JobX system until they have been fully approved or conditionally approved (i.e., no red highlights).