



ATTENTION DIRECTORS AND DEPARTMENT CHAIRS!

Are you planning to hire students to work in your area through CNU's Student Employment or Federal Work Study programs this fall?

Beginning this semester, all positions must be posted in CNU Career Connect for a minimum of 48 hours before the new hire paperwork can be submitted and finalized. The process is easy but there is a required training. If you did not attend one of these trainings last year and wish to employ a student who did not previously work in your office or department, please plan to attend one of the following training sessions.

Recruiting and Hiring Student Employees and Federal Work Study Students Trainings*

Tuesday, August 7, 2:30 - 4:30p.m. DSU Washington Room or

Thursday, August 9, 2:30 - 4:30p.m. DSU Washington Room

Topics included in the training:

- Posting positions and receiving applications for on-campus employment or federal work study
- Information on the 48 hour minimum posting requirement for all student employment and federal work study positions
- Verifying employment eligibility using the I-9 form and the E-Verify process

For more information about student employment, please call the Center for Career Planning at 594-8887.

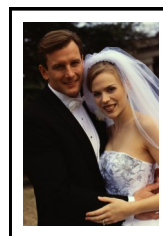
Thank you for your enthusiastic participation in this program!

(*No RSVP required)

Don't forget to submit your ideas and suggestions for upcoming trainings to be offered this fall! If you're interested in learning more about any subject, skill, topic or health issue, please contact HR at 594-7145 or email hr@cnu.edu.

Employee Fitness Opportunities

We regret to inform everyone that the free fitness class series will not be available to employees this fall. We do, however, want to encourage everyone to take advantage of CNU's state of the art, newly refurbished Trieshmann Health and Fitness Pavilion. Stop in and work out on their wide assortment of fitness equipment for free! Purchase a fitness pass and enjoy a number of fun and exciting exercise classes like Zumba, Yoga, Cycling, Body Sculpt, Cardio Punch and more! Passes cost \$35 per semester. Check out their [web site](#) to find out hours of operation and how to sign up for classes!



ADOBE PHOTOSHOP CLASSES

Introductory Session I

Tuesday, August 7, 11:00am - 12:00pm

Intermediate Session II

Thursday, August 9, 11:00am - 12:00pm

Both sessions will be held in Room H184 in the Fine Arts Dept. in the Ferguson Center. To reserve your seat, please call HR at 584-7145.