

FEDERAL WORK-STUDY

HOW TO HIRE A WORK-STUDY STUDENT



NEW STUDENT WORKERS

ON-CAMPUS AND OFF-CAMPUS

1. Complete the **Federal Work-Study Employer Inquiry Form** (employers new to FWS program)

2. If you are an **off-campus** employer, sign the **FWS Off-Campus Agreement**

3. Complete the **Job Listing Form**

4. Allow 2 business days to receive log-in information which will allow you to view and contact applicants

5. Contact the FWS office to check applicant eligibility. Provide Student name, email address and student ID or Linkblue ID

6. Conduct interviews once eligibility has been confirmed

7. Complete and return the **Hiring Form**

8. Once paperwork is received, an email will be sent confirming that work may begin

CURRENT STUDENT WORKERS

TRANSITIONING TO FEDERAL WORK STUDY

1. Complete the **Federal Work-Study Employer Inquiry Form** (employers new to FWS program)

2. Contact the FWS Office providing a list of students' full names and Student IDs and/or Linkblue ID

3. The FWS Office will confirm which students are FWS eligible.

4. Once eligibility is confirmed, complete the **Job Listing Form**

5. Complete and return **Hiring Form** to the FWS Office.

6. Once paperwork is received, an email will be sent confirming that work may begin