



Steps for Hiring a Student under Federal Work Study

1. Complete a **Job Vacancy Announcement Form** and **Job Description**. Submit completed forms to Ms. Upsher-Nixon, Office of Career Development. These forms are located on the Student Employment Program's website under "Supervisor Forms."
2. If you are new supervisor, review the Supervisor's Student Employment Program Orientation PowerPoint link and take the online Supervisor's Orientation and Quiz. Password is LULIONS (enter using all caps). You must pass with at least an 80%. You may take the quiz as many times as needed.

If you are a returning supervisor, please view Supervisor's Student Employment Program Orientation PowerPoint link for any updates or changes to the program.

3. Student must have:
 - a) Taken the online Student Employment Orientation quiz and passed with 100%.
 - b) Completed an application packet. This packet is located on Student Employment Program's website.
 - c) Brought completed application, online certificate, along with two (2) pieces of valid identification (U.S. passport **or** photo I.D and social security card or birth certificate) and a copy of their financial aid award letter indicating they qualify for FWS to Wright Hall 317.
4. Interview student for position. Review your departmental policies, procedures, available hours, job responsibilities, etc.
5. If you chose to hire student, provide the student with a completed **Request to Hire Student Employee form**. This form is located on Student Employment Program's home page under "Supervisor Forms."
6. Send student to Office of Career Development to complete their Student Employment Contractual Agreement.
7. Student will give Supervisors the "yellow" copy of their contract. This validates that he or she has completed all necessary steps to begin work.

Note: No student should begin work before he or she is issued a Student Employment Contractual Agreement. If student begins work prior to receiving a contract, hours will be forfeited and no payment will be issued to student.