

Federal Work Study (FWS) Procedures

- Submit a [request](#) to be awarded the ability to hire a FWS student. Requests will be accepted through 6/30.
- Once approved, the position will be posted to Charger Path so that students may apply.
 - If you possess Charger Path access you may review the submitted resumes. Otherwise, they will be provided to you via e-mail.
- Schedule interviews with the students to determine potential hires.
- Provide [Christopher Smith](#) the A# and names of the potential hires to determine eligibility.
- Make verbal offer to student(s) that are to be hired.
- Follow standard student hiring procedures:
 - Initiate background check.
 - Upon successful outcome of background check extend formal offer letter.
- Provide copies of completed on-campus application with drug-free statement, offer letter, and job description, and Co-op/Internship Statement of Agreement to HR and Career Services.
 - **Students cannot begin work without a satisfactory background check and completion of their I-9 and Payroll information.**
 - Career Services will provide the correct org and position number so that you may complete the ePAF for your student(s)
- Direct the student(s) to register with Career Services.
 - Register the correct OCS CRN in Banner.
 - Complete the Beginning of Term form in Charger Path within the first week of their start date.
 - Complete the End of Term form in Charger Path before finals.
- Reminders:
 - Work dates align with the semester. Students may not start prior to the first day of the semester. The last day for work study will not exceed the last day of finals.
 - FWS funding is awarded for the fall & spring semesters (~32 weeks). If students work through breaks, the amount of time they are able to work at the end of the academic year may be reduced.