

On-Campus Hiring Procedures Checklist for FWS Funded Positions

(For detailed instructions, reference the Standard On-Campus Hiring Procedures)

1. Position Number – use established FWS position numbers.
2. Complete [Employee Job Description](#) form.
3. Post position on Charger Path, if needed.
4. All vetting and eligibility inquiries should be sent to: chargerstudentemployment@uah.edu. Please include the name and A# of potential hires. Note: in order to be eligible for Federal Work Study, an enrolled student must have completed a FAFSA.
5. Determine how many other on-campus positions student holds (max allowed is 3, only ONE FWS position permitted)
6. Provide verbal offer to student contingent on satisfactory background check.
7. Request background check after verbal offer is accepted. If student currently holds any on-campus position then background check should not be required.
8. Provide [written offer letter](#) after confirmation of satisfactory Background check.
9. Have student complete and sign [job application with drug-free statement](#).
10. New Hire onboarding with Human Resources, both online and in person. New Hire forms available for download. Students MUST visit HR in person prior to first day of employment to provide proof of identity and work eligibility documentation.
11. Upload job description, application, and offer letter to the designated, shared Google Drive with Human Resources.
12. Submit ePAF* after student completes I-9 with Human Resources. **FWS ePAF should include Comment indicating which hiring department.*

FWS Reminders:

Students may hold a total of 3 student positions concurrently, but only one may be an FWS position. Students may work a maximum of 29 hrs/week for all positions concurrently.

FWS positions will be awarded to the first who submits the ePAF and associated required documentation.

Hiring departments should not negotiate with students or other departments to recruit FWS student employees. Once a student has been hired in a FWS position, they are no longer eligible as a FWS candidate, but may be hired into a departmentally funded position.