

Federal Work Study Hiring Procedures

1. Once you have selected a student for hire, have them complete the attached employment application.
 - Students must sign the application form which informs them that their employment is dependent upon the return of a satisfactory background check. The supervisor must retain a copy of the application in their records.
 - When a supervisor hires a student the supervisor may make a verbal offer to the student and explain that the offer is contingent upon satisfactory results of the background check.

When the background check is complete and the results are satisfactory, Ms. Roland will prepare the offer letter and present it to the student.

2. The supervisor will need to **email** Karen.Roland@uah.edu and request the student, by first and last name, ID number, and email address.

Your email request will be forwarded to Cindy Backus in the Human Resources Office who will receive the results of the background check in approximately 3 days.

- The applicant's information (first and last name and email) will be entered into Certified Background's website.
- Certified Background will issue an evite to the applicant. It is imperative that the student knows to expect an email from Certified Background and that the email could go to their spam account. The sooner the student responds to the evite, the sooner the background check is processed.
- Human Resources will respond back to the email informing Ms. Roland that the background check has been initiated.
- Typically, the background check will take from 24-72 hours to be completed.
- When the background check is completed, Ms. Roland will be notified.
If the background check returns are unsatisfactory, Human Resource will not discuss any details or findings but will notify the student of the results.

3. Once a satisfactory background check is completed Ms. Roland will notify the supervisor who will then direct the student to the Office of Student Financial Services (University Center, Room 212) to complete paperwork for payroll (please inform the student that they should bring social security card and valid driver's license) for documentation.
 - Remember that students CANNOT begin work until their background check is complete and satisfactory and all paperwork is complete (I-9, payroll info, ePAF).

A FWS confirmation email will be sent to the supervisor once all requirements are met. After, confirmation email is received; the new hire may begin working.