

HOW TO HIRE A FEDERAL WORK STUDY (FWS) STUDENT

Visit the [FWS website for supervisors](#)



Find more how-to guides on our website!

Orientation videos:

Part 1



Part 2



Complete yearly supervisor orientation online

- Required for all FWS supervisors
- Highly recommended for department managers/deans
- Your job posting will not be approved until we have confirmed that you have completed orientation
- Orientation split into two parts, Financial Aid focus and Career Center/job posting focus.



Sign the FWS orientation acknowledgment form

Create your account on Mountie CareerSource and post your FWS job positions



• **Pro tip!** Remind your hired student to visit the Financial Aid Office with their:

- Valid government issued picture ID (unexpired)
- Original social security card

Interview the candidates you are interested in



Complete the FWS hiring form

This online form informs the Financial Aid Office that you have hired a student. This will initiate the FWS student employment contract.

Sign the FWS contract

Students, supervisors and department managers will receive an email from Adobe Sign to electronically sign the FWS contract. A copy will be sent to all parties.

Contact us

FINANCIAL AID

Cindy Hsieh

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Wait for official email confirmation from the Financial Aid Office that your student is approved to start!



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