FWS HIRING PROCESS

1

POST JOB ON HANDSHAKE

app.joinhandshake.com/login (Make sure to choose "YES" when asked if this a work study job.)



5

FWS REVIEW AND START JOB REQUISITION PROCESS

Students will be notified via e-mail to complete the FWS Employment Application in Workday.



2

STUDENTS APPLY FOR JOB

Students who apply for jobs through Handshake are automatically screened for FWS eligibility during the process.



6

HR STARTS BACKGROUND CHECK AND THE HIRING PROCESS

Students will receive a Background Check invitation from HireRight.



3

INTERVIEW AND CHOOSE CANDIDATES

Hiring Department: Set up an interview with the applicants.



7

HR NOTIFIES FWS OF BACKGROUND CHECK RESULTS



4

SUBMIT NEED BASED EMPLOYMENT FORM

For hiring new Work Study students.



NOTE: If applicable, please check the box indicating if the position is an "Internship" or "Research Position".

8

FWS NOTIFIES SUPERVISOR AND STUDENT OF START DATE AND ONBOARDING TASKS

All NEW supervisors and students will receive a Canvas invitation to complete required FWS trainings. Students must complete the training on their first week of work.



The hiring process takes 2-5 weeks depending on the student's background screening. **DO NOT** let student start work or training until you receive an e-mail from the FWS department with the student's official start date.