

FEDERAL WORK STUDY :
HIRING PROCESS FOR MANAGERS
September 2004

Failure to comply with the following steps will result in a delay/denial in the award process and will affect your salary budget if student is employed before awarded.

The steps for the hiring of applicants into the newly created Federal Work Study positions are as follows:

1. The Human Resources Office will release information regarding the job openings. The HR department will advertise the position by posting job specifics on the SCNM Website, by student email notification and by posting on the main student bulletin board.
2. Interested students must :
 - a. Submit the completed Application for Employment form to the Financial Aid Office.
 - b. Complete an on-line Free Application for Federal Student Aid (FAFSA) for the appropriate award year.
3. The Financial Aid Office will determine if the student is eligible for federal work study:
 - a. If the student is not eligible, Financial Aid will notify the student by email.
 - b. If the student is eligible, Financial Aid will attach an evaluation form to the application and submit both documents to Human Resources.
4. Human Resources will provide information to the Hiring Manager.
5. The Hiring Manager will review applicant qualifications, interview those whose backgrounds meet the job's qualifications, select a candidate and notify Human Resources and Financial Aid by email with the following information:
 - a. Hiring Manager Name:
 - Department:
 - Student Hired:
 - Job Title:
 - Hours per week:
 - Wage per week:
 - Preferred date for employment to begin:
 - b. Human Resources will notify those applicants not selected.
6. The Financial Aid Office will send an email for the successful candidate to sign their Authorization and Award Notification. Once this Notification has been signed by the student, a start date will be emailed to the Hiring Manager.

7. A copy of the Authorization and Award Notification will be given to Payroll and the Controller in the Business Office, Human Resources and the Hiring manager, identifying the student as a Federal Work Study recipient.

8. The Hiring Manager will then complete and sign a Payroll/Add Notice form which can be obtained from Human Resources. The Hiring Manager should keep a copy for their records. This form is used by Human Resources and the Business Office to add the student to HR records and payroll. The Payroll/Add Notice form must be submitted to HR and Payroll before the start date.

9. The candidate will report to Human Resources on or before their first day of work for orientation. The candidate may also meet with the Controller in the Business Office as needed.