FWS Hire Form:
User Manual

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This manual is intended to highlight the main aspects to be considered when using the FWS hire form:

✔ FWS hire form usage constraints

✔ FWS hire business rules

✔ FWS hire form technical behavior

Constraints

• The FWS hire form was developed to be used through the ImageNow platform which is based on Java technology, therefore, the main constraint to use the form functionalities is that the computer from where the form is accessed must have the latest version of JAVA installed, available online at: https://java.com/en/download/.

• The form also must be accessed by using Mozilla Firefox or Internet Explorer from one of the five latest versions of these browsers.

Business Rules

Hire Process Rules

The FWS student hire process begins with the intention of a department to hire a student who has Federal Work Study Program (FWS) awards.

The FWS Program award is granted to selected students by the Financial Aid office which is in charge to frequently update the list of students who are going to be awarded by academic semester (Term).

There are four different FWS programs from where a student could receive awards at the discretion of the Financial Aid office:

• On Campus

• American Reads

- Off Campus Community Services
- Florida Work Experience

Functional Behavior

The FWS form is not going to be successfully completed if one of the following scenarios is present:

- The Job opening ID is not available
- Job opening is not posted
- Projected fill date not greater than system current date
- The Term selected already ended
- The student entered does not exist in the system or does not have FWS awards

The following fields are required to fill out the form:

- Job Opening ID
- Term
- Expected Start Date
- Panther ID
- FWS Program
- Business Unit
- Department
- Activity Nbr (75%)
- Activity Nbr (25%)
- Supervisor ID

Once the form is completed, the Hiring Department Agreement must be checked in order to submit the form.

Primary Information Contacts

For information related with FWS programs and students awards:

- Financial Aid Office: fwsoncam@fiu.edu

For information related with hiring process status:

- Recruitment Services: (305)-348-2500

For technical information:

- HRIS Department: hris@fiu.edu