



HIRING FWS STUDENTS:
FALL



Returning FWS Hire: (Returning FWS hire defined as a FWS that worked in this position for your department less than 1 year ago)

In order to hire students returning to work for the same position as the past semesters, they **must** meet the following criteria:

1. Be awarded Federal Work Study funds for the current academic semester and have accepted it.
2. You must complete and submit the Fall FWS Hire Form through approvals for them.
3. The Recruiter will approve and route the FWS Hire Form to Employee Records to reactivate (no new offer letter will be extended), so they can start once you receive the automatic form approval email.

Further instructions may be found in the following page.

New FWS Hire: (A New FWS hire is defined as a brand new FWS that DID NOT work for the University and/or your department within the last year)

In order to hire students new to the University or inactive for 1 year or more, they **must** meet the following criteria:

1. Be awarded Federal Work Study funds for the current academic semester and have accepted it.
2. Apply to your new FWS Job ID# opened for the current academic semester as a “Prospective employee”.
3. You must complete a FWS Hire Form through approvals for them.
4. The Recruiter will confirm the start date by receipt of the automated “ready to hire” or “hired” email to the hiring team. They must accept their offer online and follow all steps to submit their pre-boarding new hire sign-on, work authorization documents, and I-9 for E-Verify in a timely manner to start working.
5. Financial Aid sends important communications via a mass email regarding deadlines to hire or last day FWS students can work.

Further instructions may be found in the following page.

Before Submitting a FWS Hire Form

You will be required to input the **interview information** for all candidates interviewed for hire in your FWS position's applicant pool BEFORE submitting the FWS Hire Form.

You will need the new FWS Job Opening ID number. This is the 6-digit number (i.e. 511620) associated to your department's FWS position number (i.e. 092-8003). Example:

Select	Job Opening	Job ID	Status	Type	Category	Recruiting Location
<input type="checkbox"/>	Southeast Env Research Ctr - Student Associate/ 092-8003	511620	Open	Standard Requisition	<input type="checkbox"/>	Modesto A. Maidique Campus

Navigate based on access role:

- TAM Hiring Manager role (access to manage the recruiting efforts of Admin/Staff/Temps, etc.):
 - Interview icon

Resume	Interest	Mark Reviewed	Route	Interview	Reject	Print	Qualified	Last Updated	
	☆☆☆X						<input type="checkbox"/>	11/15/2018 5:43PM	Other Actions
	☆☆☆X						<input type="checkbox"/>	11/14/2018 12:05PM	Other Actions
	☆☆☆X						<input type="checkbox"/>	11/13/2018 6:13PM	Other Actions

Manage Job Opening Interview Schedule

Submit Save as Draft Return

Job Opening ID 510436 Job Opening Status 010 Open Submitted No Business Unit RSRCH (RESEARCH) Job Posting Title Student novice

Ashley Abraham Applicant ID 683488 Applicant Type External Applicant Preferred Contact Phone

Interview 1 - Date Not Entered

*Date 10/24/2018 *Start Time 9:00AM *End Time 9:30AM *Time Zone EST

Interview Type Interview Type Applicant Response None Initiator Stephanie Felame Notify Applicant Notify Interview Team

Interviewer ID	Interviewer Name	Date	Start Time	End Time	Response	Comments	Availability	Notify
0001107	Kathie Alexander	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>
4887449	Mary Carabeo	10/24/2018	9:00AM	9:30AM	None			<input type="checkbox"/>

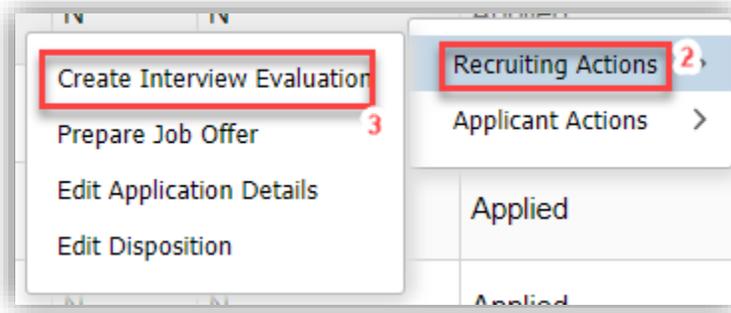
Add Interviewer

Venue Information

Venue Response Location

254 characters remaining

- TAM Recruitment Liaison role (access to post and hire student assistant pay plans):
 - Other Actions>Recruiting Actions>Create Interview Evaluation



A screenshot of the 'Interview Evaluation' form in a web application. The form is titled 'Interview Evaluation' and includes a navigation bar with 'Submit', 'Save as Draft', and 'Return' buttons. The applicant's name is 'Alexis Sanchez', ID is '782292', and status is '010 Active'. The job posting title is 'Temporary Desk Assistant', ID is '520923', and status is '010'. The form is divided into two main sections: 'Evaluation' and 'Interview Ratings'. The 'Evaluation' section includes fields for 'Interview Date' (06/15/2020), 'Interview Type', 'Overall Rating', and 'Recommendation', all of which are highlighted with red boxes. A 'Comments' field is also present. The 'Interview Ratings' section is a table with three rows, each for a different category: 'Communication Skills', 'Education/Training', and 'Work Experience'. Each row has an 'Interview Rating' dropdown menu and a 'Score' field (all set to 0), along with a 'Comment' text area.

Submitting a FWS Hire Form

1. Select the correct Academic year, Semester, and Job Opening ID for which you would like to hire your Work-Study student. Example:

Name: StephanieFelisme	Phone: 3053482661	Email: sfelisme@fiu.edu	Date: 5/25/2018
Hire for Semester: Year: 2018-2019 ▾		Fall ● Spring ● Summer ●	Job Opening ID: 515038

2. Use the calendar icon to select the student's **estimated** effective start date. A calendar will appear to choose the date. The Recruiter, depending on pre-employment clearance and approvals, will change this date before extending the offer. Example:

Effective Start Date: <input type="text"/>	
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May 2016

	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3. Type the student's Panther ID to populate their Name and choose the FWS program (On Campus) from the drop-down list. Example:

Panther ID: 11223344	Name: Medina, Jessica Maria	FWS Program: America Reads ▾
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4. Select your Business Unit and Department from the drop-down lists in order to populate the location and FWS Activity Nbr (85%). Once the 85% Activity Number drop-down list has been populated, select the appropriate number and enter the 15% Activity Number in the space provided directly below. If you do not select a Department, it will not go to your Department Manager Approver. Example:

Section B
Department Information

Business Unit: AAENR - ENROLLMENT SERVICES

Department: 123300000 - Office of Financial Aid

Location: Charles E Perry (Primera Casa)

FWS Activity Nbr (85%): 215 Results Found

Matching Activity Nbr (15%):

5. Entering the supervisor's Panther ID will populate the Supervisor's Name, Title, Email, and Phone. Example:

Immediate Supervisor

Supervisor ID:

Supervisor Name:

Title:

Email:

Phone:

6. Review Section C to confirm that the hourly rate and activity numbers are correctly generated. Make note of the student's estimated Weekly Hours based on their award. Example:

Federal Work Study Placement			
Section C			
The Financial Aid Office Authorizes the student herein to participate in the Federal Work Study Program for the semesters identified below.			
Federal Work Study Award Information			
Semester	Fall 8/26/2019-12/14/2019	Spring 1/6/2020-4/25/2020	Summer
Award Amount	2200.00	2200.00	
Hourly Rate	10.00	10.00	
Weekly Hours	13.75 hrs/week	13.75 hrs/week	
Allocation			
FWS Activity Nbr (85%): 1230200001	1650.00	1650.00	
Matching Act Nbr(15%): 2	550.00	550.00	

7. Once you have confirmed the information in Section C is correct, check the box next to the Hiring Department Agreement. Example:

HIRING DEPARTMENT AGREEMENT: THE HIRING DEPARTMENT WILL BE RESPONSIBLE FOR ENTERING HOURS WORKED IN THE PANTHERSOFT HR SYSTEM IN A TIMELY MANNER AND MUST MONITOR STUDENTS EARNINGS TO ENSURE THAT IT DOES NOT EXCEED THE AWARD AMOUNTS. ANY EARNINGS IN EXCESS OF THE FWS AWARD AMOUNTS AND/OR IN THE EVENT THAT A STUDENT BECOMES INELIGIBLE FOR THE FEDERAL WORK STUDY (FWS) AWARD, THE HIRING DEPARTMENT WILL BE RESPONSIBLE FOR ALL WAGES PREVIOUSLY PAID TO THE SUDENT UNDER THIS CONTRACT.

8. Verify you see your Department Manager Approver populated, and then click the "Submit Form" button. Example:

Department Manager Approving:

9. You will receive a confirmation email once you have submitted the form. Example:

We have received your request to hire a FWS student employee. Please advise your Department Manager Approver that the Federal Work Study Hire Form must be approved before the student can begin this appointment. Upon approval, the form is automatically routed to HR Recruitment Services for processing.

DO NOT allow the student to begin to work until you receive email confirmation from the HR Recruitment office.

FWS Hire Form Information Received:

Panther ID: [REDACTED]
Name: [REDACTED]
FWS Program: America Reads
Job opening ID: 510065
Term: Summer
Effective Start Date: 05/16/2016
Department: 123300000 - Office of Financial Aid
Location: Charles E Perry (Primera Casa)
Business Unit: AAENR - ENROLLMENT SERVICES
FWS Activity Nbr(75%): [REDACTED]
Matching Activity Nbr(25%): [REDACTED]
Supervisor ID: [REDACTED]
Supervisor Name: Diane M Mera
FWS Award Information:
Semester: Fall Spring Summer
Date: 5/16/2016-8/5/2016
Award Amt: [REDACTED]
Hourly Rt: [REDACTED]
Weekly Hrs: 16.67 hrs/week
FWS Alloc: [REDACTED]
Match Alloc: [REDACTED]

Department Manager Approver: Francisco A Valines

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10. Note that the **Department Manager Approver** will receive an email (from: hrinow@fiu.edu) with a link they **must** follow to approve or deny the Hire Form before it is routed to Financial Aid for approval and then Human Resources. Example email to Department Manager Approver:

Dear Francisco A Valines,

A FWS form has been submitted to you for approval. Please use the following link to review and approve the form:

[Open form](#)

Thank You

11. Once approved for your **RETURNING** FWS, they can start. Once approved for your **NEW** FWS, they cannot start until you receive the “Ready to Hire” email notification, which means all new hire documents are submitted.

Sample email once FWS hire form approved in workflow:

Dear StephanieFelisme,

Your FWS Hire form has been reviewed and approved.

Thank You

[FWS Employment Presentation](#)
Contact us for HR inquiries: fwshiring@fiu.edu