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:

![Job ID in Search Results](image)

Navigate based on access role:

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

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

   ![Hire Form Example](image1)

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](image2)

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 Example](image3)
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:

![Department Information](image)

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

![Immediate Supervisor](image)

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

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

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

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**FWS Employment Presentation**

Contact us for HR inquiries: fwshiring@fiu.edu