Hiring Students Under FWS – Currently Active Position
2019-2020

1. Be sure your position is correctly listed on the FWS Job Listing at www.holyfamily.edu/fws-job-listings. Email any changes/updates directly to work-study@holyfamily.edu.

2. When a student contacts you about the position, schedule an interview with the student. Students have been directed to bring with them to the interview:
   1) their current class schedule,
   2) any other work schedules,
   3) the amount of their FWS award for the 2019-2020 academic year.

3. Interview the student(s) based on your availability to do so.

4. Once you have decided to hire a student, email work-study@holyfamily.edu with “I would like to hire” student’s full name “to work in” department name. If you have more than one position in your department, please specify which position the student is being hired to fill.

5. When the student has acquired his/her contract from the Financial Aid Office (HFH 203) and brings the FWS contract to you, complete the “Supervisor Section.” Please make a copy of the contract for your records. The student must take the completed contract and any additional documents, if required, to the Payroll Office (HFH 209).

6. Please wait until you and the student receive an email from work-study@holyfamily.edu with the subject line “Starting your FWS position.” The student may begin working the day the email is received, but no earlier.