

Employer Guide: Hire FWS Student

This worklist is intended as a quick guide to help employers complete the FWS hiring process.

NOTE: The orientation covers program details in depth.

Thank you for participating in the FWS program!

1 Complete the yearly **FWS Supervisor Orientation**.

Your job posting will not be approved until we have confirmed that you have completed orientation.



Why hire a FWS student?

2 Create your Handshake account and post job position.



3 Contact and interview candidates.



4 Complete the **FWS Hiring Form** once you have made your selection.



5 Send student to the Financial Aid Office with original:

- Valid unexpired form of government issued identification
- Social Security Number card



6 Sign FWS Contract.

Within 5-7 business days from student completing all requirements, all parties (student, supervisor, and department manager/dean) will receive an Adobe Sign email invitation with FWS contract.



7 Receive official email from Financial Aid Office clearing student.

Do NOT let student start working until you receive an official email notification that student is approved to start working.



8 Contact and give student their work schedule.

9 STUDENT CAN START WORKING!



10 Let student know they should expect an email from HR with additional instructions.



Find more how-to guides on our sites: [FWS Employers](#) & [Career Center](#)