

HOW TO HIRE A FEDERAL WORK STUDY (FWS) STUDENT

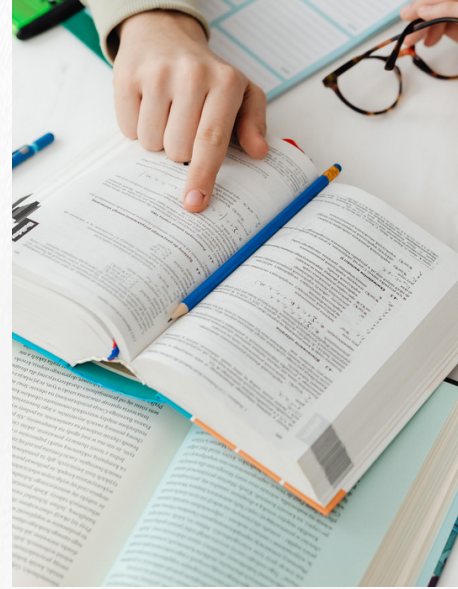
Visit the FWS website for supervisors



Find more
how-to
guides on
our
website!

Complete yearly supervisor orientation online

- Required for all FWS supervisors
- Highly recommended for department managers/deans
- Your job posting will not be approved until we have confirmed that you have completed orientation



Sign the FWS orientation acknowledgment form

Create your account on Mountie CareerSource and post your FWS job positions



• **Pro tip!** Remind your hired student to visit the Financial Aid Office with their:

- Valid government issued picture ID (unexpired)
- Original social security card

Interview the candidates you are interested in



Complete the FWS hiring form

This online form informs the Financial Aid Office that you have hired a student. This will initiate the FWS student employment contract.

Sign the FWS contract

Students, supervisors and department managers will receive an email from Adobe Sign to electronically sign the FWS contract. A copy will be sent to all parties.

Contact us

FINANCIAL AID

Cindy Hsieh

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(909) 274-4454

Wait for official email confirmation from the Financial Aid Office that your student is approved to start!



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