FWS Hiring Process

Post Job on Handshake

<u>https://app.joinhandshake.com/login</u> <u>IMPORTANT</u>: Make sure to choose "YES" when asked if this a work study job.

Students Apply for Position

Students apply for the job through Handshake. Applicants are automatically screened for FWS eligibility during the

Interview and Choose Candidates

Hiring Department: Set up an interview with the applicants.



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Supervisors Submit Need Based Employment Form

https://forms.fau.edu/frevvo/web/tn/fau/u/5ffb881d-99db-4af7-b2b3d3ffabbf1049/app/_kpqawCl8EemYXumdDu1IJQ/formtype/_v49z4CpyEeu2 E5iqMFBQ5A/popupform



FWS Review and Start the Job Requisition Process

Students will receive an e-mail notification to complete FWS Employment Application in Workday.

HR Starts the Background Check

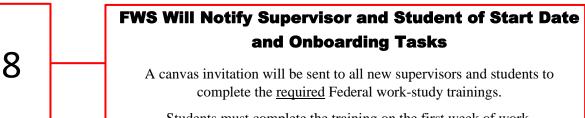
Students will receive Background check invitation from HireRight.

HR begins the Hiring Process



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HR Notifies FWS of Background Check Results



Students <u>must</u> complete the training on the first week of work.

The hiring process can take anywhere between <u>2-5 weeks</u> depending on the student's background screening. **DO NOT** start the student (<u>this includes training</u>) until you receive an e-mail from the FWS department with the student's official start date.















