# FWS Hiring Process

1. **Post Job on Handshake**
   - app.joinhandshake.com/login
   - (Make sure to choose “YES” when asked if this a work study job.)

2. **Students Apply for Job**
   - Students who apply for jobs through Handshake are automatically screened for FWS eligibility during the process.

3. **Interview and Choose Candidates**
   - Hiring Department: Set up an interview with the applicants.

4. **Submit Need Based Employment Form**
   - For hiring new Work Study students.
   - **NOTE:** If applicable, please check the box indicating if the position is an “Internship” or “Research Position”.

5. **FWS Review and Start Job Requisition Process**
   - Students will be notified via e-mail to complete the FWS Employment Application in Workday.

6. **HR Starts Background Check and the Hiring Process**
   - Students will receive a Background Check invitation from HireRight.

7. **HR Notifies FWS of Background Check Results**

8. **FWS Notifies Supervisor and Student of Start Date and Onboarding Tasks**
   - All NEW supervisors and students will receive a Canvas invitation to complete required FWS trainings. Students must complete the training on their first week of work.

---

The hiring process takes 2-5 weeks depending on the student’s background screening. **DO NOT** let student start work or training until you receive an e-mail from the FWS department with the student’s official start date.