

## Federal Work-Study Tips for Recruitment

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### 1) Set realistic recruitment goals

There are approximately 15,000 students working on the Columbus campus in some capacity. While the amount of students who are awarded with FWS varies annually, we offer an average of 5000 FWS awards per year, and not all of those students accept and use their awards. What this means is that only approximately 15% of undergraduates who work on the Columbus campus could have an accepted work-study award. It is unlikely that you will be able to staff an entire department with work-study students.

### 2) Timing

Very few students are eligible to use FWS in summer. Posts on the FWS Job Board should be reviewed in May, no later than July if recruiting autumn. Outreach is most effective one month before classes begin for any given term, and again one week after classes start. Hiring peaks at the beginning of autumn semester (August), but there is a second, smaller wave of hiring for spring (January).

### 3) Start by reviewing your department's posts on the FWS Job Board

- **Student-centered:** Job posts should meet federal regulations, but should also make sense to your target audience – the students!
- **Accurate:** Check posts for accuracy. Job titles should be meaningful, job descriptions complete and free of jargon, qualifications clearly outlined, and COVID/telework expectations included. Make sure the contact person listed on the post is current.
- **Competitive:** Pay rate range expectations should be realistic, but competitive. Use the FWS Pay Rate Range job aid on our website for guidance as you create new posts: <http://sfa.osu.edu/jobs/employer-services>
  - FWS rates may not be identical to those of regular wage earners, but they should not be radically different, either.
  - Consider what rate students can make off-campus doing the same work; this is also your competition.
- **Available:** Positions on job posts should be open for hire. Please close any job posts for positions you do not intend on filling this year.

### 4) Outreach using your department's resources first

Students interested in working in your department specifically will look to your resources first.

- Advertise on your department's **website**, either by job board or virtual fliers
- Use your department's **social media** platforms (Twitter, Facebook, etc.)
- Post physical fliers in your department's **common areas**.
- **Ask faculty** to make an announcement in the classroom if/when appropriate
- FWS Office provides FWS Roster of eligible students for **direct email** purposes upon request.