



Federal Work-Study Off-Campus Community Service Hiring Process Step-By-Step

This process also applies to candidates for annual rehire

1. **Create Positions Each Year.** Work with your FWS Office contact to create positions in Ohio State Workday annually. Students will search and apply for jobs within the Workday system.
2. **Recruit.** Your FWS Office Contact will provide you with a roster of FWS eligible students for direct email outreach, along with details to include in your outreach efforts to connect the students to your specific jobs.
3. **Applications.** As students apply in Workday, Recruiters at Ohio State will forward all applications to your FWS Office contact once a week. The FWS Office contact will review each applicant to ensure they are FWS eligible prior to forwarding applications to relevant agency contacts.
4. **Set Up Interviews.** Agencies review applications and contact students directly to schedule interviews.
5. **Complete the Job Referral Form.** Each application forwarded to you by your FWS Office Contact will contain a copy of a Job Referral Form that is unique to both the student and the job. If after the interview the agency would like to hire the student, the agency completes their section of the form, indicating an hourly pay rate for the candidate within the proper work-study position tier structure that will be listed on the form.
6. **Starting the Hire Process.** The agency (not the student) is to return completed Job Referral Forms to the FWS Office contact. The contact will use the form to begin the hiring process in Workday on behalf of the agency. Agencies may notify these candidates that they have been referred for hire when they forward the form on their FWS contact, **but please do not promise a start date.** The start date will be determined by OSU HR and the FWS Office based on when specific hiring tasks are completed.
7. **Ohio State gets to work!** Once the hiring process has started, Ohio State Human Resources will work with the student to obtain the background check, documentation for payroll, and basic Ohio State new employee onboarding. **Please note, background checks can take 10 – 30 days to complete and are mandatory for off-campus positions.**
8. **Start date notification.** Once Human Resources completes the processing of the student's paperwork **AND** the results of the background check are confirmed, the FWS Office contact will email both the agency and the student when the student can begin working.
9. **Onboarding.** The expectation is that the student will receive onboarding guidance from both Ohio State and your agency. Ohio State HR and the FWS Office Contact will provide guidance on how to navigate the employee self service portals in Workday, and provide support related to the FWS award itself. However, because the timesheet submission process will be slightly unique to each agency, the worksite supervisor is expected to go over that process with the student to ensure **both the student AND the student's direct supervisor understand how that works.** Instructions will be provided via email to both the student and agency when the student is released to start work.
10. **It is imperative that the student is not permitted to work (this includes volunteer work) before the agency and student receive notification from the FWS Office that the student has been cleared by both OSU HR and FWS Office.**