



Off-Campus Hiring Process Step-By-Step

This process also applies to candidates for annual rehire

1. Have the applicant print the Job Referral Form from your job post on the Federal Work-Study Job Board and bring to interview.
2. If the employer would like to hire the student, both the employer and the student will need to sign the Job Referral Form.
3. The employer is to select a pay rate for the candidate within the proper work-study position tier structure listed on Job Referral Form. If there is no pay rate notation from the employer, we have no way of knowing how much the employer would like us to pay the student per hour.
4. The employer (not the student) is to return completed Job Referral Forms to Holly Wilson by email wilson.1143@osu.edu. Holly will use the form to begin the hiring process with our Human Resources Department on behalf of the employer.
5. Once the hiring process has started, Holly will email the student and CC the employer with instructions on completing a background check. **Please note, background checks can take 10 – 30 days to complete.**
6. Our Human Resources Department will also email the student with further payroll paperwork and instructions. The employer will not be CC'd on this communication.
7. Holly will email both the employer and the student that the student can begin working once Human Resources completes the processing of the student's paperwork **AND** the results of the background check are available.
8. **It is imperative that the student is not allowed to begin working (this includes volunteer work) before the employer and student receive notification from the FWS Office that the student has been cleared by both OSU HR and FWS Office.**
9. Please note that the work-study employees can only work 20 hours per week in their work-study role unless otherwise indicated by the FWS Office.