

## WORK STUDY JOB POSTING AND HIRING PROCESS

### Supervisors Complete the FWS Request to Post a Position Form

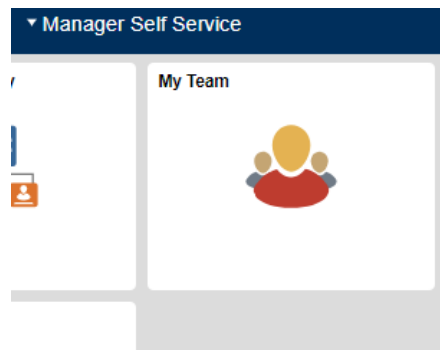
The process for posting open positions for the upcoming academic year begins when the Financial Aid Office sends out a notification in the Daily Buzz for interested supervisors to a Work Study Position request using the [SCC Work-Study Jobs Administration](#) on the employee webpage.

Upon submission of the form, it will be routed to the Financial Aid Team for approval and then to the College Human Resources Team for completion which includes job creation in HCM and posting of the position. HR will route the request to the District Office Compensation team to create the position number. The average time for this process will be approximately a week.

**Please Note:** All position requests will be considered; however, because of budget limitations from the federal allocation, the hiring of the position will be determined by funding availability, which will be determined by the college Financial Aid Department.

### Supervisors Create Position in HCM

Supervisor/Hiring Manager will check HCM, “My Team” tile to see if their department has a Federal Work-Study (FWS) position already created for the category and department. If a new position needs to be created, the supervisor will need to contact SCC Human Resources.



If the position already exists, you will see:



### Position is Posted

After the above process is complete, the position will be posted by HR to the Federal Work-Study page on <https://www.maricopa.edu/future-students/financial-aid/federal-work-study/scottsdale>. The position will be posted until filled or until funding is exhausted.

## **HIRING PROCESS**

### **SUPERVISOR WILL SUBMIT THE FWS INTENT TO HIRE FORM**

Once the supervisor has selected a candidate, the supervisor will complete and initiate the [Federal Work Study Student Employment Contract](#). The contract is emailed to the student to sign off on. Once completed by the student the Financial Aid office will verify the students FWS award amount and email the supervisor a copy of the completed contract which will need to be submitted along with the [Request to Hire Form](#).

The student will be notified that they are the finalist and asked for confirmation that they would like to proceed with the position.

### **HR WILL COMPLETE THE FOLLOWING REQUIRED PAPERWORK FOR ALL FWS EMPLOYEES**

Once a student is approved in HCM, HR will send a final email approval to the hiring supervisor, Financial Aid, and Public Safety. Students cannot begin working until all paperwork is complete and approved by HR. Multiple FWS jobs at MCCCDC will require only one set of paperwork. HR will determine the required paperwork for each student.

***Please Note:** At any point during the hiring process, if HR determines the student cannot be hired, HR will notify the student. Additional information regarding the decision will be provided to the student by the HR Office. Also, because of budget limitations from the federal allocation, the hiring of the FWS position will be determined by funding availability, which is determined by the Financial Aid Department.*