TIPS FOR INTERVIEWING AND HIRING THE FWS STUDENT

Students contact supervisors directly about job openings in the manner indicated on the supervisor’s job posting (ex., in-person, phone, email, etc.) The FWS Supervisor is responsible for setting up interviews and making final hiring decisions.

Although we do not provide specific guidelines for interviewing potential student employees, here are some suggestions you may want to consider:

- *It is usually preferable for the interviewer to be the person to whom the student will report. This gives both parties an opportunity to clarify job roles and expectations before a commitment is made to hire.*

- *It is a good idea to prepare for the interview by developing a clear job description, identifying essential functions of the job, identifying skills necessary to perform job, and developing questions to determine skills.*

- *If the position requires a specific set of skills, like data entry, spreadsheet creation, software maintenance, etc., you may want to develop a skills-based test as part of the interview process. GCC’s Human Resources Office can suggest online resources for developing skill-based tests.*

- *Ask each student similar questions so the interviewer is able to compare answers.*

- *It is beneficial, during the interview process, to provide the applicant with a job description to ensure s/he has a clear understanding of job responsibilities, skill requirements, etc.*

- *When hiring Federal Work-Study eligible students, it is important that both the employer and the applicant recognize the amount of hours the applicant is able to work based on his or her FWS award and class schedule.*

**Does the financial aid office pre-select FWS student workers?**

The financial aid office determines the student’s eligibility for a federal work study award based on several criteria presented on the student’s FAFSA application. We do not interview students or collect references to determine the student’s hiring qualifications.

As a FWS Supervisor it’s important for you to know that students with Federal Work Study Awards are not guaranteed automatic job placement, rather, like any part-time employment, jobs are available to which the student worker submits an application. The FWS Supervisor makes her own hiring decisions based on the student application and interview.

**Can I require the student to complete an application form?**
Clearly stating your expectations during the interview and hiring process may alleviate workplace conflicts and confusion in the long run. Departments, both on and off-campus, have the right to use a FWS job application form. Some departments on campus already use an application form and find it helpful during the hiring process.

Starting with the 2011/2012 award year, the financial aid office will provide departments with a FWS applicant assessment form which asks general information, like a list of references, past employment history, and a statement on why the applicant is interested in the position. It’s included on the Job Acceptance form and you can decide whether or not you use it. Its completion is not mandatory, rather it’s meant to help you during the hiring decision.