

Hiring Checklist for Off-Campus Federal Work Study Supervisors

Student Name: _____ Interview Date: _____

Hired Date: _____ Rejected: _____

****This process begins only after you've been approved as an eligible employer, receive employer training, and position is posted for applicants****

Date	Task
	1. Email Nicole MacPherson the interested student's name and Cornell net ID so the Coordinator can verify the student's Federal Work Study eligibility
	2. Received email confirmation from Coordinator that student is eligible
	3. Ask student for résumé and references
	4. Interview student and discussed the following employment terms with student:
	<ul style="list-style-type: none"> • Review job description and give copy to student
	<ul style="list-style-type: none"> • Typical work schedule
	<ul style="list-style-type: none"> • Expectations re: communication – frequency, method, etc. (exchange phone numbers)
	<ul style="list-style-type: none"> • Expectations re: dress
	<ul style="list-style-type: none"> • Office procedures and agency policies
	<ul style="list-style-type: none"> • Training requirements
	<ul style="list-style-type: none"> • Time management, and extracurricular/co-curricular activities
	<ul style="list-style-type: none"> • How to handle inclement weather and transportation issues (if in-person position)
	<ul style="list-style-type: none"> • If student works any overtime, employer is charged 100% for it.
	<ul style="list-style-type: none"> • Reunion: If a student works Reunion week (June), they are not allowed to work at their FWS job that week.
	<ul style="list-style-type: none"> • Discuss importance of notifying supervisor and internship program coordinators about any changes, such as: registering for part-time enrollment, registration holds of any kind, and receiving outside funding or scholarships. Hours worked after a status change may be charged 100% to your agency if the student continues to work. <i>We suggest that you impress upon the student how your budget will be affected if they fail to notify you and CWSP of a status change.</i>
	<ul style="list-style-type: none"> • Does the student have, or plan to have, another Cornell job? Other Cornell employment will decrease the number of hours that the student can work for you and increase the likelihood of overtime (1.5 times the hourly wage).
	5. Check references
	6. If you decide to hire a student, direct the student to Email Nicole MacPherson to sign up for a summer FWS employee training.
	7. Receive "Hiring Addendum" ("HA") via email from Nicole. Review carefully, noting any changes to be made.
	8. HA signed by fiscal officer, copied, and returned to CWSP immediately so student can be added to Cornell payroll.
	9. Notify Nicole to remove job posting once the job has been filled.

Date	Task
	10. Receive email notification from Nicole that student can start working. (Please do not allow students to begin working until you have received the "Appointment Confirmation" email. <i>Any wages earned prior to their official start date may be charged 100% to the hiring organization.</i>)
	11. Confirm start date and end date with student
	12. <i>For new supervisors only:</i> Complete all steps to gain access to WorkDay with sponsored net ID, and ensure you have access before student begins working. Discuss with Nicole how and when to approve time.
AFTER STUDENT BEGINS WORKING	
	13. Emphasize to student the importance of taking required meal breaks, as well as following payroll procedures for completing and submitting their WorkDay timesheets on time.
	14. As summer progresses, you will likely receive an email from Nicole regarding student's nearly depleted FWS balance. Confirm with student number of hours they can work for each remaining week, so they do not exceed FWS award.
	15. Complete required student evaluation provided by coordinator.
	16. Discuss potential future employment with the student. Note: You would need to re-apply for funding.

Notes: