



How to Apply for Federal Work Study Employment Jobs at Hartnell College

Federal Work Study (FWS)

This program is based on financial need, and availability of funds, that provides part-time employment at the College. Work–Study is not mandatory, but is a good opportunity to earn an income while gaining work experience and employment history.

1. To be considered for a FWS Job:
 - You must have completed a current academic year FAFSA application and listed Hartnell College on the FAFSA. Hartnell’s Federal School Code 001209.
 - You must have a completed financial aid file for the current academic year.
 - You must have been awarded Federal Work Study allocation. Check your award letter under your  **P.A.W.S Self Serve** from your **MY HARTNELL** portal at www.hartnell.edu. Once Sign-On with your DUO, check under Financial Aid, then under My Awards and/or Award Letter.
 - You must be in Good SAP (Satisfactory Academic Progress), or Warning SAP, but must have a minimum GPA of 2.000 per semester and a minimum of 2.000 cumulative GPA.
 - You must be enrolled in a least 6.0 units for the appropriate semester (fall/spring).

2. If you have been awarded Federal Work Study and you are interested in working on campus, from your My Hartnell look for the  **jobspeaker** Panther Job Board title and log in, there you can search for FWS positions as well as other job classifications.

Or visit the Career and Transfer Center for help.

The **Job Board** site will have ON-CAMPUS-FWS Positions as well as other student job classifications, information available for students such as:

- Campus Location.
- The Application for Student Employment.
- Information of the Department advertising the position.
- Job Description and Salary Rates.

3. Once you apply, you may be contacted by someone in the hiring department for an interview, if they are interested in talking with you about the position. All positions are maintained by each department that is posting a job position. The Financial Aid office has no control over position deadlines, etc.
4. If you are chosen for hire, the supervisor or designee staff of that department will provide you with a Student Employment Authorization Form, for you to complete the student’s Information and Certification sections and also the Human Resources New Hire Employment packet of forms (required for new hires), and ensure you complete all forms.
5. The supervisor will complete the employment data and the department certification of the Authorization and will then forward the Authorization form along with your Application for Student Employment on Campus, the Job description and the completed New Hire packet of forms to the Financial Aid Office.
6. The Financial Aid Specialist in charge of the **FWS** program will ensure that you are eligible for the FWS job based on the criteria stated in #1 above and if APPROVED she will complete and sign the Authorization and will send the entire completed packet to HR for their review and final approval.
7. Lastly, once all hiring paperwork is processed by the Human Resources Department, your supervisor will notify you on when you can begin to work.