

New WS Hires (CHRS Recruiting)

Notification of Dept Allocation

Email is sent to department of WS allocation

Initiate the job requisition via CHRS Recruiting

Need assistance? Visit website for guides on how to submit WS job requisition.

HR reviews and confirms Job Requestion

Assigns Job Requisition to Financial Aid for review

APPROVED

- Department must have allocation
- Department is hiring the number of students based on WS allocation.

Department selects the finalist in CHRS recruiting

- Review application for WS eligibility question
- Check WS upload document for WS eligibility
- Ask student during interview for WS eligibility
(HR assigns finalist to Financial Aid)

Financial Aid Final Review and Confirmation

- Student is eligible for WS
- Department's allocation funds

APPROVED

- Student is assigned to HR.
- HR will communicate with the department via CHRS recruiting once the student is *clear* to begin work.
For questions on this process please reach out to HR.

DENIED

- Department does NOT have WS allocation *and/or*
- Department is hiring a *higher* number of students based on WS allocation.

DENIED

- If the student is not eligible for WS.
Finalist will be declined, and a comment will be noted to explain why it was denied.

Note:

- If the student is not eligible but could be eligible (noted in CHRS), the department may notify the applicant to contact Financial Aid & Scholarship Office.
- If student is awarded WS, student will be instructed to contact hiring department, if still interested in position.

Rehires
{previous WS employee (s)}

Allocation Notice
FA will notify (by email) WS allocation to each department head and supervisor

Verify WS Eligibility
Department will email FA the list of returning students to verify WS eligibility

Student IS eligible
FA will email the department with the reappointment authorization form.

Reappointment Authorization Form
Department will email the completed form back to Financial Aid for final approval.

Form is forward to HR
Financial Aid will forward the form to HR to finalize the hiring process. HR will communicate with department once student is ready to begin work.
(Financial Aid doesn't have access to view the status of the re-hire).

Student NOT eligible
Financial Aid will email the department of student's status.

- If the student is not eligible but could be eligible, department may notify the student to contact Financial Aid & Scholarship Office.

Awarded WS
If student is awarded WS, student will be instructed to contact hiring department, if still interested in position.

Reappointment Authorization Form

- Department will email the completed form back to Financial Aid.
- Financial Aid will forward the form to HR to continue the hiring process.