

FEDERAL WORK STUDY (FWS)

Student Worker Hiring Process



1 JOB POSTING:

Supervisors submit job requests to HR, which posts them on the NAU Student Jobs website



2 STUDENT APPLICATION:

Students apply by submitting résumés to the departments



3 INTERVIEWS:

Departments interview potential candidates



4 FWS VERIFICATION:

FWS jobs require supervisors to confirm a student's active financial aid award. No award check is needed for department-funded roles.



5 HIRING AND PAPERWORK:

Selected candidates complete their hiring paperwork with HR and receive their start date



7 ORIENTATION:

Students and managers meet with the Financial Aid Coordinator to review FWS rules



6 FWS NOTIFICATION:

If using FWS funds, HR notifies the Office of Financial Aid after confirming the paperwork



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