University of Houston
Scholarships & Financial Aid
Steps to Hire a CWS Student

Career Services

1. Attend a training workshop offered through University Career Services (UCS). This is not required but recommended.

2. Post your vacancy on this website under, “Post JOB” on the left menu and “Save and Submit” your posting.

3. You will receive a confirmation email once your posting is approved and available for students to view on the UCS site. (This will be August 1, 2011 at the earliest)

4. Log Back into the UCS website and click on “View Applicants” to select students to interview.

5. Select the applicants you wish to interview and contact them directly via the contact information (phone/email) provided on their CWS job application. Schedule an interview.

6. Once you have selected an applicant to hire,
   a. Indicate your hire by clicking “Hire This Applicant” at the top of the student’s online application form.
   b. Close your job posting on the UCS site so that it will no longer be available to students.
   c. When you are hiring for your final opening for that job, the system will prompt you to close the posting.

7. PRINT out the Program Authorization Form, complete it, and provide it to the student to return to UCS for authorization.

8. The student will bring the form to UCS for authorization.

9. For REHiring a prior student, print out the CWS Re-Hire Form from the left menu and send the form with the student to UCS for authorization.

10. UCS will provide the student with an Authorization Form, which the student will bring to you (the employer). (This form must be attached to the Hire ePAR as the Work Study Award Letter.)
11. The CWS Authorization Form must be completed through UCS prior to the student’s start date.

**ePAR Process**

1. Department begins the ePAR process.
   
   a. Effective date no earlier than 8-17-11
   b. End date no later than 5-11-12
   c. Standard hours no more than 20

2. Check student account for delinquencies and holds.

3. Have student complete (for new hires)
   
   a. Personal Data Sheet
   b. I-9 through Human Resources
   c. Direct deposit through Human Resources

4. Attach Personal Data Sheet, Hire Authorization form (Work Study Award Letter), and I-9 receipt to ePAR.

5. For rehires, attach the Program Authorization form (Work Study Award Letter) only.

6. Submit ePAR for approval through PeopleSoft.

7. Once ePAR is approved the student can begin working.