

ANNOUNCEMENT

TO: UH Departments
FROM: University Career Services
RE: Hiring Procedures: College Work-Study, Fall 2009
DATE: June 15, 2009

Hiring procedures for the employment of Work-Study students will be addressed in each of five workshops to be conducted during the month of July and August. If you are planning to hire Work-Study students for Fall 2009, please send a representative of your department to one of the workshops listed below. The workshops will address how to navigate the on-line Work-Study system, including:

- 1) Posting jobs for students to search and view
- 2) Accessing student applications
- 3) Scheduling interviews with the candidates of your choice

This year, because of new regulations and procedures, attendance at a workshop is mandatory for departments planning to hire Work-Study students. Also, please note that if you plan to re-hire a Work-Study student that you employed during Spring 2009, you will have to re-post the position and the student will have to re-apply.

Workshops will be held at University Career Services (UCS), Student Service Center 1 (Bldg. #524), Office #106. Each workshop will be about one hour in length. Seating is limited, please call to RSVP. The workshop dates are:

Thursday, July 9, 10:00 – 11:30AM

Wednesday, July 15, 2:00 – 3:30PM

Thursday, July 23, 2:00 – 3:30PM

Thursday, August 6, 10:00 – 11:30AM

Tuesday, August 11, 10:00 – 11:30AM

Note that you must obtain approval from your office manager or divisional business administrator to hire a Work-Study *prior* to posting a position with UCS. Please contact Jazel Borja (jfborja@uh.edu; 713/743-5123) to RSVP for a workshop or if you have questions. Thank you.

ucs/cws/09