

Off-Campus steps to hire a student.

Steps to hire a CWS student:

1. You must be off campus agency that is currently contracted with the University of Houston's Office of Scholarships and Financial Aid(SFA) to participate in the Federal College Work Study Program.
2. Each position must be approved and posted by the office of Scholarships and Financial Aid. Phone: (713)743-9051. [Go to their Website](#)
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, 2005 at the earliest).
4. Log back into the UCS website, 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,
 1. **Indicate your hire by clicking "Hire This Applicant" at the top of the student's online application form.**
 2. **CLOSE your job posting** on the UCS site so that it will no longer be available to students.
 3. When you are hiring for your final opening for that job, the system will prompt you to close the posting.
7. PRINT out the Hire Confirmation Form (HCF), complete it, and provide it to the student to return to UCS for authorization.
8. The student will bring the HCF to UCS for authorization.
9. UCS will provide the student with an Authorization Form, which the student will bring to you, the employer.
10. The CWS Authorization Form must be completed through UCS prior to the student's start date.