

A Student Just Called to Interview for a Position... Now What Do I Do?

- Explain that the student must bring the **REFERRAL FORM** to the interview
 - The Referral Form serves a dual purpose:
 - It proves to the employer that the student has a FWS Award.
 - It proves to Brent Leasure that the student has been hired.
 - If the student does not have the referral form, ask him or her to log into <http://sfa.osu.edu/Jobs>, then:
 - Click on “Get a Job”.
 - Enter the *Job ID Number* in the proper field.
 - *What’s the Job ID Number?*

Every position has a Job ID Number. The Job ID Number can be found in three ways:

Click on the Community Service tab at <http://sfa.osu.edu/Jobs> and find your agency’s name.

Review the job descriptions provided at your annual site visit.

Call our office!
- If you hire the student, sign the Referral Form and instruct the student to contact **Brent Leasure** at bleasure@esue.ohio-state.edu to set up payroll in-processing
 - **The student CANNOT be paid without the signed Referral Form and the completion of payroll in-processing with Brent Leasure!**
- Develop an orientation for the students so that they are clear about the expectations from your agency. Set a schedule that does not conflict with the student’s class schedule.
 - For example, the student will call in the event of an absence or the employer will not schedule the student for more than 20 hours per week.
- Remember, students have other commitments and responsibilities, so flexibility is key!
- **NOTE:** There may be times throughout the year when an Ohio State staff member will inform you that a student cannot work for some reason, such as their fees are not paid or they are not enrolled at least half-time; the student cannot work until the issue is resolved. If the student tells you they have resolved the issue, check with the FWS Office before allowing the student to work again—do not take the student’s word for it.