



Federal Work-Study Tips for Recruitment

1) Set realistic recruitment goals

There are approximately 15,000 students working on the Columbus campus in some capacity. While the amount of students who are awarded with FWS varies annually, we offer an average of 4000 FWS offers per year, and not all of those students accept and use their offers. What this means is that only approximately 15% of undergraduates who work on the Columbus campus could have an accepted work-study offer. It is unlikely that you will be able to staff an entire department with work-study students.

2) Timing

Be aware that very few students are eligible to use FWS in summer. FWS job posts should be active on the Workday Job Board in May if recruiting for summer, no later than July if recruiting for autumn. Outreach is most effective one month before classes begin for any given term, and again one week after classes start. Hiring peaks at the beginning of autumn semester in August, but there is a second, smaller wave of hiring for spring in January.

3) Job Posting

- **Workday:** Your Talent Acquisitions (TA) support staff will post your position in Workday on your behalf. This is the main job post students will need to access in order to apply for your position, and is mandatory for all student positions.
- **Alternative university job boards:** These are job posts you create yourself to enhance the visibility of your positions. Discuss with your Human Resources Consultant (HRC) or TA the pros and cons of cross posting your FWS Workday position on other university job boards. To improve the student hiring experience, be sure to **always include the Workday job post link** in any post you create on an alternative job board.

Most students do not understand that FWS is a form of financial aid, so while there's nothing preventing departments from cross posting FWS-only positions on alternative job boards, you risk recruiting and disappointing ineligible students by using them. We recommend only using alternative university job boards if the position is designed to accommodate both regular wage and FWS students for your position. If you're not sure if the position you created accommodates both types of students, ask your HRC for clarification.



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- **Common alternative university job boards:**

- **Ohio State Handshake** administered by the office of Student Life, Buckeye Careers:
<https://careers.osu.edu/employers>
- **Student Job Board** administered by Student Financial Aid:
<https://sfa.osu.edu/jobs/employer-services/general-public-employers>
- **Departmental job boards** administered by individual Ohio State departments.

4) Outreach using your department's resources first

Students interested in working in your department specifically will look to your resources first. If you currently have student employees on staff, ask for their opinion on outreach approaches. Nothing speaks like peer-to-peer experiences, consider tasking your current student employees with creating your marketing materials.

- Advertise on your department's **website**, either by job board, blog, video testimonials, or virtual fliers.
- Use your department's **social media** platforms (Twitter, Facebook, etc.)
- Post physical fliers in your department's **common areas**.
- **Ask faculty** to make an announcement in the classroom if/when appropriate
- FWS Office provides a FERPA-protected FWS Roster of eligible students for **direct email** purposes upon request, sfa-jobs@osu.edu Please note, due to the financial aid processing and packaging cycle, rosters for summer recruitment are typically unavailable until late April, early May.