For the successful hire of a Federal Work Study student, follow these steps.

1. Create a Hire-A-Niner account | Log in as an employer, not faculty/staff

2. Post position to Hire-A-Niner | All postings require a job description and salary. For templates, visit studentemployment.uncc.edu/hire.

3. Review applicants & interview students

4. Make offer of employment to student

5. Ensure student completes these steps

   a. Returning student employees | Pick up reappointment form from Office of Financial Aid front desk (Reese First Floor)

   b. New student employees | Students need to do the following:

      i. Complete online orientation via Canvas.

      ii. Print and complete the hiring packet. The link to the packet is provided at the end of their online orientation session.

      iii. Bring completed hiring packet and original I-9 documents to the Student Employment Office (King 222). **Please allow at least 2 business days after completing online orientation before bringing hiring packet and original I-9 documents to the Student Employment Office.

      iv. The Student Employment Office will give student an appointment form and a yellow I-9 verification card.

6. Complete the bottom section of the appointment form and keep a copy of the yellow card for the student’s record.

7. Student submits the completed appointment form to the Student Employment Office (King 222) | Students cannot begin working until they have submitted all required documents.

8. Student begins working and keeps track of hours in Web Time Entry.