How to apply for Federal Work Study (FWS) jobs (for work during September, 2014 - May, 2015)

In order to allow more students to benefit from the FWS program we are limiting their participation to 3 years. For example, if a student has been in any FWS job for 3 years (6 semesters) they will no longer be eligible to be hired as a FWS student.


2. Student provides all required documentation (student must have a complete, reviewed file in Financial Aid Office).

3. Beginning August 11, 2014 eligible students can create an account on Smart Hires website at:
https://www.smarthires.com/jobopenings/West-Valley-College-Work-Study-Program.htm

Click on Student Agreement WEST VALLEY COLLEGE WORK STUY PROGRAM to make an account:

a. You will be requested to create an account with a valid email address on www.smarthires.com.
b. Open your email for a verification code that will be emailed to you immediately
c. Verify your account by entering the verification code from the email that was sent to your from support@smarthires.com
d. Sign into your account on www.smarthires.com with your email address/ password and submit the online application.
e. section D - education requires that you are currently enrolled at West Valley College.

4. Complete All sections of the FWS Student Agreement. Then click Apply Now.

5. Within 2 business days, you will receive your Work Authorization form and the link of jobs available via email.

6. Supervisor agrees to hire student and signs the Work Authorization, including job title and hourly rate. Also, the student’s signature acknowledges that this is the only FWS job the student will have for this academic year.

7. Student returns signed Work Authorization to Financial Aid Office
8. If the student has previously worked on campus: the Work Study coordinator will produce a Student Assistant Employee Notification (SAEN) that will be available after 24 HR. The SAEN has the starting date, pay rate, valid TB test date, etc. The SAEN must be signed by the Supervisor and Alternate Supervisor and returned for signature at the F. A. Office. (Student cannot begin working until this form has been completed and turned in to Financial Aid.)

9. If the student has not previously worked on campus: complete the HR Hiring Packet and return it with the necessary documentation (i.e., driver’s license, social security card, and the blue TB card from our campus health center to indicate a current TB test has been passed) to the Financial Aid Office. With this completed packet, the Work Study coordinator produces the SAEN for the Supervisor and Alternate Supervisor to sign. The SAEN has the starting date, pay rate, etc.

10. Once the signed SAEN has been returned to the Financial Aid Office the student is hired.

11. The student’s Time Sheet is emailed to the supervisor along with a schedule of when the time sheets are due. The student worker and their supervisor will make a log of the student’s working hours on the computer. The monthly time sheet is printed, signed by both student and supervisor and submitted to the Financial Aid Office.

12. Pay dates are monthly; generally, the last working day of the month. Paychecks are picked up at the HR reception desk in the main lobby of the Human Resources department between 11:00 AM and 2:00 PM on paydays. If pay checks are not picked up during that time, they will be mailed out to the student’s home address.