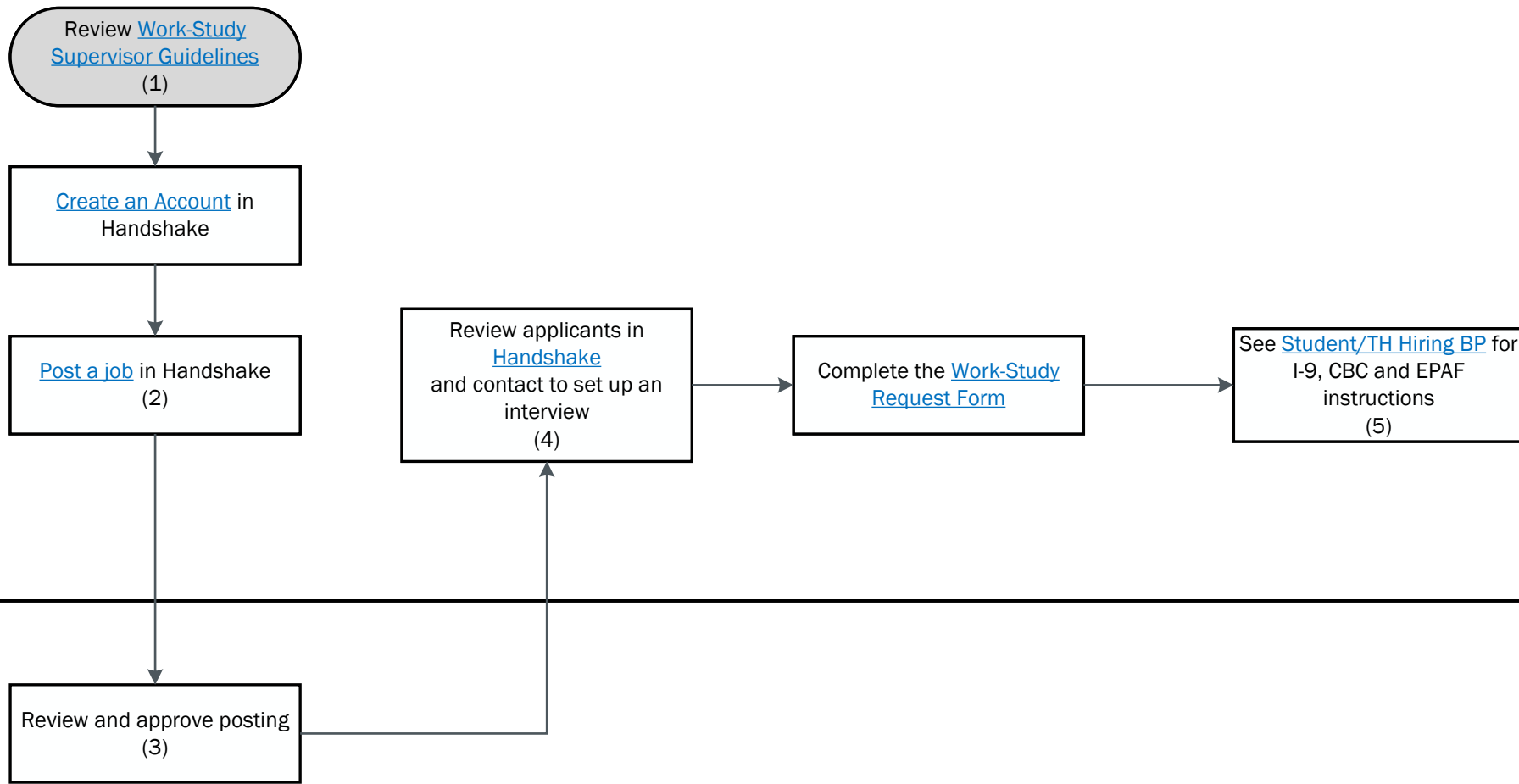


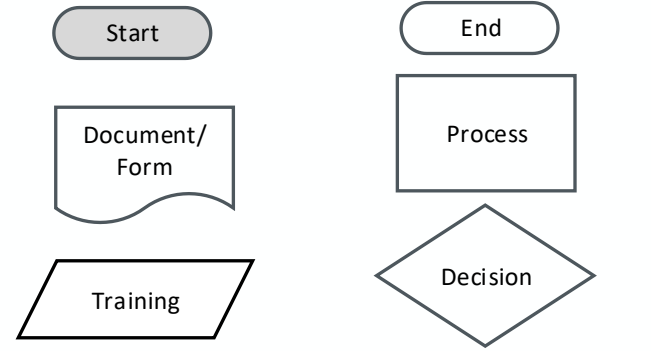
Work-Study Hires

Admin Coordinator

Financial Aid



Legend:



Notes:

1. General Information for supervisors. Information includes a step by step process on how to hire a work-study student, including pay rate, schedule, timesheets and Handshake posting.
2. You can also watch a short video on how to post at: <https://www.uidaho.edu/financial-aid/student-jobs/supervisors>
3. An email confirmation will be sent to you once Financial Aid has approved and posted the job.
4. The link will direct you to the Handshake Login page. Your department may or may not require an interview.
5. Work-Study request form acts as a contract. Contracts are NOT required for work-study hires. Proceed to the Student/TH Hiring BP regarding I-9, CBC and EAPF Request Form.