Fall 2023 Off-Campus Federal Work-Study Hiring Schedule

Sessions to be held in the Emory University Office of Financial Aid, 3rd floor of the B. Jones Building, unless otherwise noted. Please arrive 5 to 10 minutes early – students arriving late will not be admitted to the hiring sessions. Sessions typically last about 45 minutes. Please register for the session you would like to attend at https://forms.gle/YRf2w2TX1tWYPGcZ7

Wednesday, August 23– 11:00am
Thursday, August 24– 10:00am
Tuesday, August 29 – 10:00am
Tuesday, August 29 – 2:00pm
Wednesday, August 30 – 10:00am
Wednesday, August 30 – 2:00pm
Thursday, August 31 – 10:00am
Thursday, August 31 – 2:00pm
Tuesday, September 1 – 10:00am
Tuesday, September 1 – 2:00pm
Tuesday, September 5- 10:00am
Tuesday, September 5- 2:00pm
Wednesday, September 6-10:00am
Wednesday, September 6- 2:00pm
Tuesday, September 12 – 10:00am
Tuesday, September 12– 2:00pm

The September 12th hiring session will be the final opportunity to be hired for Fall 2023. Students who do not attend one of these sessions fully prepared will not be able to be hired for Fall 2023, although we will reopen the hiring process in Spring 2024. In order to be admitted to the hiring session you must:

- Provide an entirely completed **2023-24 Student Selected for Hire Form**, including job tracking number, from your hiring supervisor.
- Complete online orientation, http://apps.hr.emory.edu/Orientation/ (only required for 1st employees, or students who have not worked at Emory in 365 days)
- Bring **a pen to write with**
- **Original forms of ID** as listed on the next page. Permitted ID must be originals, unexpired forms, and cannot be laminated (either one form of ID from the first column, or a combination of one ID from the second column and one ID from the third column), http://www.studentaid.emory.edu/documents/fws/I9_Docs.pdf.

Spring 2024 Off-Campus Federal Work-Study Hiring Schedule

Sessions to be held in the Emory University Office of Financial Aid, 3rd floor of the B. Jones Building, unless otherwise noted. Please arrive 5 to 10 minutes early – students arriving late will not be admitted to the hiring sessions. Sessions typically last about 45 minutes. Please register for the session you would like to attend at https://forms.gle/2VffSezocLT7MXHQ7

Tuesday, January 9 – 2:00pm
Thursday, January 11– 11:00am
Thursday, January 11– 2:00am
Tuesday, January 16– 10:00am
Tuesday, January 16– 2:00pm
Wednesday, January 17– 10:00am
Wednesday, January 17 – 2:00pm
Thursday, January 18– 10:00am
Thursday, January 18– 2:00pm
Tuesday, January 23– 10:00am
Tuesday, January 23– 2:00pm
Wednesday, January 24 – 10:00am
Wednesday, January 24 – 2:00pm

The January 24th hiring session will be the final opportunity to be hired for Spring 2024. Students who do not attend one of these sessions fully prepared will not be able to be hired for Spring 2024.

In order to be admitted to the hiring session you must:

- Provide an entirely completed **2023-24 Student Selected for Hire Form**, including job tracking number, from your hiring supervisor.
- Complete online orientation, http://apps.hr.emory.edu/Orientation/ (only required for 1st employees, or students who have not worked at Emory in 365 days)
- Bring **a pen to write with**
- **Original forms of ID** as listed on the next page. Permitted ID must be originals, unexpired forms, and cannot be laminated (either one form of ID from the first column, or a combination of one ID from the second column and one ID from the third column), http://www.studentaid.emory.edu/documents/fws/I9_Docs.pdf.