Fall 2016 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.

Wednesday, August 17 – 11:00am
Thursday, August 18 – 2:00pm
Monday, August 22 – 1:00pm
Wednesday, August 24 – 10:00am
Thursday, August 25 – 2:00pm
Tuesday, August 30 – 9:00am
Wednesday, August 31 – 3:00pm
Thursday, September 1 – 2:00pm
Tuesday, September 6 – 11:00am
Wednesday, September 7 – 3:00pm
Thursday, September 8 – 10:00am
Monday, September 12 – 2:00pm
Tuesday, September 13 – 9:00am
Wednesday, September 14 – 10:00am
Thursday, September 15 – 11:00am
Monday, September 19 – 1:00pm
Tuesday, September 20 – 9:00am
Wednesday, September 21 – 11:00am
Thursday, September 22 – 1:00pm

The September 22nd hiring session will be the final opportunity to be hired for Fall 2016. Students who do not attend one of these sessions fully prepared will not be able to be hired for Fall 2016, although we will reopen the hiring process in Spring 2017. In order to be admitted to the hiring session you must:

- Provide an entirely completed 2016-17 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 2017 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.

Monday, January 9 – 1:00pm
Tuesday, January 10 – 2:00pm
Wednesday, January 11 – 11:00am
Tuesday, January 17 – 1:00pm
Wednesday, January 18 – 10:00am

The January 18th hiring session will be the final opportunity to be hired for Spring 2017. Students who do not attend one of these sessions fully prepared will not be able to be hired for Spring 2017.

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

- Provide an entirely completed 2016-17 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.