

Fall 2022 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/AKVaEMBBNLDSPeB58>

Wednesday, August 24– 11:00am
Thursday, August 25– 10:00am
Tuesday, August 30 – 10:00am
Tuesday, August 30 – 2:00pm
Wednesday, August 31 – 10:00am
Wednesday, August 31 – 2:00pm
Thursday, September 1 – 10:00am
Thursday, September 1– 2:00pm
Tuesday, September 2 – 10:00am
Tuesday, September 2 – 2:00pm
Wednesday, September 6 - 10:00am
Wednesday, September 6 - 2:00pm
Tuesday, September 13 – 10:00am
Tuesday, September 13 – 2:00pm

The September 13th hiring session will be the final opportunity to be hired for Fall 2022.

Students who do not attend one of these sessions fully prepared will not be able to be hired for Fall 2022, although we will reopen the hiring process in Spring 2023. In order to be admitted to the hiring session you must:

- Provide an entirely completed **2022-23 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.