

## Fall 2025 Off-Campus Federal Work-Study Hiring Schedule

Sessions to be held in the Emory University Office of Financial Aid, 3<sup>rd</sup> 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/sqTLhkYc8vTpBTZ9>

Wednesday, August 27– 11:00am  
Thursday, August 28– 11:00am  
Tuesday, September 2 – 10:00am  
Tuesday, September 2– 2:00pm  
Wednesday, September 3– 10:00am  
Wednesday, September 3– 2:00pm  
Thursday, September 4– 10:00am  
Thursday, September 4– 2:00pm  
Tuesday, September 9- 10:00am  
Tuesday, September 9- 2:00pm  
Wednesday, September 10-10:00am  
Wednesday, September 10- 2:00pm  
Wednesday, September 17 – 10:00am  
Wednesday, September 17– 2:00pm

**September 17<sup>th</sup> hiring session will be the final opportunity to be hired for Fall 2025.** Students who do not attend one of these sessions fully prepared will not be able to be hired for Fall 2025, although we will reopen the hiring process in Spring 2026. In order to be admitted to the hiring session you must:

- Provide an entirely completed **2025-26 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 1<sup>st</sup> 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/19\\_Docs.pdf](http://www.studentaid.emory.edu/documents/fws/19_Docs.pdf).

# Spring 2026 Off-Campus Federal Work-Study Hiring Schedule

Sessions to be held in the Emory University Office of Financial Aid, 3<sup>rd</sup> 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/Ma1pkDzf1an1LpbBA>

Tuesday, January 13– 2:00pm  
Wednesday, January 14– 10:00am  
Thursday, January 15– 10:00am  
Thursday, January 15– 2:00pm  
Tuesday, January 20– 10:00am  
Tuesday, January 20– 2:00pm  
Wednesday, January 21– 10:00am  
Wednesday, January 21 – 2:00pm  
Thursday, January 23– 10:00am  
Thursday, January 23– 2:00pm  
Tuesday, January 27– 10:00am  
Tuesday, January 27– 2:00pm  
Wednesday, January 28– 10:00am  
Wednesday, January 8– 2:00pm

**The January 28<sup>th</sup> hiring session will be the final opportunity to be hired for Spring 2026.**

Students who do not attend one of these sessions fully prepared will not be able to be hired for Spring 2026.

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

- Provide an entirely completed **2025-26 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 1<sup>st</sup> 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](http://www.studentaid.emory.edu/documents/fws/I9_Docs.pdf).