

## Fall 2020 Off-Campus Federal Work-Study Hiring Schedule

Due to COVID-19, Sessions to be held via zoom for the Fall 20. Please contact Ms. Candace Rivera at [ctriver@emory.edu](mailto:ctriver@emory.edu) with the date you will be attending. Sessions typically last about 30 minutes.

Tuesday, August 25 – 10:00am  
Tuesday, August 25 – 2:00pm  
Wednesday, August 26 – 10:00am  
Wednesday, August 26 – 2:00pm  
Thursday, August 27 – 10:00am  
Thursday, August 27 – 2:00pm  
Tuesday, September 1 – 10:00am  
Tuesday, September 1 – 2:00pm  
Wednesday, September 2 - 10:00am  
Wednesday, September 2 - 2:00pm  
Thursday, September 3 – 10:00am  
Thursday, September 3– 2:00pm  
Tuesday, September 8 – 10:00am  
Tuesday, September 8 – 2:00pm

### **The September 8<sup>th</sup> hiring session will be the final opportunity to be hired for Fall 2020.**

Students who do not attend one of these sessions fully prepared will not be able to be hired for Fall 2020, although we will reopen the hiring process in Spring 2020. In order to be admitted to the hiring session you must:

- Provide an entirely completed **2020-21 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).