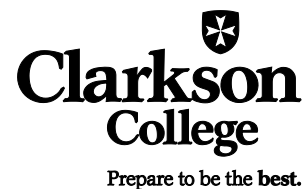


# Federal Work-Study Employment Checklist



The Federal Work-Study (FW-S) program provides on-campus, part-time job opportunities for students with financial need, allowing them to earn money to help pay education expenses. A FW-S award, as indicated on the student's Financial Aid Notification, does not guarantee job placement. FW-S eligible students interested in applying for a job must utilize Nebraska Medicine's online application process.

You may find this check list helpful when applying for a Federal Work-Study job:

\_\_\_\_\_ Accept your Federal Work-Study award by logging on to Net Partner and select "accept" from the drop-down box on the Work-Study line, and click "submit" to complete the process.

\_\_\_\_\_ If you were not awarded Federal Work-Study, contact your Financial Aid counselor to see if you are eligible.

\_\_\_\_\_ View Work-Study job openings through the "Career" link on Nebraska Medicine's website at [nebraskamed.com](http://nebraskamed.com). Click on the Work-Study position(s) for which you are interested.

\_\_\_\_\_ You must apply online through Nebraska Medicine's website. A separate application must be submitted for each position for which you are interested.

\_\_\_\_\_ Once submitted, your application(s) will be reviewed by the Clarkson College Human Resources office and forwarded to the hiring manager. The manager will select the top candidates for interviews. Following the interviews, the manager will make the hiring decision.

\_\_\_\_\_ If you are selected for a Work-Study position, you will be contacted by the Clarkson College Human Resources office with the job offer and additional information regarding the hiring process.

\_\_\_\_\_ Federal Work-Study employees are required to successfully complete Nebraska Medicine's hiring process, which includes a pre-employment physical, drug screen and background check.

\_\_\_\_\_ Federal Work-Study Employees are paid at least \$10 per hour and are limited to working a maximum of 10 hours per week. Students are paid bi-weekly through Nebraska Medicine's payroll system. Students can receive a paper check mailed to their home or sign up for direct deposit.

\_\_\_\_\_ Federal Work-Study awards are generally limited to \$1,500 per semester. Earning more than the awarded amount may reduce or eliminate your eligibility for other financial aid funds.

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Questions concerning the Federal Work-Study program should be directed to the Student Financial Services department at 402.552.2749, 800.647.5500 or [sfsassist@clarksoncollege.edu](mailto:sfsassist@clarksoncollege.edu).