

Off-Campus Employer

Steps to Hire a College Work-Study Student

1. Attend the annual mandatory College Work-Study (CWS) Supervisor Training offered in partnership with University Career Services (UCS).
2. Submit the required CWS Off-Campus Agreement to workstudy@uh.edu with the required IRS Letter verifying tax exempt status for review and approval. Once approved CWS Office will advise UCS.
3. Post position on Cougar Pathway via <https://uh.edu/ucs/cougarpathway>.
4. Confirmation email will be sent after posting has been approved and available for students to view on Cougar Pathway.
5. Notifications will be sent once students apply for your position(s).
 - Select the applicants you wish to interview and contact them directly via the contact information (phone/email) provided on their submitted resume
6. Once an applicant has been selected to hire, indicate the hire by selecting “Offer Position” in Cougar Pathway.
7. After student has accepted the offered position, a CWS Program Authorization Form (PAF) will be emailed. Complete the form, have student sign and email to workstudy@uh.edu.
8. CWS Office will email the selected applicant the additional documents needed to complete the student’s hire.
9. After all documentation has been completed and hire has been approved, CWS Office will email provide start date for student.
10. For rehiring a prior student, follow the same procedures for hiring a new student.



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