

## 2. Interviewing Process and Candidate Selection

### Interviewing Process and Candidate Selection

Available positions are posted on [Career Development](#). Potential Work Study student employees browse Career Development and apply for the positions that interest them. There is no limit on the number of positions that a student can apply for, nor is there a limit to how many positions a student may work in. However, the maximum number of hours a student may work per week is 37.5. Most students work an average of 8-10 hours per week.

Students apply for jobs using the contact information and application instructions listed in the supervisor's job posting. The supervisor reviews the applications and contacts candidates for interviews.

If a supervisor would like to verify that applicants are eligible for the Federal Work Study program, please do not hesitate to contact Derek Lewis at [dlewis@massart.edu](mailto:dlewis@massart.edu). This will ensure that supervisors are hiring eligible students.

#### Discussion Topics

During the interview, we suggest that supervisors discuss any of the following topics with candidates:

1. Student's availability for filling the hours needed by the position.
2. Prior work experience and skills.
3. Review the job description with the student.
4. Pay rate, length of employment, any training provided for this position.
5. Any department policies (dress code, hours, confidentiality, etc.)
6. References.
7. Provide the student with a timeline of when the candidate can expect a decision to be made.

#### Notification Process

After conducting interviews, the supervisor should select the best candidate(s) for the position, and make an offer of employment. At the time of hire, the supervisor should set a definite work schedule with the new student employee(s).