

FWS Intent to Hire From

Congratulation on hiring a FWS employee!

For every FWS you hire, you must:

- Submit a FWS Intent to Hire Form
- Advise the student to submit all required FWS documents to Financial Aid Services

Your FWS student may not start working until:

- The Office of Financial Aid Services receive the FWS intent to hire form
- All FWS documents are received and processed
- Both the supervisor and student receive Hire Request Confirmation E-Mail

Employment Information:

Baruch EMPL ID:

First Name:

Last Name:

Department/Organization:

Supervisor Name:

FWS Job Title:

(Should match the title on the job posting)

JobX Ref #

(Found on JobX)