Student CWS / SA Appointment Notice Guide

☛To access Interview Exchange, employees should use the following link: https://www.interviewexchange.com/login.jsp

➢For easy access, please save the link as a favorite.

🔒IE uses Single Sign On (SSO). The email login is your Farmingdale email address and your password will be the same as your Farmingdale network account.
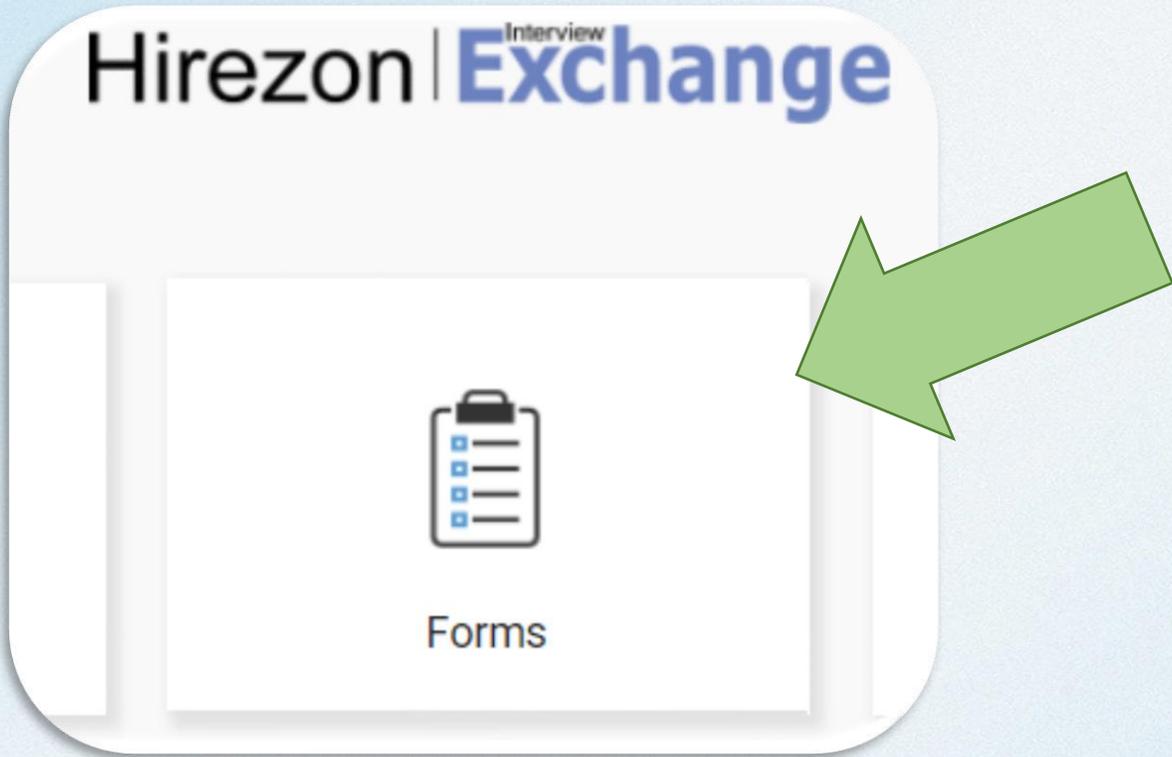
➢For any errors with login, please email studentemployment@farmingdale.edu

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📄 After login, select the "Forms" module to access the system.

↖ Toward the top right corner of the page, click on "Start New Form".

- ➢ **Department** = Select your department
- ➢ **Category** = Recruitment
- ➢ **Template** = Student CWS/SA Appointment Notice (Scroll down the drop-down options to find)
- ➢ **Title/Name** = Student Last Name, First Name – Semester/Year

↖ Click "Create Form"

Fall = F   Spring = Sp   Summer = Su

Followed by last 2 digits of Semester Year
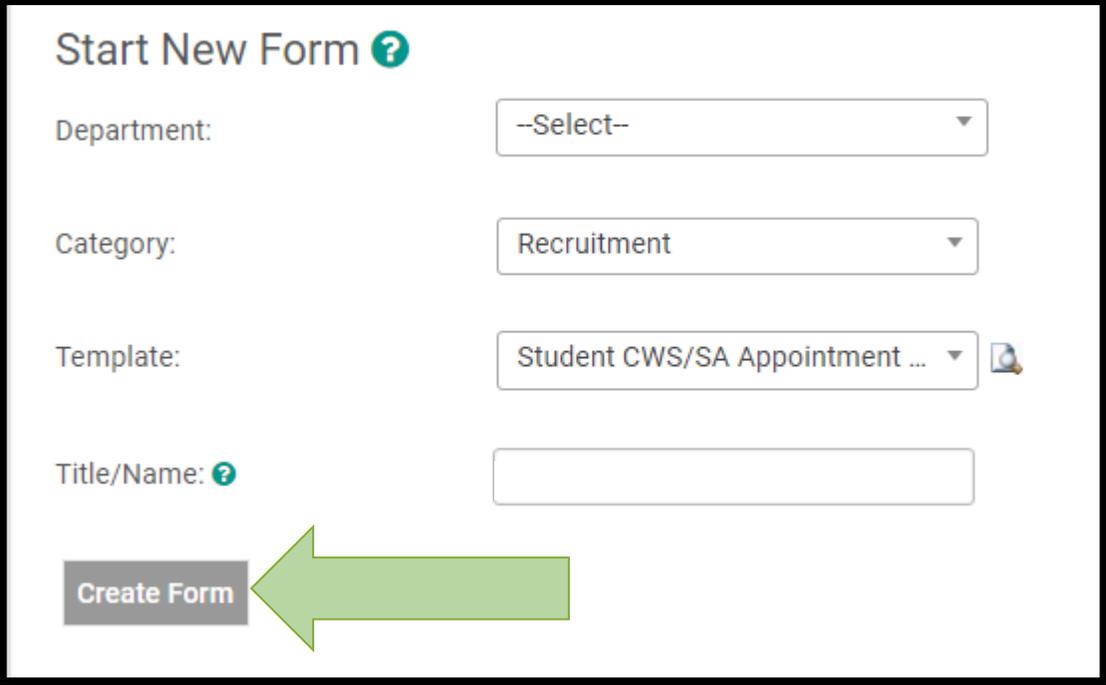
Start New Form ❓

Department:	--Select-- ▼
Category:	Recruitment ▼
Template:	Student CWS/SA Appointment ... ▼
Title/Name: ❓	

Create Form

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From this screen, click on the words "Student CWS/SA Appointment Notice" to open the form.

- Please complete form.

  - If pay rate is higher than minimum wage ($17.00), a justification must be provided.

  - Multiple job duties can be selected. If a job duty does not match, please select "Other" and provide description in the box below.

  - Do **not** complete the "Funding Type" section; this determination will be made by the **Financial Aid Department**.

- Click "Save & Submit" once finished.

- The form will refresh, click on "Continue" to proceed.

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Student CWS/SA Appointment Notice

Please select:	Department: Human Resources
Last Name, First Name:	Account Number:
SUNY ID:	RAM #:
Student Farmingdale Email:	Student Phone Number:
Start Date:	End Date:
Rate of Hourly Pay **(If pay rate exceeds minimum wage, a justification is required for approval):**	Is the student graduating at the end of the academic year? (Graduating students cannot work past their graduation date.)
Anticipated weekly work hours for the student: **(Maximum of 20 hours/week during classes, 29 hours/week during breaks)**	Line Number: *(HR Use Only)*
TAS Approver Name: (will approve biweekly timesheets)	Employee Supervisor Name:

Student Job Duties

☐ Athletics Assistant - Assist in Game Day Events, Esports Arena Supervisor, Facility Setup, Field Management, Intramural Supervisor, Scorekeeper, Sign-in Sheet Attendant, Weight Room Assistant.

☐ Clerical Support - Answer Phone Calls, Data Entry, Faxing, Filing, Front Desk Receptionist, Greeting Visitors, Issuing/Tracking Guest Passes, Mailing, Photocopying, Provide General Campus Information, Scanning Documents, Scheduling Appointments.

☐ Events Assistant - Attend Campus Wide Events, Attend Open Houses, Event Planning, Marketing Assistance, Recruitment Assistance, Rambassador, Social Media Support, Tour Guides.

☐ Garden Intern - Greenhouse Maintenance, Light Construction, Planting, Propagation, Pruning, Watering, Weeding.

☐ IT Support - Computer Lab Assistance, Help Desk Attendant, Installation of Network Switches & Telephone Equipment, Perform Updates/Upgrades, Preparation of Equipment, Web Support.

☐ Tutors - Academic Coaching, Group/Individual Tutoring, Participate in Tutor Training Workshops, Peer Tutoring.

☐ Other - Please describe the students j
Student Job Duties if "Other" was selected a

Save & Submit

Edit → Continue

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- The "Student CWS/SA Appointment Notice" form should now appear with a green checkmark.
- If needed you may attach a document by clicking on "Choose File".
- You may now click "Send for Next Action" to send for routing!

All done!

If you run into any issues, please feel free to email Student Employment at studentemployment@farmingdale.edu