



OFFICE OF STUDENT FINANCIAL AID
Federal Work-Study Program

Federal Work-Study (FWS) Employer Questionnaire

Basic Information
Department Name: _____ FWS Account #: 01-444- _ _ _ _
Name of Person Completing Questionnaire: _____
How many Federal Work-Study (FWS) Student Employees did you have employed in your Department this previous year (Fall 2009-Spring 2010)? _____

Please rate the following statements of the FWS program on a scale of 1-5, with 1 being completely disagree and 5 being completely agree.

FWS Employer Application Process

- 1. The electronic FWS Employer Application, Participation Agreement, and FWS Orientation form make the FWS application process easier to complete
2. I would like to be able to submit the FWS application electronically
3. I prefer to print out and complete the FWS application forms by hand.

FWS Employer Orientation/Trainings

- 1. The FWS employer WOW Orientation helped me learn how to use the FWS WOW Report and monitor spending
2. It is helpful the FWS office offers the Employers FWS WOW Report Orientation although I have not been able to attend
3. I would like the Employer FWS WOW Report Orientation to be offered more than once a year
4. I learn the rules and regulations and new information about the FWS program from attending the FWS Employer Orientation annually

5. The FWS Employer Orientation should only be required for new employers	1	2	3	4	5
6. The FWS Employer Orientation is not helpful as a returning employer	1	2	3	4	5
7. It is a good idea to hold separate new and returning FWS Employer Orientations	1	2	3	4	5
8. The FWS Employer Orientation should be offered more than once a year	1	2	3	4	5
9. I do not attend the FWS Employer Orientation because of scheduling conflicts	1	2	3	4	5
10. I do not attend the FWS Employer Orientation because I am not interested	1	2	3	4	5

Managing FWS Funds

1. I feel confident in my understanding of how to monitor student FWS awards and earnings	1	2	3	4	5
2. I am competent at using the FWS Warehouse on the Web (WOW) report to monitor my department's allocation and student earnings	1	2	3	4	5
3. I have used the FWS Employer Budgeting Tools	1	2	3	4	5
4. The online FWS Employer Budgeting Tools helps me hire students and monitor my departmental allocation	1	2	3	4	5
5. I have used the online FWS Employer Calculator	1	2	3	4	5
6. The online FWS Employer Calculator helps me to monitor my FWS student earnings	1	2	3	4	5
7. My department has well-defined internal controls to monitor FWS students and track FWS department spending	1	2	3	4	5

FWS Job Postings

1. By posting FWS job openings on the Financial Aid website, I am able to attract qualified students to fill all vacant positions	1	2	3	4	5
2. The FWS Job listings are posted in a timely manner	1	2	3	4	5
3. The FWS Job listings form is easy to use to post new jobs	1	2	3	4	5
4. The FWS Job listings form is easy to use to reactivate an old job listing	1	2	3	4	5
5. The FWS Job listing form is easy to use to deactivate a job listing	1	2	3	4	5

FWS Work Authorization form

- 1. Having the FWS Work Authorization form available through the student’s financial aid account has helped our department to obtain, complete, and submit the FWS Work Authorization form to the FWS Office 1 2 3 4 5
- 2. Having the FWS Work Authorization form available on the financial aid website, www.financialaid.umd.edu, is helpful 1 2 3 4 5
- 3. The FWS Financial Aid Award page is requested and filed for each FWS student with their FWS Work Authorization form 1 2 3 4 5
- 4. It would be helpful if the FWS Work Authorization form could be submitted electronically 1 2 3 4 5

FWS Student Hiring/Employment

- 1. Our department requires FWS students to submit a cover letter with their application 1 2 3 4 5
- 2. Our department requires FWS students to submit FWS resumes for consideration for a job 1 2 3 4 5
- 3. Our department has a separate application for job consideration 1 2 3 4 5
- 4. Our department requires interviews by phone or appointment for our FWS position 1 2 3 4 5
- 5. Our office provides an orientation and training for FWS students 1 2 3 4 5
- 6. Our office prefers to hire students in a major corresponding with our department or college 1 2 3 4 5
- 7. The major of a student does not matter in the FWS student selection process 1 2 3 4 5
- 8. The student’s work schedule is a major factor considered in the FWS hiring process 1 2 3 4 5
- 9. Our office is flexible with the number of hours a student can contribute towards work 1 2 3 4 5
- 10. We would like our FWS students to be more accountable to their work schedule 1 2 3 4 5
- 11. My overall level of satisfaction with FWS employees is high 1 2 3 4 5

FWS Customer Service

- 1. The FWS office responds to my inquiries in a timely manner 1 2 3 4 5
- 2. The FWS office provides me with appropriate updates about my students and other FWS related issues 1 2 3 4 5
- 3. The FWS documents on the FWS Employer’s website is a helpful reference 1 2 3 4 5
- 4. Overall, I am very satisfied with the FWS Program at the University of Maryland, College Park 1 2 3 4 5

Please answer the following questions by choosing the response that best answers the question:

1. Did you have any significant problems with any of your FWS students that resulted in their termination?

- Yes
- No

If Yes, please explain: _____

2. I would like more information about the following: (check all that apply)

- Finding and Hiring FWS Students
- Monitoring Student Awards
- Understanding the Allocation Process
- Monitoring my Departmental Allocation
- Rules and Regulations for the FWS Program
- Responsibilities of the FWS Contact Person for my Department
- Other: _____

How do you find FWS students for your office?

Method	% of Students Found Per Method									
FWS Website/ Job Postings	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Departmental Advertising	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Continuing Employee from Summer or previous year	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Walk in Inquiry	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Student References	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Job Fairs	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
Other: _____	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

Please share with us any additional questions, comments, or concerns you may have:

Thank you.