



## **Federal Work-Study (FWS) Orientation Review Questions**

**Instructions:** Students are required to bring the completed pages to their placement appointment.

### **1. What is the mission of the Federal Work-Study Program?**

- a) It serves as a source of financial assistance
- b) It offers a training ground where students can work and gain valuable experience
- c) It encourages students to participate in community service based organizations
- d) It provides students an opportunity to participate in the Family Literacy Program
- e) All of the above

### **2. How does a student receive a Work-Study award?**

- a) By registering for 3 credits
- b) File and indicate on FAFSA that you want to apply for Federal Work-Study
- c) Meet Federal and CUNY eligibility criteria
- d) Choice a and b
- e) Choice b and c

### **3. What job site locations are available to Work-Study students?**

- a) On campus departments and offices
- b) New York City Public Service Corps (PSC)
- c) Off campus (CUNY approved sites)
- d) All of the above

### **4. The methodical review of available FWS posted jobs is part of what process?**

- a) The FWS placement process
- b) The interview process
- c) FWS orientation process
- d) Coursework process

### **5. Which of the following are interview tips mentioned in the FWS Orientation?**

- a) Bring your current resume and have a positive attitude
- b) Keep cell phones turned on to accept incoming calls
- c) Dress appropriately
- d) Know what times you are available to work
- e) None of the above
- f) Choice a, c, and d

**6. Once you make your appointment, what location do you go to for placement?**

- a) Registrar's Office
- b) FWS Job Placement Site
- c) Bursar's Office
- d) Magner Career Center
- e) Office of Student Life

**7. What should you bring to your placement appointment?**

- a) Social Security Card, acceptable documents listed on Form I-9
- b) Validated Brooklyn College I.D.
- c) An updated transcript
- d) Choice a and c
- e) Choice a and b

**8. When does job placement become official?**

- a) Once the supervisor signs the necessary documents
- b) Once you start your first day of work
- c) Once you receive your first pay check
- d) Once you personally return all required forms to the Work-Study staff in the Financial Aid Office/FWS Placement Site and receive the NYS Dept. of Labor Form.

**9. Enrollment status for financial aid is established based on what day of the semester?**

- a) 2<sup>nd</sup> Day
- b) 4<sup>th</sup> Day
- c) 7<sup>th</sup> Day
- d) 10<sup>th</sup> Day

**10. When is a FWS employee not eligible to work?**

- a) Withdrew from all courses (officially/ unofficially)
- b) Dropped below 6 credits (officially/ unofficially)
- c) Earned entire FWS award on my CUNYfirst account
- d) During the time classes meet on their CUNYfirst account
- e) All of the above

**11. What is the maximum amount of hours that a student may work per week?**

- a) As many as you can fit into your schedule
- b) 6
- c) 20
- d) 40

**12. What is the minimum amount of hours that a student may work per week?**

- a) 6
- b) 20
- c) 40
- d) 1

**13. After your 6<sup>th</sup> consecutive hour of working you are required to:**

- a) Report to your supervisor immediately
- b) Take at least a half hour break
- c) Take an hour break
- d) Continue working

**14. How are FWS time sheets to be submitted for payment?**

- a) Supervisors must submit time sheets online as per payroll guidelines
- b) Time sheet must be hand delivered to the Financial Aid Office
- c) Supervisors must fax time sheets to the Financial Aid Office
- d) None of the above

**15. If you have questions about the Federal Work-Study Program:**

- a) Ask a friend
- b) Visit the Brooklyn College Financial Aid website
- c) Ask a staff member in the FWS Office (308 West Quad Center)
- d) Choice b and c
- e) None of the above

**Note: Students with 3 or more incorrect answers will be advised to review the orientation presentation again and return for a new appointment.**

I have reviewed the online Federal Work-Study Orientation, program information on the college website and understand my responsibilities as a Work-Study student employee. I have also reviewed the information below.

- *I understand that as a condition of being a FWS employee, I must register and maintain at least 6 credits in my division of matriculation by the required date each semester.*
- *I must attend classes and make [Satisfactory Academic Progress](#) as defined by the College.*
- *If my enrollment falls below 6 credits because I drop, withdraw (officially or unofficially) or stop attending classes I must notify my supervisor & FWS Office staff and immediately stop working.*
- *I must communicate my change in class schedule to my immediate supervisor and the FWS staff in the Financial Aid Office (308 West Quad Center).*
- *I understand I must review all payroll and placement information provided by Brooklyn College.*
- *I may request direct deposit of my FWS earnings/financial aid funds.*
- *If I am uncertain about FWS Program requirements, it is my responsibility to meet with a member of the Work-Study staff in the Financial Aid Office (308 West Quad Center).*

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Student's Name (please print)

EMPL ID

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Student's Signature

Date