

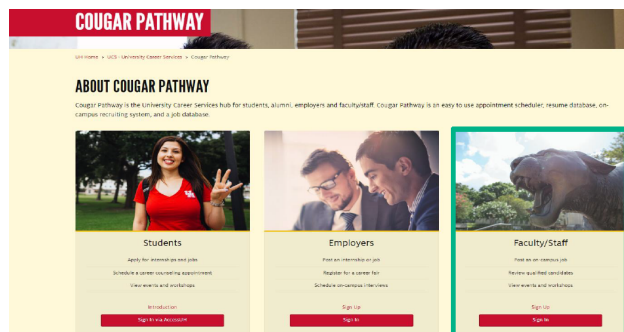
Posting Student Employment Jobs

University Career Services (UCS) assists in job postings for departments hiring student workers (College Work-Study and Non-CWS).

The Office of Scholarships & Financial Aid (SFA) issues College Work-Study (CWS) awards to eligible students. For more information, go to: www.uh.edu/financial/undergraduate/types-aid/work-study

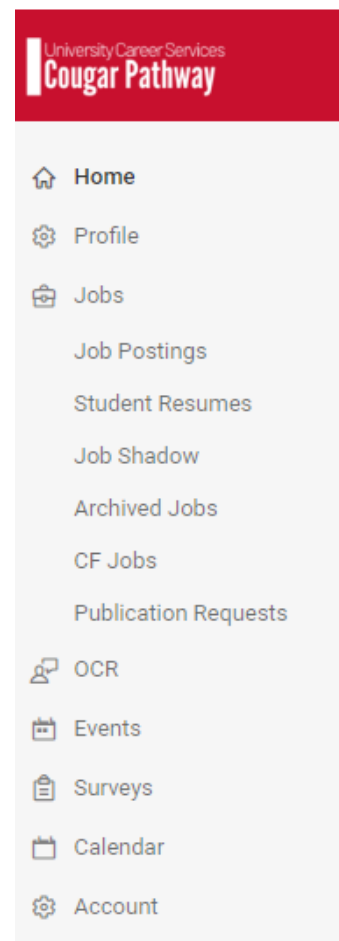
How to Get Started: Creating an Account

- To create your account profile, go to: www.uh.edu/cougarpathway
- Under the “Faculty & Staff” box, click “Register”. – You will be directed to the registration page for Cougar Pathway.
- To REGISTER, click the [REGISTER] button and complete the profile page. *Note: some questions may not be relevant to your position here at UH but the registration page is a general application for all individuals (faculty/staff and employers).
- We will review your account information within 24-48 hours.
- Once your account has been approved, you will receive an email message with instructions for creating your Username and Password.



How to Get Started: Accessing Cougar Pathway

- Use your Username and Password to log into Cougar Pathway: www.uh.edu/cougarpathway
- Once on the homepage portal you can view the following things:
 - [PROFILE] – Edit your account profile
 - [JOBS] – View/Create job postings
 - [OCR] – Schedule interviews/view applicants
 - [EVENTS]- View upcoming Events



How to create a College Work-Study or On-Campus Student Employment (Non-CWS) job posting:

- Click the [JOBS] tab
- Click [Job Postings]
- Click the **POST A JOB** button

Complete the Job Posting form and click the Submit button.

UCS will review this information before approving the posting and making it available for students view.

How to repost a CWS or Non-CWS job posting:

- Click the [JOBS] tab
- Click the **Add New** button
- Select your posting dates and make any other changes to the job description before clicking the submit button.

To close a posting: Click the Deactivate button on the Job Postings page.



No Records Found

[Post A Job](#)

For Cougar Pathway assistance, contact University Career Services at 713-743-5100 or hireuh@uh.edu

Hiring a College Work-Study Student

Hiring a College Work-Study Student:

- Login to Cougar Pathway, click on the Jobs tab and then the Job Postings tab
- Click on "Applicants"
- Click the OFFER POSITION button underneath the name of the student that you would like to offer the position to. **Note: if you do not see the OFFER POSITION button, please con-tact University Career Services for assistance.*
- The student must go into their Cougar Pathway account and click the Accept Offer button.

The hiring process must be completed every academic year, even if you are hiring the same student.

Please confirm that the student has CWS before beginning the hiring process.

The offer must be accepted before the expiration date given.

- You will receive an email message notifying you that the student has accepted the position. *Note: This message will include also include a Program Authorization Form (PAF). The PAF must be given to your department business administrator and attached to the ePAR.*

Returning CWS Rehires: When a new academic year or a new summer session begins, depart-ments must repost the position, and returning CWS students must reapply.

Non-CWS Students: These hires are handled the same way as part-time (up to 20 hours per week) ; for questions, contact your business administrator.

What happens after the student accepts the position in Cougar Pathway?

- Complete the College Work-Study Program Authorization form.
- Your department's business administrator begins the ePAR process.
 - CWS Dates can be found on the authorization form
 - Standard work hours are no more than 20 per week
 - The Program Authorization Form (PAF) should be attached under the Work-Study Award Letter description on the ePAR.
- Check the student's account for delinquencies and holds.
- Request a Criminal History Record Investigation (CHRI) (**New hires only**)
- Student must complete I-9 and Direct Deposit forms. (**New hires only**)
- **Once the Background Check and ePAR is approved, the student can begin working**

Off-Campus employers: Contact the Office of Scholarships and Financial Aid at workstudy@uh.edu for additional assistance.

Departments: For questions regarding ePARs, contact your Business Administrator.

