Federal Work Study Job Referral Interview Instructions

Step 1: Get Hired Portal:  http://www.niagara.edu/get-hired-portal/
Step 2: Follow “First time User” Instructions

1. First time User
2. Student ID #
3. Forgot password
Step 3: Log in and browse available Work Study positions

1. Job Search
2. Work-Study
3. Search
Federal Work Study Job Referral Interview Instructions

Step 4: Click on job title to view full job description
Federal Work Study Job Referral Interview Instructions

Step 5: Schedule an interview appointment
Federal Work Study Job Referral Interview Instructions

Step 6: Select a day that is compatible with your schedule

Interviews will be held:
Monday, Aug. 31
Tuesday, Sept. 1st
Thursday, Sept. 3rd
Friday, Sept. 4th
Monday, Sept. 7th

The drop down will display the week. After selecting the week, you will be able to choose a day and time.
Federal Work Study Job Referral Interview Instructions

Step 7: List your choices, select your interview time, and receive confirmation

1. List your top 5 job opportunities
2. Select a time
3. Appointment confirmation!
If you need to cancel and reschedule your interview:

An email notification will be sent to the Student Employment Coordinator and you will be able to reschedule for another available time. If you have any questions, please call 716-286-8500.