1. Work Study (contact: TBA)
	1. get awarded –> form proving eligibility for work study
	2. take orientation
2. LRC (contact: psery)
	1. Interview and orientation / selection
3. HR (contact: tshook4)
	* 1. Once units decide on who they want to hire and the student has accepted, the student should be directed to HR to complete the I-9 and hiring packet.
		2. Once a student has done this, HR will issue a yellow card and should bring it back to the department. The yellow card indicates the I-9 and hiring packet have been completed.
		3. At this point, units can set a start date and complete the appointment form. (The start date could be that very day)
4. LCS department (contact: CarolHartley)