**Introductory email offering student employment**

Hi \_\_\_\_\_\_-

We would like to extend an offer for you to join our team as a (insert title) for the 2023-2024 school year!

To let you know a little bit more about our office, we operate 8:00 am-4:30 pm Monday through Friday in the LSU Student Union and have a few limited opportunities to work 4:00 pm-8:00 pm if you are interested in that as well. In our office student employees do a variety of tasks to assist in the overall operation of the Olinde Career Center including, but not limited to, working our front desk, preparing packets for events, assisting in the Recruitment Center with on-campus interviews, working at recruiting events, assisting with special projects, etc.

To learn more about our office, please visit this link: <https://www.lsu.edu/careercenter/>

If you are interested in accepting the position, please let me know as soon as possible. I will need a copy of your current class schedule as well as any other outside commitments you have in order to build out your work hours.

I will also need you to fill out the attached employee information sheet and send back to me at your earliest convenience.

Once we establish you start date, I will send more information regarding your I-9 and onboarding. However, just so you are aware, we can only accept original documents for your I-9. Please view the list of [Acceptable Documents](https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents) and determine which you will bring with you. If you need some time to gather those documents, please let us know.

Please let me know if you have any questions/concerns.

I look forward to hearing from you!

**After they accept**

Hi \_\_\_\_\_.

We are excited that you are joining our team! Let’s plan for your first day to be \_\_\_\_\_\_\_\_\_\_\_.

As part of your new hire onboarding, you will receive an email from Workday to complete your I-9 Form. You may either complete this portion at home or fill it out in our office.

**On your first day**, you will need to bring in documents for verification in order for us to complete the hire. Use this website as a guide: [Acceptable Documents](https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents). You must have either one document from List A or a combination of one document from List B and one from List C. **These must be original documents. We cannot accept any copies or pictures of documents.** Please bring these in on your first day of work. If you are unable to attain the original documents, please let us know so we can reset your start date.

I have also attached a copy of our Policies and Procedures which includes our dress code. You do not have to sign this yet, but please go ahead and review it. We will go over it on your first day as well.

If you have any questions, please let me know!