



I-9 Form
Supervisor Training Guide

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A Brief Introduction

This document is intended to provide a concise guide for supervisors and hiring managers on how to navigate the Hire Right I-9 Verification process. The purpose of this guide is to outline the general steps involved in the process and to provide an explanation of the reasoning behind HRM's recommended process suggestions.

Before Initiating the I-9

Before initiating the I-9 verification through Hire Right, an employee must first formally accept the job offer. Once you have confirmed that the prospective employee has accepted the offer and committed to joining LSUHSC, you must inform HRM of this updated status. The method you use to inform HRM is dependent on how you recruited the employee:

Method 1: If you recruited the individual through People Admin, you would follow the process on the PeopleAdmin site to set that hiring proposal as “offer accepted”.

- Please upload the hiring proposal funding sheet **before** updating it to “**offer accepted**”.
- **Offer accepted** status must be completed in People Admin to initiate an email to HR to run a background check.
- Current employees **with no break in service** will not require a background check. - HR will check the current employment status and advise the department.
- The candidate must accept an email request from Hire Right and complete the data required to run the background check.
- HR will advise the department of background check results (**typical** turn-around time is 3-5 business days)

Method 2: If the employee was recruited through means other than People Admin, you will need to email HRM Recruit Talent the following information:

- Candidate's Name
- Personal Email Address
- Department Name AND Department ID
- Employee Classification (Faculty, Unclassified, Classified, Other Academic, Fellow, Graduate, Student Worker, Intern)
- Position Number (if applicable)

The confirmation will prompt HRM to conduct a background check on the individual.

PLEASE NOTE:

- If this prospective employee is to function at 100 percent effort, they **MUST ALSO** comply with and pass a drug screening. An initial Hire Right email will be sent to the employee so they may provide their information for a background check. Additionally, your department will arrange for a drug screening to be scheduled for an unclassified or faculty appointment. The HR Talent Acquisition/Operations team will schedule the drug test for classified appointments.
- Please do not initiate the I-9 verification process until you have confirmed that the individual has passed the background check/drug screening. Preemptively initiating the process could result in repeated steps or errors. Following the outlined processes can save time and resources.

With confirmation that the employee has successfully cleared the background check and drug screening, you may initiate the I-9 verification process.

How To Gain Access to Hire Right

How Do I Register for Hire Right?

- To gain access to Hire Right, your Division Head/Dean's office must email Talent Acquisition at recruittalent@lsuhsc.edu to request I-9 Hire Right access.
- To reset your password or reactivate your account, email recruittalent@lsuhsc.edu. Upon request, The Talent Acquisition team will reset your account and you will then receive an email from Hire Right to reset your password to gain access. Things to keep in mind:
 - LSUHSC Company Code: LHS001
 - Your username will be your LSUHSC email address.
 - The email you receive can be used to set a new password for Hire Right.
- Access to Hire Right is rescinded after 90 days. Simply email Talent Acquisition to restore access.

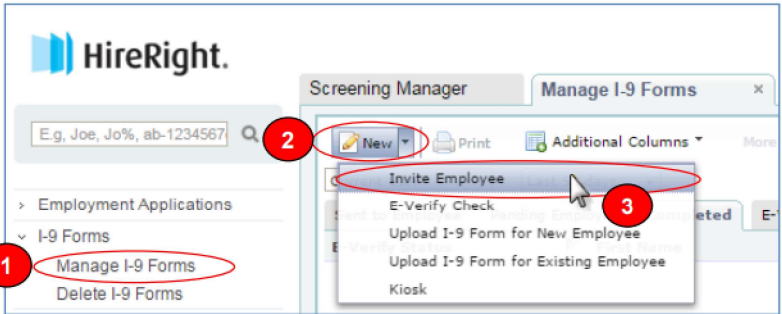
The Hire Right I-9 Process

By the time you have reached this step, the employee should have already received one email from Hire Right to conduct a background check. We **HIGHLY** recommend you inform them that they will receive another email through Hire Right to complete the I-9 form.

Inviting the Employee

Begin by inviting the prospective employee to complete Section 1 of the I-9 Form electronically.

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **New** pull-down menu.
3. Select the **Invite Employee** button.



You will be redirected to the I-9 Eligibility Form shown below:

4. Enter the employee's name and email address.

NOTE: HRM highly suggests you refrain from providing a start date until later in the process. If the start date provided changes for any reason, a tedious process to input the new start date is initiated.

5. Some accounts include the "Hiring Manager" feature. This allows you to designate a non-HireRight system user temporary access to complete Section 2 of this specific Form I-9. If you or another system user will be completing Section 2, leave these fields blank.

Notification Options: If you would like to add someone to the list of users who will receive a copy of the notification letters, you may click the [Add User](#) link and make a selection from the list of users in your HireRight account.

6. Click **Submit**.

The screenshot shows the 'I-9 Employment Eligibility Form' interface. It is divided into three main sections: 'Employee Info', 'Hiring Manager', and 'Notification Options'. The 'Employee Info' section contains fields for First Name, Last Name, E-mail, and Employee Start Date (with a 'Use Today's Date' link). The 'Hiring Manager' section contains fields for First Name, Last Name, and E-mail. The 'Notification Options' section shows the user 'Samantha Johnson' and an 'Add users' link. At the bottom, there is a 'Submit' button circled in red and a 'Close' button. Red circles with numbers 4, 5, and 6 are placed over the form to indicate the steps described in the text.

Preparing for Verification

- Once the invitation has been sent, the prospective employee **MUST** complete Section 1 of the I-9 form **BY THEIR FIRST DAY OF WORK FOR PAY** (start date).
- Additionally, remind the employee that they will need to present unexpired original documents confirming their identities as outlined by the *List of Acceptable Documents* on the I-9 Form.
- If you will not be the individual viewing the employee's original documents, you may use the Hiring Manager functions to designate the person who will complete the certification process. This person will receive an email from Hire Right informing them they have been set as the Hiring Manager with a link to complete the process. This link is not evergreen, so once clicked on, the Hiring Manager should be prepared with all documents required to complete the certification process at that time.

Employer Review and Verification

The employee should have brought their physical proof of identity. Begin by examining the documents provided to confirm they are genuine and relate to the employee presenting them. Additionally, confirm that they are acceptable items as outlined by the *List of Acceptable Documents* section of the I-9 Form. Should the items presented be deemed sufficient, proceed to copy and scan the documents, and initiate the verification process on Hire Right.

To Verify I-9 Docs

1. Login to your account and click **Manage I-9 Forms**.
2. Click on the **Pending Employer** tab.
3. Select the employee record.
4. Right click on the employee record and select **Verify I-9 Docs** from the menu **or** Click on the employee record and select **Verify I-9 Docs** from the **More Options** menu on the toolbar above.

The screenshot displays the HireRight 'Manage I-9 Forms' interface. On the left sidebar, 'Manage I-9 Forms' is highlighted with a red circle '1'. The main area shows a table with columns: First Name, Last Name, SSN, Date, and Next Action. The 'Pending Employer' tab is selected, indicated by a red circle '2'. A right-click action is performed on the record for 'John Moore', indicated by a red circle '3'. The context menu is open, and 'Verify I-9 Docs' is highlighted with a red circle '4'. Other options in the menu include View, Send Form, Start/Termination Dates, Reassign, Correct I-9 Form, Set Hiring Manager, Delete I-9 form, and Flag.

The Employer Review & Verification Worksheet Opens

Please continue to the next page.

Should you require them, there are additional guides provided on the left-hand side for your consideration.

5. Select the List A or the List B&C tab depending on the document(s) the employee provided.
Employee is required to provide information for either; one document under the tab List A, or a document for each of List B and C.
6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required

Employee Name: John Moore
Citizenship Status: Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

List A **5** List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: * U.S. Passport **6**

Issuing Authority * U.S. Department of State

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * B123456

Expiration Date (if any): * 01 / 01 / 2027

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

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7. Enter the required information indicated by the red asterisk (*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document. Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title:

Issuing Authority:

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #:

Expiration Date (if any): / /

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Section 2 Additional Information

Check here if there is additional information you need to document on the I-9 Form

Some documents require "Photo Matching." This is NOT a trick question! Simply confirm the photo matches the appearance of the individual you are hiring!

The additional information area is provided for employers to use in documenting any additional notes employers are required to document regarding provided documentations, such as an extension on a work visa. Click the checkbox to add additional information.

Employment Information

8 I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. *

Employee Start Date: / / [Use Today's Date](#)

Business Name:

Your First Name:

Your Last Name:

Title:

Email Address:

Business Address *

Address:

City:

State:

Zip/Postal Code:

9

10

8. Click the "I attest under penalty of perjury, that I have examined the documents presented by the above-named employee....." Box.
9. Enter or confirm "Employment" information not already pre-populated in the **Employment Information** area.

10. Click "Proceed to Form I-9 Completion."

11. Review Section 2 Information.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

Section 2 Review & E-Sign

[Directions](#)
[Employee I-9 Information](#)
[Employer Review and Verification Worksheet](#)
[Section 2 Review and E-Sign](#)

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1:	Last Name (Family Name) Moore	First Name (Given Name) John	MI N/A	Citizenship/Immigration Status 1
--------------------------------------	----------------------------------	---------------------------------	-----------	-------------------------------------

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title U.S. Passport	Document Title N/A	Document Title N/A
Issuing Authority U.S. Department of State	Issuing Authority N/A	Issuing Authority N/A
Document Number B123456	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 01/01/2027	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A	Additional Information OR Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		
Document Title N/A		
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
 The employee's first day of employment (mm/dd/yyyy): 01/04/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative	
		Manager	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name	
Johnson	Samantha	19DNEW	
Employer's Business or Organization Address (Street Number and Name)	City or Town	State	ZIP Code
1234 Main Street	Orange	CA	12345

12. Enter your Full Name – the email address will be pre-populated and validated upon submission.

13. Read and check the four attestation statement checkboxes.

Electronic Signature of Employer

12 First Name * Samantha
Last Name * Johnson
E-mail Address: sjohnson@abccompany.com
Hold down left mouse button and draw your signature below

13

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Back E-Sign, Save & Run E-Verify 14 Decline

14. Click the **E-Sign, Save & Run E-Verify** button to finish. The Form I-9 is electronically stored in your account.

NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **E-Sign & Save** button, the document will be considered "SIGNED."

A confirmation message appears.

Help | Live Chat | Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for John Moore.

Order Details

Electronic I-9 Form	Submitted
E-Verify Case Status	Submitted

View E-Verify Report View I-9 Form Upload Supporting Documents Close Window

Attaching Supporting Documents

Help | Live Chat | Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for John Moore.

Order Details

Electronic I-9 Form	Submitted
E-Verify Case Status	Submitted

[View E-Verify Report](#) [View I-9 Form](#) [Upload Supporting Documents](#) [Close Window](#)

Once you have completed the verification, you will see the box above. The box outlined in red reads “Upload Supporting Documents”. You must upload scanned copies of the documents the employee provided. If for any reason this box does not appear, go to “Manage I-9 Forms”, right-click on “Employee Record” and select “Manage Supporting Documents” to upload.

PLEASE NOTE:

- If possible, please attach the chosen documents provided as one attachment. Hire Right charges LSUHSC for each file attached so attaching a singular file with all the documents uploaded can save the institution’s resources.
- Please refrain from uploading more than the required documents or leading the employee to favor certain documents over others. These actions are illegal.

Additional Information

Common Errors or Inconveniences

HRM is aware that the Hiring process can be confusing for managers. Here are some common mistakes that we have noticed throughout the process. Keep these in mind as you are completing your employee’s I-9 form.

Hire Right Emails:

- During the onboarding process, employees will be sent an email from Hire Right for information about the background check (and, if operating at 100 percent effort, a drug test will need to be scheduled). Once you initiate the I-9 process, they will receive another email from Hire Right.
- Consider informing the employees that they will need to complete two separate processes in Hire Right to prevent extended wait times due to incomplete steps.

Verifying Documents:

- Remind the employee to bring physical copies of their verifying documents on their FIRST day of work (if not collected previously).
- Refrain from influencing your employee’s decision on which documents to provide for the I-9 verification, even if asked.
- When uploading the proof of identity to Hire Right, only upload the minimum number of documents required selected by the employee. Uploading more than is required is a compliance issue.

Start Date:

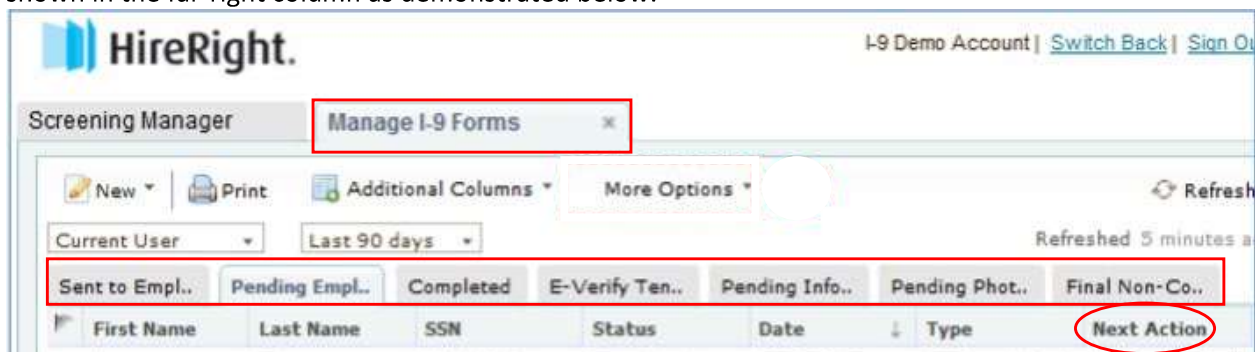
- It is not uncommon for an employee’s projected start date to change during the onboarding process. HRM recommends refraining from entering the employee’s projected start date in Hire Right until the employee has already completed the drug test and background check.
- *RESOLVING AN ISSUE WITH THE START DATE*
 - If there is an issue with the employee’s start date, you can fix the issue by following these steps.
 - Access your Hire Right homepage.
 - Right-click the name of the individual whose start date needs to be corrected.
 - Select the “Correct I-9” option.
 - Proceed to Section 2 to correct the start date.

Photo Verify:

- Some hiring managers/supervisors are confused by the photo-verify step of Hire Right. This process is not a trick question. Simply confirm the picture shown matches the individual you are hiring.

Manage I-9 Forms Tab

It is important to regularly view the Manage I-9 forms tab to ensure that all necessary actions are taken promptly and in compliance with I-9 guidelines. The sub-tabs on top of the page will alert you when issues are pending such as Photo Match, Pending Info, E-Verify Tentative Cases, etc. The next steps are shown in the far-right column as demonstrated below:



When there is a Tentative Non-Confirmation case or other issues, if the next action is not clear, please request assistance from recruittalent@suhs.edu. It is crucial that all Next Actions are completed in compliance with the I-9 time restraints to avoid any potential penalties or legal issues.

By regularly checking the Manage I-9 forms page and taking the necessary actions, you can ensure that their new hires are properly verified and in compliance with all I-9 regulations.

The Re-Verification Process

PLEASE NOTE: When the employee has been rehired within 3 years of separation, please complete a new I-9 form (Do not re-verify).

Section 3 Reverification must be completed to update the I-9 form when the employee's legal name has changed, or the employee's work authorization has expired. Please contact Talent Acquisition at recruittalent@lsuhsc.edu if you were not the initiator on the original I-9 form and ask to be set as the hiring manager to complete re-verification.

Please proceed to the next page.

To Re-verify a Form I-9

1. Use the "Search" feature to locate the employee's Form I-9 you need to update.
2. Right-click on the employee record and choose **Re-Verify I-9 Form**.

OR

3. Select the employee and choose **Re-verify I-9 Form** from the **More Options** pull-down menu on the toolbar.

First Name	Last Name	SSN	Status	Date	Type	Next Action
Joan	Moore	***-**-1111	Completed	10/24/2013	I-9 Form Upload	Resubmit E-Verify
Steve	Fry	***-**-1111	Completed	10/24/2013	I-9 Form Upload	Resubmit E-Verify
Nell	Moore	***-**-1111	Completed	10/24/2013	I-9 Form	Resubmit E-Verify
John	Moore			10/22/2013	I-9 Form	Resubmit E-Verify

Please proceed to the next page.

NOTE:

Some accounts will display an option box at this time, asking whether you wish to send the form to a Hiring Manager or Update Myself. This is a custom feature so **not all users will see this box display**. After you make your selection, click **Submit**.

4. Select the purpose of the reverification, then enter the updated information.
5. Click the **"I attest..."** checkbox.
6. Click the **Proceed to Form I-9 Completion** button.

I-9 Employment Eligibility Form

Form I-8 Updating and Re-Verification (Section 3) Options

Who will be updating Section 3 of this form?

Update Myself

Send to Hiring Manager

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

EMPLOYMENT ELIGIBILITY VERIFICATION

- Discards
- Updating and Reverification Worksheet
- Section 3 Review and E-Sign

Terms & Instructions | List of Acceptable Documents | Who is Issued This Document? | Sample Document Images | Information on Receipts

Section 3 - Reverification and Rehires Worksheet

Fields marked with an * are required

Employee Name: Neil Moore
Citizenship Status: Citizen of the United States

Information Required for ABC Company

Location * Irvine

To be completed and signed by employer or authorized representative

Purpose of Reverification

- Employee Name Change
- Employee Rehire
- Employee Work Authorization renewal

Employee's New Name

Last name: Thomas
First name: Neil
Middle Initial:

Document

List A List C

If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title * U.S. Passport

Document # * B123456

Expiration Date (if any) * 01 01 2024

I attest under penalty of perjury that to the best of my knowledge this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. I certify that the information entered above can be used to complete Section 3 of the Form I-9. *

7. Enter your Full name first and Last Name

NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

8. Click the **"I attest..."** checkboxes (4)

9. Click the **Electronically Sign** button to finish. The form is electronically stored in your account.

Complete and Electronically Sign Form I-9, Section 3

Fields marked with an * are required

Employee Name from Section 1:		Last Name (Family Name) Surname	First Name (Given Name) First	Middle Initial MI
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Section 3, Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Hire of Applicant		B. Date of Return (if Applicant)	
Last Name (Family Name) Surname	First Name (Given Name) First	Middle Initial MI	Date (mm/dd/yyyy) Date

C. If the employer's previous period of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the status provided below.

Document Title T.S. - Passport	Document Number 8111430	Expiration Date (if any) (mm/dd/yyyy) 8/10/2010
-----------------------------------	----------------------------	--

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Samantha Johnson	Today's Date (mm/dd/yyyy) 02/11/2011	Name of Employer or Authorized Representative Samantha Johnson
--	---	---

Electronic Signature of Employer

First Name: * Samantha
Last Name: * Johnson
E-mail Address: sjohnson@abccompany.com

Hold down left mouse button and draw your signature below



Clear

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by the information, and that by providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Back Electronically Sign Decline

A confirmation message appears.

Employment Eligibility Verification

Thank You

Thank you for completing the federal I-9 Employment Eligibility Form.

Close

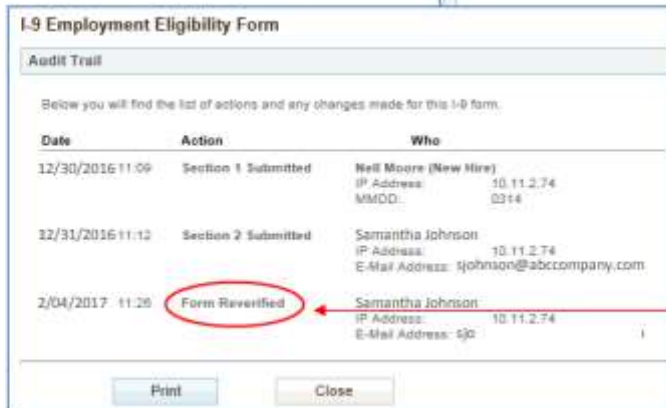
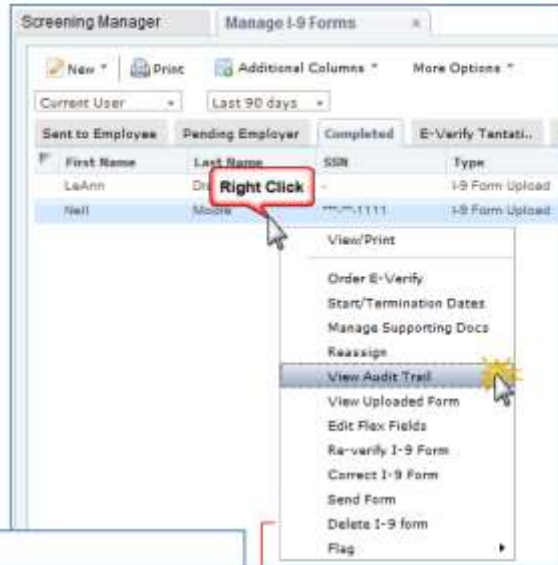
Please proceed to the next page.

Information will appear in Section 3 of the employee's Form I-9.

Employee Name from Section 1:		Last Name (Family Name) Moore	First Name (Given Name) Neil	Middle Initial N/A
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)				
A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name) Thorne	First Name (Given Name) Neil	Middle Initial N/A	Date (mm/dd/yyyy) N/A	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title U.S. Passport	Document Number B123456	Expiration Date (if any) (mm/dd/yyyy) 01/01/2024		
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.				
Signature of Employer or Authorized Representative Samantha Johnson	Today's Date (mm/dd/yyyy) 02/04/2017	Name of Employer or Authorized Representative Samantha Johnson		

To confirm re-verification was completed, you can right-click and select "View Audit Trail".

NOTE : If it is necessary to perform an additional re-verification, the edited information will appear on section 3 of a blank Form I-9 attached to the bottom of the original Form I-9. Be sure to continue to scroll down to view your edits.



Resources

[Link to Full Hire Right Training Document](#)

[Link to Supervisor Learning Center](#)

[Talent Acquisition Homepage](#)

[Talent Development Homepage](#)

Who To Contact

For I-9-related inquiries/questions:

HRM Talent Acquisition

RecruitTalent@lsuhsc.edu

(504) 568-2047

For Training Opportunities:

HRM Talent Development

TalentDevelopment@lsuhsc.edu

(504) 568-2214