Student or school makes initial Contact.

RMH contact ensures that we have an agreement (contract) with the school.

RMH contact sends application to student. (via e-mail)

Interview is completed.

RMH contact initiates Facesheet (See Form A)

RMH contact and student obtains a copy of the contract. (See Form A ☰)

RMH contact & student complete the Student Assessment form (See Form B)

RMH contact sends complete student packet to administration for review.

Student Packet & Contract is reviewed by administration (See Form B ☰ & ☰)

Approved Student Packets forwarded to HR.

Human Resources Completes:
- Background check (See Form B ☰)
- Reference checks
- Employee Health reviews health paperwork: Physical, 2MMR, TB.
- HR contacts student to set up orientation start date (See Form B ☰)

**STUDENT PACKET & APPLICATION LOCATED ON THE Q:DRIVE**
(Rogers Contact = CSM / PhD)

*Process started 4-6 weeks in advance of desired start date.*