

## **Loudoun County Public Schools- Division of School Nutrition Services**

### **Dietetic Intern Onboarding Process**

LCPS has switched to Oracle for our application software. Students who do not have an application on file, with our previous system, will need to create an application in Oracle and apply to the Teachers-in-Training vacancy on our website. Applying for the Teachers-in-Training vacancy will allow us to see them and schedule them for an orientation so they must do this step.

Students should go to **www.lcps.org**, click *Apply Online*, register and apply to the vacancy. They can search *Teachers in Training* or **IRC2545** (all one word). **IRC2545** is the vacancy number. There is a comment section and the interns can put *School Nutrition* in the comment section if desired, but it is not required.

Once the application is complete, please have the students send their **PID** to **Stefanie.Dove@LCPS.org**. Once this is done, Stefanie will then submit their information to the Human Resources and Talent Development (HRTD) Department for processing. They do not have to apply to the Teachers-in-Training vacancy.

HRTD will then follow up with each intern to schedule a time for fingerprinting, background checks, and new employee orientation. All of these things must be completed before an intern is able to begin their rotation with School Nutrition, so we encourage them to complete this portion as soon as possible. It can take up to 5 weeks for processing to occur. If more than 5 weeks has passed and no contact has been made, please notify Stefanie immediately.

Once the interns have completed their onboarding requirements, HRTD will send a notification to School Nutrition that the interns are cleared. Their badges will be processed and we will present them to the interns on their first day.