

HireRight Form I-9 and E-Verify Services

Efficient Online Process for Managing U.S. Employment Eligibility

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Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Key Benefits:

- » Ensure compliance with latest Form I-9 changes
- » Reduce I-9 workloads
- » Maintain consistent best hiring best practices
- » Increase applicant productivity and minimize manual processing
- » Improve accuracy and reduce of I-9 form completion errors completion
- » Ensure timely re-verifications through alerts
- » Receive instant E-Verify results (optional)
- » Simplify auditing of Form I-9 information

Maintain Form I-9 Compliance

HireRight's electronic Form I-9 solution is an efficient way to manage compliance with USCIS Form I-9, Employment Eligibility Verification requirements. HireRight's I-9 implementation is compliant with both the current Form I-9, which is about to expire, and the new Form I-9 which goes into effect on January 22, 2017.

The most significant change with the new Form I-9 is that users will now be able to access the form online and complete all the information on USCIS's website. The new "smart form" also includes a number of new features, including drop-down menus, an online help function, hover-over text and real-time error messages, which are all designed to guide the user through the process more efficiently and reduce errors. All new Form I-9 features are fully supported by HireRight.

Satisfy USCIS Requirements

HireRight's I-9 Solution satisfies U.S. Citizenship and Immigration Services (USCIS requirements related to the electronic creation, signature, retention and security of the Form I-9). This paperless process enables talent acquisition and HR professionals to create, view, download, store and print the new Form I-9, as well as run management reports on-demand. Built-in tools such as automated error checking help applicants complete forms accurately and promote compliance. To simplify an audit, the HireRight I-9 Solution also offers an audit trail, management reports, a dashboard and an electronic signature feature that meets the required standards.

Verify Employment Eligibility Instantly

HireRight's I-9 Solution is integrated with the Department of Homeland Security (DHS) E-Verify program. When you enroll in E-Verify and designate HireRight as your E-Verify employer agent, HireRight's I-9 Solution allows you to submit employment eligibility verification automatically upon completion of Form I-9 and receive alerts for non-confirmation issues. HireRight's I-9 Solution also supports DHS E-Verify photo matching process which allows you to compare the photo displayed in E-Verify to the photo on the document the employee presented for Form I-9, Section 2.

Key Features:

I-9 Forms Management Dashboard

HireRight's I-9 dashboard provides centralized access to a Form I-9 and employment eligibility status report for increased control. Forms and E-Verify reports may be viewed, printed, downloaded or emailed in seconds from the dashboard.

Single or Multiple Form I-9 Upload

To simplify management, completed paper forms may be scanned and uploaded in bulk or individually. Any Form I-9 errors detected during the digital conversion process can be identified. For added convenience, supporting documentation may also be scanned and uploaded.

Email Alerts

A complete suite of customizable email alerts is available. Email reminders may be scheduled to notify stakeholders of an upcoming re-verification prior to the supporting document expiration date. An email alert may also be sent for a Form I-9 that was not completed within three days from the date of hire.

Instant E-Verify Check with Late Comment

For maximum efficiency, employee information is sent directly to the DHS E-Verify program if you are enrolled in E-Verify. Reasons for queries made outside the "Three Day Rule" can be added to maintain compliance and simplify an E-Verify "Tentative" status in a timely manner.

Compliance Tools

Promote regulatory compliance by re-verifying employment eligibility when required. Data entry errors are minimized because form entries are checked against proper formats to help ensure accuracy and completeness. Compliance reports, such as a list of employees who need their work authorization to be re-verified, are also available.

Electronic I-9 Forms Completion

HireRight's electronic Form I-9 worksheet delivers an enhanced user experience, helps ensure accuracy and enables data collection for downstream processes. Users have the opportunity to review how their worksheet entries translate over to the Form I-9 and ensure all information is correct before completing the Form and providing an electronic signature. This process reduces the need to interpret illegible writing, minimizes errors and streamlines employment eligibility verifications.

Audit Trail and Duplicate Detection

Each Form I-9 may be edited if necessary to ensure accuracy. An audit trail records changes made to individual portions of the Form I-9, such as submissions and re-verifications. To minimize errors, users receive an alert if more than one Form I-9 or E-Verify case is being submitted on the same employee, or if the same SSN is being used by more than one individual.

E-Recruiting Integration

HireRight Connect™ API (application programming interface) offers seamless integration with e-recruiting and on-boarding systems to provide an efficient user experience and reduce duplicate data entry. An integration will further streamline the I-9 process and allow you to leverage existing talent management suite information.

About HireRight

HireRight specializes in helping organizations of all sizes and locations efficiently implement, manage and control their background screening programs.

Many of the world's most forward-thinking and successful organizations trust HireRight to deliver effective, customer-focused solutions that provide increased efficiency and accelerate the hiring process. HireRight partners with the industry's top e-recruiting solution providers, such as Oracle, Taleo, Kenexa, SAP, ADP/VirtualEdge, SilkRoad, PeopleAdmin, HealthcareSource, and HRsmart, to co-develop pre-integrated employment screening solutions that allow organizations to leverage their recruiting solution investment for background screening.

Getting Started

For more information about HireRight's I-9 Solution, call or visit us online at **800.400.2761** in the U.S. and Canada or **+1 949.428.5800** worldwide.

www.hireright.com



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