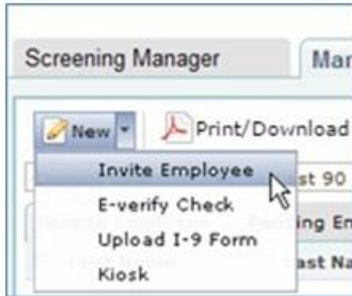


## HireRight: Step-by-Step Guide

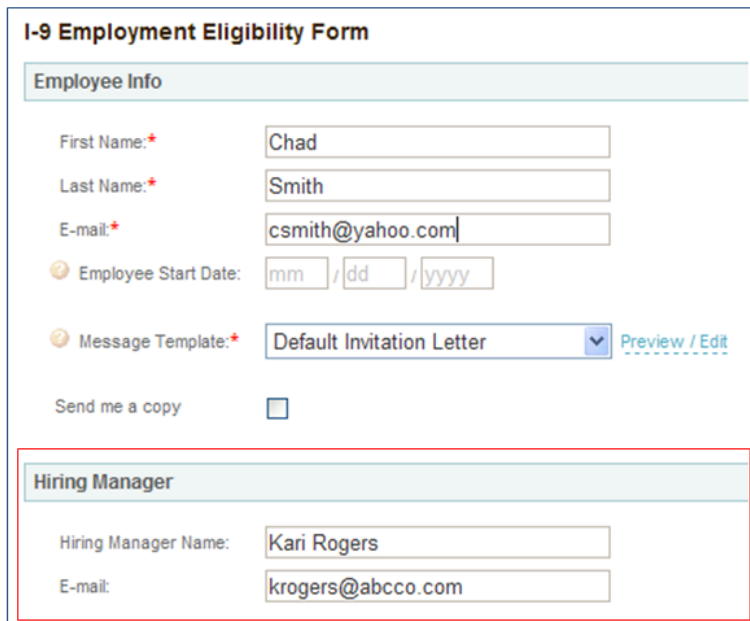
### Designating a Hiring Manager (To Complete Form I-9 Section 2)

This guide uses the term hiring manager as a general term for the person who will be validating an employee's Employment Eligibility Verification Form I-9, Section 2 documentation (from Lists A or B and C). When a HireRight user invites an employee to complete Section 1, the Hiring Manager option will display if permission is enabled for the user's account.



The Hiring Manager section provides fields that let you grant a non-HireRight user, or an existing HireRight user, temporary access to complete Section 2 for this specific Form I-9.

If you enter values for **Hiring Manager Name** and **E-mail**, HireRight sends that person a notification once the employee has completed Section 1 of the electronic Form I-9. The hiring manager will then use the information provided in the email to access and complete Section 2 of the electronic Form I-9.

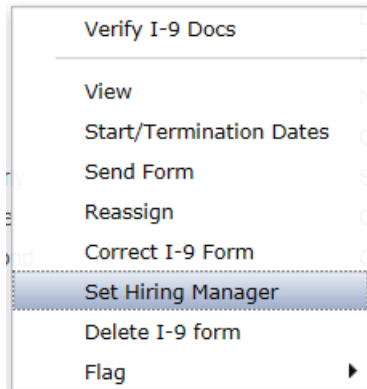
A screenshot of the 'I-9 Employment Eligibility Form'. The 'Employee Info' section contains fields for First Name (Chad), Last Name (Smith), E-mail (csmith@yahoo.com), Employee Start Date (mm/dd/yyyy), Message Template (Default Invitation Letter), and a checkbox for 'Send me a copy'. The 'Hiring Manager' section, highlighted with a red border, contains fields for Hiring Manager Name (Kari Rogers) and E-mail (krogers@abcco.com).

The request will be available from the Pending Employer tab once Section 1 is completed. The Form I-9 Initiator, and any other user with applicable permissions, will be able to view the status of the Form I-9.

## Setting a Hiring Manager

In certain circumstances, a user may want to designate a hiring manager to a case after the Form I-9 process has been initiated.

1. Right-click the record and select **Set Hiring Manager**.



2. Enter the **Name** and **E-mail** address of the hiring manager.

3. Click **Submit**.

## Designating a Hiring Manager (To Complete Form I-9 Section 3)

To designate a hiring manager to complete Section 3 of the Form I-9:

1. From the **Completed** tab, locate the form that that needs to be updated or re-verified.
2. Right-click the employee record and choose **Re-verify I-9 Form**.

Or, select the employee, and then choose **Re-verify I-9 Form** from the **More Options** menu on the toolbar. You will need to search for records that are older than 90 days.

The screenshot shows the 'I-9 Employment Eligibility Form' interface. At the top, there's a 'Screening Manager' tab and a 'Manage I-9 Forms' sub-tab. Below this is a toolbar with 'New', 'Print/Download', 'Additional Columns', and 'More Options'. A dropdown menu is open from 'More Options', showing options like 'Order E-Verify', 'View', 'Start/Termination Dates', 'Manage Supporting Docs', 'Reassign', 'View Audit Trail', 'View Uploaded Form', 'Re-verify I-9 Form' (highlighted with a red box), 'Send Form', 'Delete I-9 form', and 'Flag'. In the background, there's a table with columns 'First Name', 'Last Name', 'SS', 'Status', and 'Date'. The table lists several employees, including PAO-GE VANG, HELEN M HUGELN, and others. The 'Re-verify I-9 Form' option is also highlighted in the table's context menu.

3. Select **Send to Hiring Manager**.
4. Enter the **First Name**, **Last Name** and **E-mail** address of the hiring manager.

The screenshot shows the 'I-9 Employment Eligibility Form' interface. At the top, there's a 'Form I-9 Updating and Re-Verification (Section 3) Options' section. Below this, there's a question 'Who will be updating Section 3 of this form?' with two radio button options: 'Update Myself' and 'Send to Hiring Manager' (selected and highlighted with a red box). Below the 'Send to Hiring Manager' option, there are three text input fields for 'First Name', 'Last Name', and 'E-mail', each with a red asterisk indicating it's required. Below these fields, there's a 'Re-verification reason' section with three radio button options: 'Employee's work authorization will expire', 'Employee should be re-hired', and 'Employee has changed his/her name'. At the bottom, there's an 'Additional Fields' section and a 'Submit' button.

5. Click **Submit**.

The hiring manager can log into the system and follow the directions in the e-mail to obtain updated and current work authorization documents from the employee, as well as complete *Section 3. Reverification and Rehires* of the employee's Form I-9.

**Note:** You will receive an e-mail notification when the hiring manager has completed Section 3 of the Form I-9.