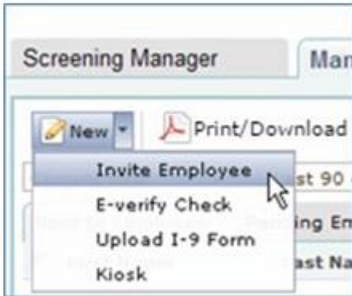


HireRight: Step-by-Step Guide

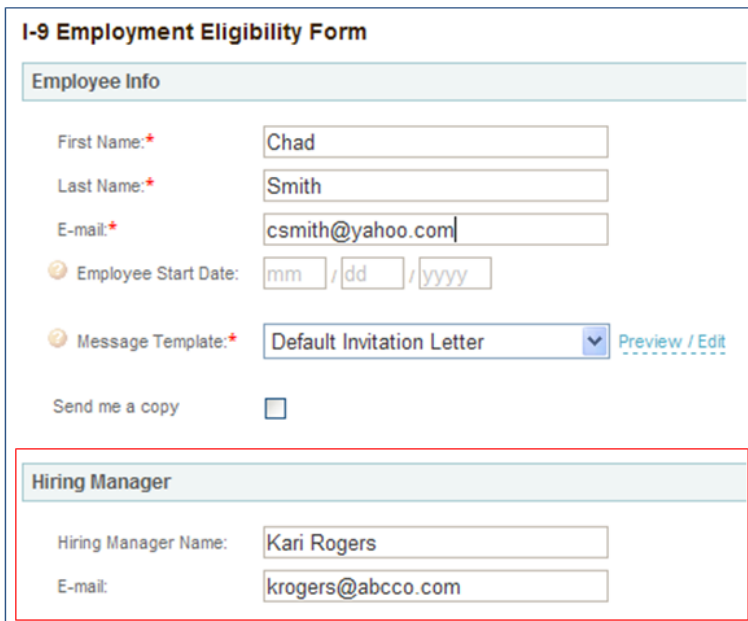
Designating a Hiring Manager (To Complete Form I-9 Section 2)

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.

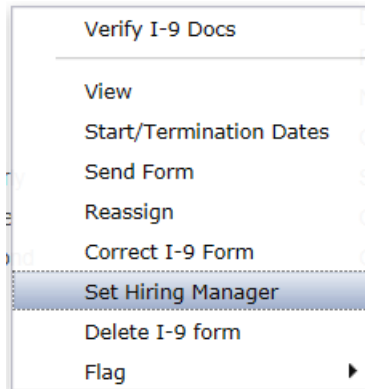
A screenshot of the 'I-9 Employment Eligibility Form' interface. The form is divided into two main sections: 'Employee Info' and 'Hiring Manager'. The 'Employee Info' section includes fields for 'First Name' (Chad), 'Last Name' (Smith), 'E-mail' (csmith@yahoo.com), 'Employee Start Date' (mm/dd/yyyy), and 'Message Template' (Default Invitation Letter). There is also a checkbox for 'Send me a copy'. The 'Hiring Manager' section, which is highlighted with a red border, includes 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.

I-9 Employment Eligibility Form

Set Hiring Manager

Employee: [Redacted]

Initiating Requestor: [Redacted]

Created: 06/10/2020

First Name:

Last Name:

E-mail:

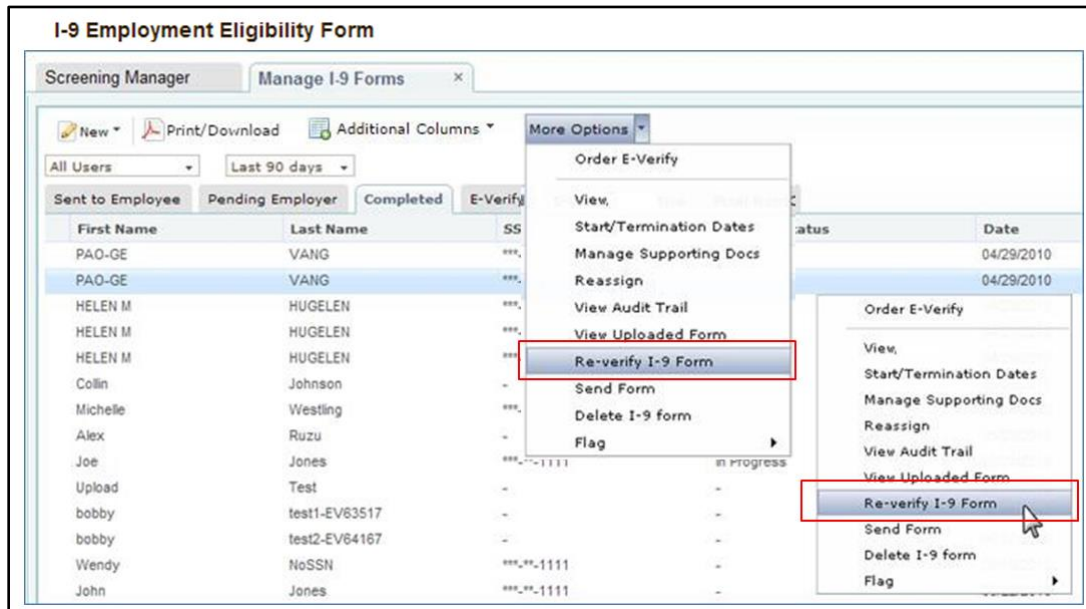
3. Click **Submit**.

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.



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' 'Form I-9 Updating and Re-Verification (Section 3) Options' screen. The title is 'Form I-9 Updating and Re-Verification (Section 3) Options'. Below the title, there is a question: 'Who will be updating Section 3 of this form?'. There are two radio buttons: 'Update Myself' and 'Send to Hiring Manager'. The 'Send to Hiring Manager' radio button is selected and highlighted with a red box. Below the radio buttons, there are three text input fields: 'First Name', 'Last Name', and 'E-mail'. These fields are also highlighted with a red box. Below the text input fields, there is a 'Re-verification reason' section with three radio buttons: 'Employee's work authorization will expire', 'Employee should be re-hired', and 'Employee has changed his/her name'. Below the radio buttons, there is an 'Additional Fields' section with a text input field. At the bottom of the screen, there is 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.