

# Applicant Tracking, Onboarding and E-Verify

- ✓ Identify top candidates with one click
- ✓ Onboard new hires electronically
- ✓ Verify work authorization through E-Verify
- ✓ Conduct background checks
- ✓ Digital signature capture



## What is E-Verify?

E-Verify is an internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

## How Does it Work?

An employer enters an employee's information from Form I-9 to E-Verify to create a case. E-Verify compares the information to records available to the U.S. Department of Homeland security including:

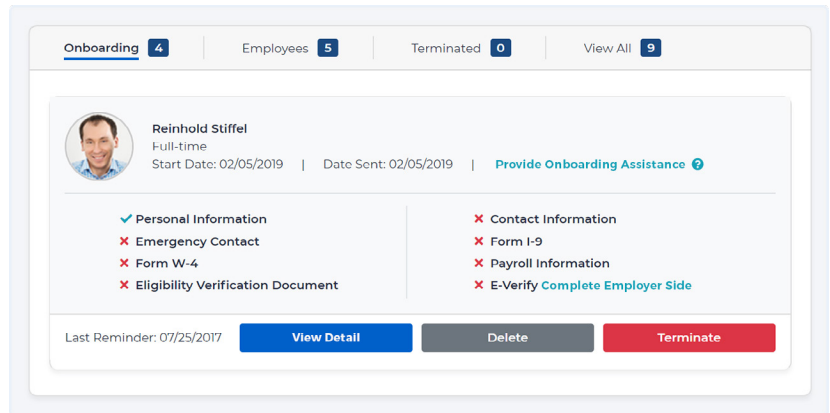
- U.S. passport and visa information
- State-issued driver's license and identity document information
- Social Security Administration records
- Immigration and naturalization records

If the information matches, the case will receive an "Employment Authorized" result almost immediately. If the information does not match, the case will receive a "Tentative Nonconfirmation" result.

✓ E-Verify in 3 easy steps with GetHired!

## STEP 1

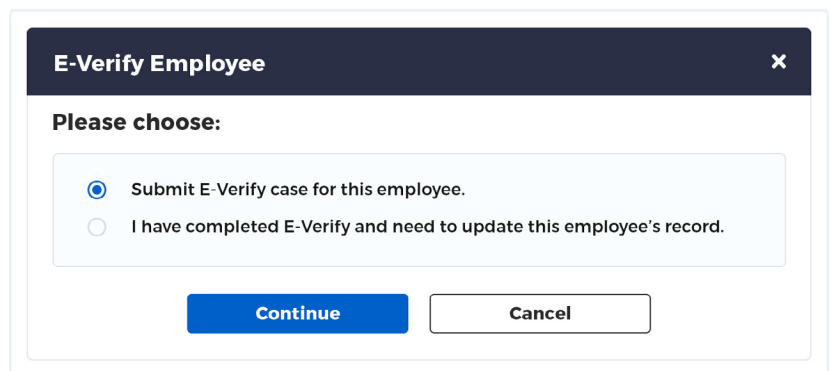
Employee and employer complete Form I-9



The screenshot shows the 'Onboarding' tab for an employee named Reinhold Stiffel. The interface includes a profile picture, name, job title (Full-time), start date (02/05/2019), and date sent (02/05/2019). A 'Provide Onboarding Assistance' link is present. Below this, a checklist shows the status of various documents: Personal Information (checked), Emergency Contact (unchecked), Form W-4 (unchecked), Eligibility Verification Document (unchecked), Contact Information (unchecked), Form I-9 (unchecked), Payroll Information (unchecked), and E-Verify (checked with a link to 'Complete Employer Side'). At the bottom, there is a 'Last Reminder' date of 07/25/2017 and buttons for 'View Detail', 'Delete', and 'Terminate'.

## STEP 2

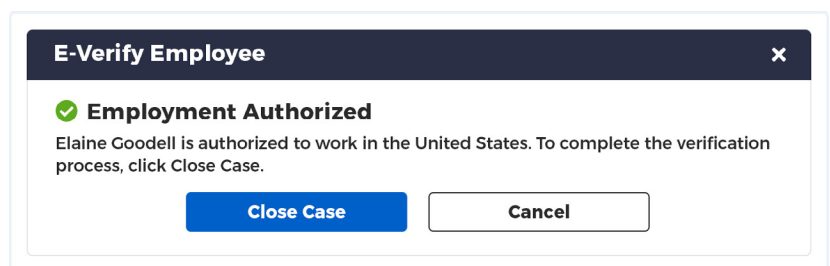
Employer creates an E-Verify case



The screenshot shows a modal dialog titled 'E-Verify Employee'. It prompts the user to 'Please choose:' between two options: 'Submit E-Verify case for this employee.' (selected with a radio button) and 'I have completed E-Verify and need to update this employee's record.' (unselected). At the bottom, there are 'Continue' and 'Cancel' buttons.

## STEP 3

Employer receives a result within seconds



The screenshot shows the same 'E-Verify Employee' modal dialog, but now it displays a green checkmark and the text 'Employment Authorized'. Below this, it states: 'Elaine Goodell is authorized to work in the United States. To complete the verification process, click Close Case.' At the bottom, there are 'Close Case' and 'Cancel' buttons.