**Course Outline:** Online I-9 (eI-9) Training

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| **Delivery Method:** | [x]  WBT [ ]  ILT  |
| **Course will be designed in:** |  Captivate |
| **Estimated length of course:** | 30 minutes |
| **Are there any prerequisites? If so, list them here.** | [x]  Yes [ ]  No *The Form I-9 Training*  |
| **Learning Domain:** | [x]  Cognitive [ ]  Psychomotor [ ]  Affective |
| **Is there a Mentor Activity?** | [ ]  Yes [x]  No |
| **Is there a Post Training Activity?** | [ ]  Yes [x]  No |

**Course Description**:

*Online I-9 Training* is a self-paced web based training designed for recruiter and above level employees who work in Maxim's Staffing Division. It will enable you to correctly employ the eI-9, E-verify and 8850 in order to increase compliance and reduce Maxim’s vulnerability to lawsuit. This course will take approximately 30 minutes to complete. As a prerequisite for this course, you must take *The Form I-9* web based training. This course will require you to listen to audio; please make sure your computer has sound.

**Terminal Objective:**

By the end of this course, the participant will be able to correctly employ the eI-9, E-verify and 8850 in order to increase compliance and reduce Maxim’s vulnerability to lawsuit.

**Enabling Objectives***:*

 By the end of this course the participant will be able to:

* Follow the steps of using the I-9 during the hiring process
* Update 1-9/work authorization, section 3 on the I-9
* Correctly resolve cases in E-verify

**Sections:** The information will be presented in 2 sections

**WIIFM:**

If you are recruiting for Maxim, you always run the risk of hiring someone who is not eligible to work, or of exposure to lawsuit because you didn’t hire someone who *is*. Fortunately, Maxim uses the eI-9 and E-verify, which provide a simple way of reducing that risk. This course will show you how to correctly employ the eI-9, therefore protecting yourself and Maxim.

**Section 1**

**Section Objective(s):** By the end of this section the participant will be able to:

* Follow the steps of using the I-9 during the hiring process
* Update 1-9/work authorization, section 3 on the I-9

**Presentation:**

There will be a series of slides reviewing the key steps of using the eI-9, including:

* Entering data (candidate)
* Confirming the candidate’s documents (employer)
* Making changes and updates (employer)
* Checking eligibility for a Work Opportunity Tax Credit using the 8850 (employer and candidate)

*Note: much of this will be review from The Form I-9 WBT.*

**Practice Activity:**

The participant will be given screenshots of the eI-9 and asked to correctly enter relevant information for an employee.

**Section 2**

**Section Objective(s):** Upon completion of this section the participant will be able to:

* Correctly use the eI-9 in various circumstances
* Resolve work eligibility cases through eI-9

**Presentation:**

The participant is a recruiter who has to hire an external nurse. He/she has the option of hiring 3 different employees.

**Practice Activity:**

The participant will work through a branching scenario where he/she has to make decisions at various junctures. In the end, he/she will be given feedback on the results.