## **Plan of Instruction (POI)**

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| **\*Course Title:**  (as it will appear in the course catalog) | Online I-9 (eI-9) Training |
| **\*Division:**  (check all that apply) | Homecare  Internal employees  Staffing  External employees  Corporate |
| **\*Audience:**  (check all that apply) | |  |  |  |  | | --- | --- | --- | --- | | **Branch** | **New Employee** | **Existing Employee** | **Additional Comments** | | RAM |  |  |  | | RCC |  |  |  | | RDOCS |  |  |  | | AM |  |  |  | | Recruiter |  |  |  | | Personnel Coordinator |  |  |  | | Compliance Assistant |  |  |  | | HR Coordinators |  |  |  | | **Corporate** | **New** | **Existing** | **Additional Comments** | | All Corporate employees |  |  |  | | Director/Manager |  |  |  | | Team Leader |  |  |  | | Dept. Level Emp. |  |  |  | | **Other** | **New** | **Existing** | **Additional Comments** | | List positions not identified above |  |  |  | |

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| **\*Rationale:** | What is occurring that necessitates the development of this training?   * MSS is now using an online Form I-9 |
| **\*Terminal Objective:** | What is the overall goal?   * Reduce exposure in E-verify and increase compliance with I-9, E-verify and 8850   What new behavior (s) do you expect the learner to exhibit?   * Execute the I-9, E-verify and 8850 process from step 1 to finish * Complete the steps on non-confirmations |
| **\*Major Topics:** | List the title of each section of this course.   * eI-9   + updating 1-9/work authorization, section 3 on the I-9 * E-Verify * 8850 |
| **\*Stake Holder(s):** | List the individual(s) who are requesting this training and are responsible for providing final sign off.   * Deb Kalinoski * Allen Griffith * Amanda Shirk |
| **\*Subject Matter**  **Expert(s):** | List the individual(s) who are knowledgeable in this subject and can help provide and review content.   * Amanda Shirk |
| **\*Reference Materials:** | List all the materials needed to gather content (Shanan already has all of the below materials listed in paper and electronic form from the SME)   * Job aides * PowerPoint Slides * We have the option to set up a quick demo for the designer as well, just need 2 weeks’ notice |
| **\*Existing Curriculum**  **or Course:** | Will this be part of an existing curriculum?  Yes – will become part of R1, Compliance Assistant  No – for the initial roll out  If yes, what is the name of the curriculum?   * Recruiter Level 1: Pathway to Success Program * Compliance Assistant Training   Why will it be added to this curriculum?   * It will be follow up to the current Form I-9 Training   Does this course replace an existing course?  Yes  No  If yes, what course does it replace?  **Note: Mandatory compliance training courses must not be**  **included in curriculum bundles.** |
| **\*Prerequisites:** | Is there anything the user needs to read, perform, or complete prior to taking or participating in this training?  Yes  No  If yes, list them here.   * The Form I-9 Training |
| \***Learning Domain (s):**  (check all that apply) | Affective (growth in feelings / emotions or change in attitude)  Cognitive (knowledge)  Psychomotor (manual or physical skills) |
| **Assessment Type:**  **Scoring:**  **Assessment Medium:**  **\*Learning**  **Reinforcement:**  (check all that apply) | Knowledge Checks – Self Assessment  Post Test (minimum10 questions)  Level 1  Level 2 (Pre and Post Test)  N/A  What is the minimum required passing score if applicable?  **Note: Best practice recommends a minimum of 80%**  How many attempts to pass are allowed?  What is the course of action if participants do not pass?  Does anyone else need to be involved in this decision?  Yes  If yes, list their name(s) and department(s).  No  Online  Paper  If paper, who will grade the exam?  Where will the exam/scores be stored?  Mentor Activity  Mentor’s Name:  Mentor’s Job Title:  Post Training Activity  Other - Example: SharePoint Team Page  Not Applicable |
| **\*Delivery Medium:** (check all that apply) | Instructor Led Training  E-Learning  Self Paced Online  Self Paced Mobile/Web Application  Virtual Instructor Led Training (Web Conferencing)  Who will facilitate the training?  If applicable, who will produce the training?  What are the technical requirements?  Who will ensure participants have what they need?  Video  DVD  Online Video  Mobile Video  Other  If other list below. |
| **\*Learning Objectives:**  (as they will appear in the course catalog) | **Note:** The most important criteria for a valuable objective are a written indication of the behavior using measurable or observable verbs.   * Utilize the eI-9, E-verify, 8850 * Complete updates to section 3 of I-9 * Differentiate between the steps for filling out the eI-9 * Explain the requirements of E-verify   + Identify the process   + Recognize non-confirmations   + Indentify the process for resolving non-confirmations |
| **\*Course Length:** | Based on the amount of information in the course, what is the estimated length of time for the course?   * 20-30 minutes |
| **\*Required**  **Equipment:** | What hardware and/or software will the participants need?   * Computer with audio capabilities |
| **Course Description:**  (as it will appear in the course catalog) | 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. |
| **\*Desired Completion**  **Date:** | When does the training need to rollout?   * As soon as possible, no later than 5/2/2011 * Preferable to roll out in April since Compliance month for ST is May, May would make the roll out more difficult   (Based on the delivery medium, available PDC resources and current PDC volume of projects) |
| **\*Review:** | Who is responsible for reviewing the course?   * Allen Griffith * Amanda Shirk * Debi McCulley * Deb Kalinoski * Andrea Coombs * Ted Sudol * Shanan Arnold |
| **Pilot:** | Should the training be piloted?  Yes  No  If yes, who should participate?  How will they be notified?  Who will notify them?  Start Date:  End Date:  Number of Weeks: |
| **Implementation:** | This course is (select one)  Required  Optional  How should the course be implemented?  Phased Approach  If phased, please describe the plan.  Rollout to the entire audience at the same time   * Note: If this is a May roll out only Compliance Assistants would be required to take the training in May, all other MSS employees would be required in June. If course is completed for an April roll out all employees could roll out at once.   Within how many days of the rollout do the participants need to complete this course?  **Communication Plan:**  Does a communication plan need to be developed?  Yes  No  What kind of communication will be sent to users about the course availability and instructions for accessing?  Who will draft the plan?   * Shanan and Communications   Who will review the plan?   * Allen, SME, Shanan and Communications   Who will request the email banner?   * Shanan Arnold   Who will develop this message?   * Shanan Arnold and Communications   Who will approve the message?   * Stakeholders, SME   **Change Management Plan:**  Does a change management plan need to be developed?  Yes  No  Who will draft the plan?  Who will review the plan?  Who will implement the plan?  Who will facilitate?  When will it be held?   * **Enrollment:** - Discuss with the Learning System Specialist to determine the best approach prior to making a final a decision.   Select the appropriate platform:  myPDC  My Maxim Connect (MMC)  Other  Proxy Enrollment – initial roll out for all of MSS employees  One time  Dynamic Assignment – any new hire in MSS  Self-registration  Are job aids needed? (course job aids, designer would create)  Yes  No  Who will provide this information to the LSS?   * ISD   **Distribution:**  Do any resources need to be distributed?  Yes  What is the resource?   * Job aid   Who should receive it?   * Participants   No  **Reporting:**  What will we report?   * Past Due for initial roll out on all MSS employees   Who should receive the report?   * Allen Griffith, Deb Kalinoski, Pat Lamon   How often will the report be generated?   * For CA curriculum, every two weeks * For R1 curriculum, monthly   Who will generate the report?   * LSS   Has the Learning System Specialist determined if the report fits in the current reporting structure?  Yes  No  Shanan is still working with leadership on a mass report, once determined will work with LSS on schedule. |
| **Stakeholder Approval:** | Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |