Bulk Hires

Below are helpful tips and suggestions when completing multiple hires on the same day (15 or more). These procedures have been used in similar situations and have been proven to be effective and efficient:

- **Plan ahead.** You may need to schedule a conference room or classroom to be able to accommodate visitors and timely complete I-9s for your new hires.
- **Use your resources.** A list of I-9 Guardian users for the entire University is posted on our website. Some of these users will be in your College. Please note that users outside of your college may also be available for assistance. While you may be the only licensed user to complete I-9s within your department/unit, there are others who could assist you with other aspects of the hiring paperwork, allowing you to focus on completing only I-9s that day. Assigning job duties to people who can help can allow a group of new hires to be broken up into categories, and give each person the ability to focus on one aspect of the hiring paperwork process (eg. one person completes I-9s, one person completes PIF/offer letter/etc...).
- **Schedule appointments.** Scheduling staggered appointments will allow clarity and focus when dealing with a large group. (For example, scheduling 3-5 people for every 15 minutes, and allowing a 15 minute break every 45 minutes for any lag in appointment times.) This will allow enough time to gather documents, complete paperwork and I-9 forms, especially when you are able to work as a team and tackle the process. Doing this will give you the opportunity to help approximately 9-15 people every hour. When scheduling staggered appointments, knowing how long the process takes for each new hire is key. As your skills grow in the system, this will become more evident to you, allowing for improved planning in the future.
- **Reminding new hires (that you are aware of) to complete Section 1 <u>on their own</u> first.** This will make the I-9 process much faster. These people will appear on your dashboard, making them easy to identify, access, and complete their I-9 forms.
- **Access to multiple computers.** Although some employees will not have completed Section 1 of the I-9, if they were entered into PeopleSoft at least 1 day prior, they can complete the first section while waiting to meet with you. If a computer is provided, this will allow them to have Section 1 of the I-9 completed by the time they meet with you to complete Section 2. This will only be possible when they have been entered into PeopleSoft one day prior, allowing their information to feed into the I-9 Guardian system overnight. If they do not have an employee record, you will have to complete a "One Minute I-9" with them. Please note that you can only be signed into the I-9 Guardian system, one computer at a time. If you try to log into multiple computers, under your username and password, the system will not allow it.
- **Utilize the "One Minute I-9" button.** If you aren't sure how to search for the employee, cannot seem to locate them in the system, aren't sure if they need a new I-9, or are just in a hurry with a last minute hire, simply complete a One Minute I-9.