



Human Resources Committee

Chair: Cory King
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Effective Hiring Practices and I-9 Compliance Update

Presentation by the
HUMAN RESOURCES

Committee

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Effective Hiring Practices

Who do you want?



Use an Effective Application

- When was your application last updated?
- Does it just collect information, or does it provide **YOU** protection?



What makes an Effective Application?

■ Collecting Information:

- ◆ Five years of past employers
- ◆ Exact reason for leaving
- ◆ Criminal history
- ◆ Personal references



What makes an Effective Application?

- Protecting YOU, the employer:
 - ◆ Limit “active” period – 30 days
 - ◆ Statement regarding falsification
 - ◆ “At-Will” language
 - ◆ continued.....



What makes an Effective Application?

- Protecting YOU, the employer:
 - ◆ Reference authorization
 - ◆ Binding Arbitration Agreement
 - ◆ Require a signature



Rules for accepting Applications

- The “15-Second Screening”
 - ◆ Is it **complete**?
 - ◆ No blanks
 - ◆ All questions answered
 - ◆ Is it **signed**?



Rules for accepting Applications

DO NOT ACCEPT

INCOMPLETE

OR

UNSIGNED

APPLICATIONS!!!



Rules for accepting Applications

DO NOT ACCEPT

A RESUME

IN LIEU OF

A COMPLETE

APPLICATION!



READ the Application

- The “20-Minute Screening”
 - ◆ Do they have the qualifications for the job?
 - ◆ Look for “trouble signs” on the application...



READ the Application

- The “trouble signs”:
 - ◆ scratch outs
 - ◆ unexplained gaps in employment
 - ◆ frequent changes in employment
 - ◆ continued...



READ the Application

- The “trouble signs”:
 - ◆ incomplete information
 - ◆ “victim-like” reasons for leaving
 - ◆ criminal history left blank



So...

you like them on paper...

Interview Aggressively!



INTERVIEW

“DOs” and “DON’Ts”


- The “DOs”:
 - ◆ DO ask who, what, when, and where questions
 - ◆ DO use 80/20 rule
 - ◆ DO look for signs of drug or alcohol abuse



INTERVIEW

“DOs” and “DON'Ts”

- The “DON'Ts”:
 - ◆ DO NOT ask about “protected” classifications
 - ◆ DO NOT write on the Application
 - ◆ DO NOT hire “on the spot”



They passed the interview...

What next?

- “Conditional Offer”
 - ◆ **Background Checks:**
 - ◆ Credit
 - ◆ Criminal
 - ◆ DMV
 - ◆ **Drug Screening**
 - ◆ **Medical Examination (if applicable)**



But all that takes a lot of time...!

- Do you have the time to replace a “bad hire”?
- How much time do you spend dealing with “five percenters”?
- “Bad hires” are MUCH more likely to sue you – do you have the time (and \$\$\$) to deal with a lawsuit?



I-9 Compliance Update

The Forms have
Changed!!



I-9 Compliance Update

- Old form may be used until **December 31, 2005**

- New form available now at:

<http://uscis.gov/graphics/formsfee/forms/index.htm>



I-9 Compliance Update

- Documents that are no longer acceptable to establish identity under column “A”:
 - ◆ Permanent Resident Card
 - ◆ Certificate of U.S. Citizenship
 - ◆ Certificate of Naturalization
 - ◆ Unexpired Reentry Permit
 - ◆ Unexpired Refugee Travel Document



I-9 Compliance Update

- New document that is acceptable to establish identity under column “A”:
 - ◆ Employment Authorization Document (EAD) – Form I-766



I-9 Compliance Update

- Remember the basics:
 - ◆ Employer obligation is to:
 - ◆ See that the form is completed
 - ◆ View original documents
 - ◆ Certify that documents provided appeared genuine



I-9 Compliance Update

- Remember the basics:
 - ◆ Employer has no obligation to:
 - ◆ Investigate applicant's SSN
 - ◆ Determine validity of documents



Thank You!
Human Resources Committee

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