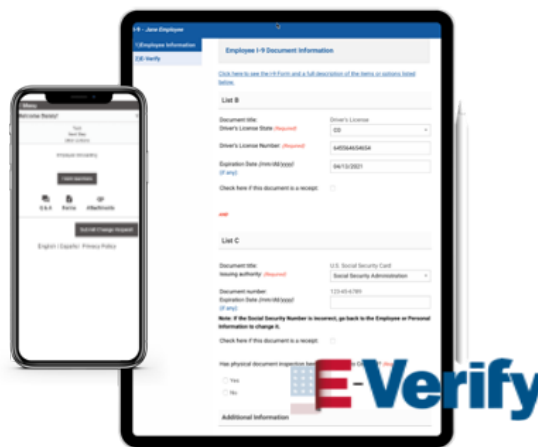# Efficient Hire.

E-VERIFY TRAINING MODULE OVERVIEW

➔ What it's all About

The E-Verify Training module is available to all Manager and Administrator Users in sites where E-Verify is enabled.
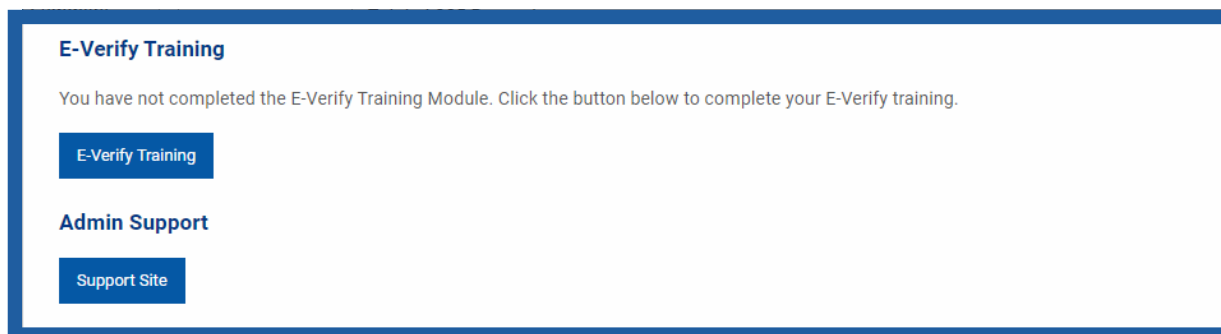
The training module consists of several training sections which review E-Verify requirements for users that will be submitting E-Verify cases within Efficient Hire.

Every Manager or Administrator user that will submit cases to E-Verify within Efficient Hire must complete the training module and **score a 70% or higher** on the Knowledge Test.

The training and test is available to all Manager and Administrator users, and beginning on **December 1, 2021**, a user will only be able to submit cases if they have attained a passing score on the Knowledge Test.

➔ How to Access the E-Verify Training Module & Knowledge Test

- Log into your **Efficient Hire Company** site
- Select **Support** from the title bar menu

- If you have **not completed** the E-Verify Training Module, you will be instructed to do so
- Click the **E-Verify Training** button to begin the training

I'll break it down, keep going!

⊕ The E-Verify Training Module

Review each section of the Training Module carefully. You **cannot skip** any sections of the module, and will only reach the Knowledge Test after you complete each section of the module.

Welcome	**Automatic Close Case**
Privacy and Data Protections	
Employee Civil Rights and Civil Liberties	**Automatic Closure for Employment Authorized Cases**
Rules and Responsibilities Overview	E-Verify will automatically close cases that receive an initial result of Employment Authorized, and applies a standard closure reason. Employers will not have to manually close the case. Therefore, when a case receives an EMPLOYMENT_AUTHORIZED status, users will now see CLOSED. Employers should rely on the case eligibility statement to determine if the employee is employment authorized.
Privacy Breaches and Rights Violations	
E-Verify Overview	
Federal Contractor Requirements	
Form I-9 and E-Verify	**Continue Questions Later** **Continue Questions**
Employee's First Day of Employment	
Case Incomplete	
Photo Matching	
Case Results	
Tentative Nonconfirmation (TNC)	
Automatic Close Case	
Knowledge Test	

⊕ The E-Verify Knowledge Test

Welcome	**Knowledge Test**
Privacy and Data Protections	
Employee Civil Rights and Civil Liberties	You will now be asked a series of True/False questions to test your knowledge of E-Verify. You must obtain a score of 70% or higher in order to pass this training.
Rules and Responsibilities Overview	**Question 1**
Privacy Breaches and Rights Violations	An employer must do the following to ensure employees are treated equally and fairly when using E-Verify:
E-Verify Overview	• Create a case in E-Verify only AFTER the applicant accepted an offer of employment and Form I-9, Employment Eligibility Verification is complete.
Federal Contractor Requirements	• Ensure employees who receive a Tentative Nonconfirmation (TNC) or Dual Tentative Noncomfirmation are given an opportunity to take action.
Form I-9 and E-Verify	• Not take any adverse action against an employee because of a TNC unless and until E-Verify issues a Final Nonconfirmation, even if resolution takes longer than ten days.
Employee's First Day of Employment	*(Required)*
Case Incomplete	○ True
Photo Matching	○ False
Case Results	
Tentative Nonconfirmation (TNC)	**Question 2**
Automatic Close Case	An E-Verify Employer must follow ALL of the following E-Verify rules:
Knowledge Test	• Create a case for each newly hired employee no later than the third business day after he or she starts work for pay.
• Complete Form I-9 for each newly hired employee before creating a case in E-Verify.
• Provide each employee who receives a TNC written notice of the TNC, and 8 federal workdays to contact DHS or

Once you have reviewed each section of the Training, you will take the Knowledge Test. You will be asked a series of **True/False** questions to test your knowledge of E-Verify!

Answer all the questions in the Knowledge Test, then click **Continue Questions** to access your Knowledge Test Score.

Woo hoo! Remember a score of **70% or higher** is a passing score. Your score and date/time the test was passed is displayed above the E-Verify Training button in the Support menu on the title bar.

If you don't pass the first time, no worries, you can take the test as many times as you need to get a passing score. The last date/time the test was taken will be displayed in the Support button dialog.

One more thing, keep going!

→ Tracking Users Test Dates & Test Scores

You can track users' Test Dates and Scores in the Efficient Hire **Manager** and **Administrator User Dashboards**.

Easily verify if users have passed with the score in green, or if they need to retake the test, the score will display in red. If a user has **not** taken the test, the Test Date and Score columns will be **blank**.

The two new columns have been made available on the Efficient Hire **Manager** and **Administrator User Dashboards**.

Using the **Configure Columns** feature on each dashboard, simply add the **E-Verify Test Score** and **E-Verify Test Date** columns to the dashboard view.

You will need to add these columns for each user login that needs to view the E-Verify Training Module data.

Let us know if you have questions or would like to schedule a training!