



Remote I-9: Designating a Hiring Manager

- **Before initiating the I-9**, the processor or new hire will need to identify a person outside Indiana University who will act as the “Hiring Manager” to complete the Form I-9 Section 2, and physically examine documents for the new hire *IN PERSON*.
 - Possible sources for finding a representative include:
 - The human resources or employment office of any employer in the new hire’s area, other institutions of higher education in the area, a bank that the hire commonly conducts business with, and in some cases notaries.
 - Many Indiana University hires have found other higher education institutions to be a good source for finding someone to assist with this process. Indiana University provides this service for other colleges and universities.
 - If you have access, you can lookup universities yourself, using the [CUPA HR Consortium](#).
 - If you do not have access and would like a list of colleges and universities from the CUPA HR Consortium, please contact geninfo@iu.edu and include the zip code of the hire.
 - Some organizations, especially smaller companies, may not have a human resources or employment department but still have a person that completes Form I-9s.
 - **NOTE: Relatives, close friends, etc. of the hire cannot serve as a representative for this process because of the potential for a conflict of interest.**
- You will need to collect the following information from the person acting as “hiring manager” to complete Section 2, prior to initiating the Form I-9: **first name, last name, e-mail address and phone number** (in case there is a need to contact the hiring manager).
- Provide the “Remote I-9: Hiring Manager Guide” quick guide to the person identified as the designated Hiring Manager.
- Work with the hire to ensure they understand the appropriate document selections. They will have to present these to the person who will complete Section 2.

If you have any issues during this process, please reach out to geninfo@iu.edu.

1. Once you have identified the person who will assist with the Form I-9 Section 2, you can initiate the Form in the HireRight Platform.
2. When you see the “Hiring Manager” field, enter the previously identified individuals name and e-mail address.

Hiring Manager (Optional)

You can use this feature to grant one-time access to an individual to sign Section 2 for this employee.

First Name

Last Name

E-mail Address

- a. This will automatically send an e-mail to the person assisting with their ONE TIME log in information that will allow them to complete Section 2 as you, the processor would. *(This will send AFTER the new hire has completed Section 1.)*

Dear Test Test,

Test Test completed and submitted an I-9 Form on Jun 17, 2021 and you reviewed and signed Section 2 of the I-9 Form on Jun 17, 2021. You may now review the completed I-9 form and make any edits or corrections to Section 2 of the form as necessary.

Correction Reason:
 Test

Please review and correct this form as soon as possible by going to the website listed below. Enter the login and password, and Sign in to review and edit this I-9 Form.

Web Address:
https://ows01.hireright.com/i9_form/entry?key=F601C54728E27C0A09B65B509A2EF156

Login: asdunbar@indiana.edu
 Password: [REDACTED] (a user-defined password will be established after login)

3. The designated Hiring Manager will then complete Section 2 of the Form I-9 with the employee in person.
4. Once the designated Hiring Manager has completed Section 2, you will want to go into HireRight and confirm that everything looks fine, and that the E-Verify case has returned an employment authorized result.
 - a. The “hiring manager” will **not** be prompted to upload and attach any documents that require photo matching, so you will need to securely obtain a copy of the hires document via [slashtmp](#) or the [secure message protocol](#), after the I-9 has been completed and attach it (See: *How to Upload a Photo Match Document quick guide*).
 - b. **Note:** HireRight does not automatically generate an e-mail letting you know that Section 2 has been completed. You will need to monitor the case on your HireRight I-9 dashboard.