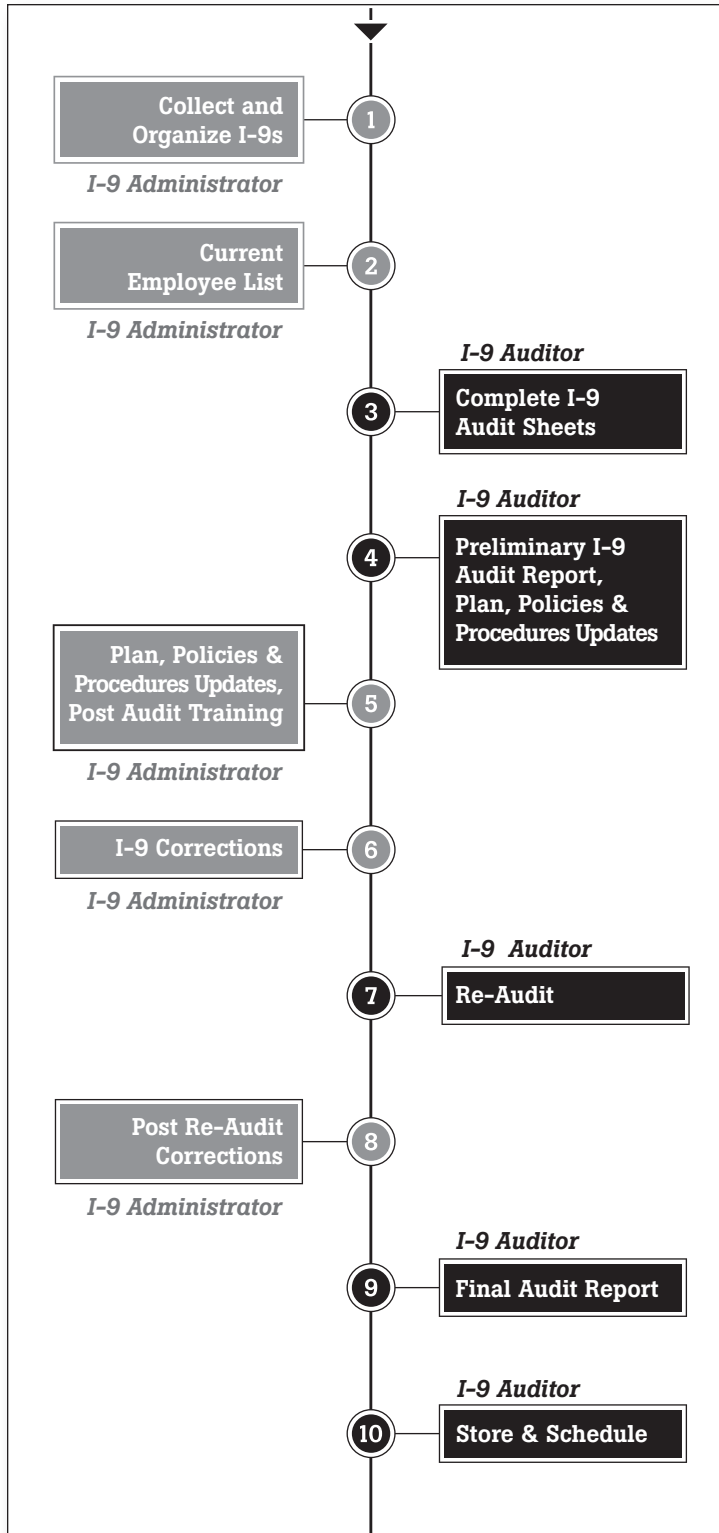


## I. THE TEN STEPS OF THE I-9 SELF-AUDIT PROCESS

The I-9 Audit Process consists of ten steps shown in the timeline below:



### WHO DOES WHAT IN THE I-9 PROCESS

#### The I-9 ADMINISTRATOR

- Completes and stores I-9s.
- Assists I-9 Auditor with collecting I-9s and supporting documentation and a list of current employees.
- Makes corrections as suggested on I-9 Audit and Re-Audit Sheets.
- Receives Post-Audit training on I-9 completion and updates Employer Compliance Policies and Procedures.

\* Administrator's functions are shown in GREY

#### The I-9 AUDITOR

- Prepares I-9 for the Audit.
- Reviews I-9s and fills out I-9 Audit and Re-Audit Sheets.
- Writes Preliminary and Final Audit Reports, makes sure corrections are made by I-9 Administrator as directed by I-9 Audit and Re-Audit Sheets.
- Recommends training on I-9 completion and changes to Employer Immigration Compliance Policies and Procedures, trains I-9 Administrator(s).
- Stores I-9 Audit records and schedules next I-9s audits.

\* Auditor's functions are shown in BLACK

## THE TEN STEPS OF THE I-9 SELF-AUDIT PROCESS

- Step One: Collect & Organize I-9s**  
Collect the I-9s and supporting documents. Organize them in alphabetical order.
- Step Two: List of Current Employees**  
Obtain a list of all current employees.
- Step Three: I-9 Audit Sheets**  
Review I-9s and complete I-9 Audit Sheet.
- Step Four: Preliminary I-9 Audit Report**  
Write I-9 Audit Report, summarize repeated errors, point out trends, recommend necessary I-9 corrections, updates to Employer Immigration Compliance Plan, Policies and Procedures, and recommend training for I-9 Administrators.
- Step Five: Post-Audit Training & Employer Immigration Compliance Plan, Policies & Procedures Update**  
Train I-9 Administrators on issues noted in the Preliminary Audit Report, Update Employer Compliance Plan, Policies and Procedures, if necessary.
- Step Six: Corrections**  
I-9 Administrators should make corrections as noted on the I-9 Audit Sheet.
- Step Seven: Re-Audit After Corrections**  
When I-9 Administrators complete corrections, review the corrected I-9s to make sure that all corrections are properly made. Fill out the I-9 Re-Audit Sheets on any remaining items, train I-9 Administrators and oversee corrections until they are completed.
- Step Eight: Post Re-Audit Corrections (Again!)**  
I-9 Administrators should make corrections as noted on the Re-Audit Sheet.
- Step Nine: Final Audit Report**  
Prepare Final Audit Report.
- Step Ten: Store and Schedule Next Audit**  
Store I-9 Audit Records per Employer's Procedures, and schedule your next Annual I-9 Self-Audit.