10 Steps of Internal I-9 Audit

1	2	3	4	5	6	7	8	9	10
Initiate the Audit	**Collect & Organize I-9s**	**Complete I-9 Audit Sheets**	**Audit progress report**	**Post-Audit Training & Employer Immigration Compliance Plan, Policies & Procedures Update**	**I-9 Corrections**	**Review Corrections**	**Post Audit Follow-Up Corrections**	**Final Audit Report**	**Store and Schedule Next Audit**
Corporate Immigration Compliance Officer arranges with external auditors to conduct an internal audit of all un-audited employee I-9s.	Collect the I-9s and supporting documents. Organize them in alphabetical order. Obtain a list of all current employees.	Review I-9s and complete I-9 Audit Sheet.	Write I-9 Audit Report, summarize repeated errors, point out trends, recommend necessary I-9 corrections.	Train I-9 Administrators on issues noted in the Preliminary Audit Report, Update Employer Compliance Plan, Policies and Procedures, if necessary.	I-9 Administrators should make corrections as noted on the I-9 Audit Sheet.	When I-9 Administrators complete corrections, review the corrected I-9s to make sure that all corrections are properly made.	I-9 Administrators may need to make further final corrections before closing the audit.	Store I-9 Audit Records per Employer's Procedures and schedule your next Annual.	Store I-9 Audit Records per Employer's Procedures, and schedule your next Annual I-9 Self-Audit.