

REMOTE HIRING PROCESS MADE SIMPLE



With a growing number of employees working remotely, you can't afford to not have the right onboarding process in place.

CIC Plus solves this challenge by helping employers complete I-9 employment verifications and providing physical locations all over the U.S. for new hires to visit.

How does it work?

1

● **EASILY SCHEDULE AN APPOINTMENT**

The hiring manager marks an employee as a Remote Hire in CIC Plus' I-9 Management System. After completing Section 1 of the I-9, the employee is prompted to schedule an appointment with a local branch.

2

● **STEP-BY-STEP INSTRUCTIONS**

Instructions and schedule information are then communicated back to the employee as well as the hiring manager.

3

● **COMPLETE THE PROCESS SEAMLESSLY**

At the in-person appointment, a verified representative will complete Section 2. Admin users can be notified once this step is completed and follow-up with any internal processes.