

JACOBSON

Candidate Instructions for Electronic I-9 (Section 1)

As part of the pre-employment process, you will need to complete an I-9 form to confirm your employment eligibility. These instructions will take you through how to complete this process through our background check vendor, Talentwise/Sterling. You will receive email notices for each action item. The Jacobson Talentwise Portal can be accessed on any computer or mobile device with access to the internet for both you and the verifier.

To complete this process, you will need the assistance of another person. This can be any competent person who is willing to act as your verifier, such as a family member, neighbor, or an associate.

Step 1: Select Your I-9 Verifier

To complete this step, you will need to enlist the help of an I-9 verifier (otherwise known on the I-9 as an Authorized Representative). The I-9 verifier should examine the document(s) presented by you, confirm they appear to be genuine and relate to you, and confirm that to the best of their knowledge you are authorized to work in the U.S.

Step 2: Provide Jacobson with Your Verifier's Full Name and Email

If you have not already been prompted to do so, please make sure to connect with your HR contact to provide the name of your verifier and their email address (or email HR@jacobsononline.com). The verifier you choose will get 2 emails when Jacobson begins the process - one confirming an account has been created for them and one that lets them know they will need to complete the I-9 for you. They will not be able to complete their portion of the I-9 until you complete your portion of the I-9.

Step 3: Receive "Action Required – Your Form I-9 from HR at Candidate Portal" Email from Talentwise

Step 4: Launch the "Complete and Sign Form I-9" Task

Step 5: Complete Section 1 of Your I-9 Form

All of the required fields needed for your I-9 are marked with an "*" – you are not required to provide your contact information (email and phone number). After you fill in your personal information, you will need to select your citizenship status and acknowledge it is against federal law to falsify information on the I-9.

Step 6: Digitally Sign Your I-9 Form

You will have one last screen to confirm the information you have submitted before you complete the assigned task by selecting "Submit."

Step 7: Present Your Eligibility Documents to Your Verifier So They Can Complete Section 2

You must bring original versions (not copies) of either one document from List A, or a combination of one document from List B and one document from List C to be inspected by your verifier. They will then complete section 2 of the Form I-9 electronically. The List of Acceptable Documents will be displayed upon completion of I-9 Section 1.

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Verifier Instructions for Electronic I-9 (Section 2)

Thank you for agreeing to be the I-9 Verifier for a candidate for employment with The Jacobson Group. As part of the pre-employment process, Jacobson candidates need to complete an I-9 form to confirm their authorization to work in the U.S. We have requested that our remote employees identify any competent and willing person to act as their verifier. This can be a family member, neighbor or an associate. **Jacobson is authorizing you to examine the document(s) presented by the candidate, confirm they appear to be genuine and relate to the candidate, and confirm that to the best of your knowledge they are authorized to work in the U. S.**

These instructions will walk you through how to complete this process with our background check vendor, Talentwise/Sterling. You will receive email notices for each action item. The Jacobson Talentwise Portal can be accessed on any computer or mobile device with access to the internet.

Step 1: Login to the Jacobson Talentwise Portal and Launch the “Complete and Sign Form I-9” Task

The candidate will provide Jacobson with your full name and email address. Once done, you will receive two emails from Talentwise. The first will let you know that your verifier account has been created and will contain your temporary password. The second email will contain a unique link to access the electronic I-9. The candidate will complete section 1 of their I-9 online via the Jacobson Talentwise Portal before you can complete section 2.

Step 2: Meet with the Candidate in Person to Inspect their Authorization Document(s)

The candidate will provide you with one or two documents from the List of Acceptable Documents. These documents must be unexpired. The candidate may present one selection from list A OR a combination of one selection from list B and one selection from list C. Here is a chart of the most commonly used documents:

LIST A - Documents that establish both identity and employment authorization		LIST B - Documents that establish identity	LIST C - Documents that establish employment authorization
U.S. Passport or U.S. Passport Card	OR	Driver's License or ID Card	Social Security Card, unless it includes listed restrictions
Permanent Resident Card or Alien Registration Receipt Card		School ID Card with a photograph	Original or certified copy of birth certificate

When you inspect the documents, you are looking to confirm they appear to be genuine and relate to the candidate, and confirm that to the best of your knowledge that they are authorized to work in the United States.

Step 3: Complete Section 2 of the I-9 Form in the Talentwise Portal

Step 4: Upload or Take Photo of Authorization Document(s)

You can choose to upload photographs of the documents from your computer/photo library, or if you are using a mobile device you can take a photograph while you are completing the form.

Step 5: Confirm and Submit Section 2

You will have one last screen to confirm the information you have submitted before you complete the assigned task by selecting “Submit.” Thank you for your assistance!