Conducting An I-9 Audit:
Tips, Traps And Best Practices

Schwartz Hannum PC has developed a webinar to help ensure that your organization understands the recordkeeping requirements associated with Form I-9, as well as the myriad rules, regulations and best practices that govern an internal I-9 audit. Attendees will receive helpful forms, audit checklists, and expert guidance.

Topics Will Include:
- Current Version Of I-9 Form
- Why Employers Ought To Conduct I-9 Audits
- When To Conduct An I-9 Audit
- Understanding The I-9 Audit Process
  - Common Mistakes In Completing The I-9 Form
  - Collecting Necessary Documents
  - Preparing The Preliminary I-9 Audit Report
- Using E-Verify
- After The Audit
  - Training Personnel
  - Finalizing The Audit Report
- The Importance Of Maintaining I-9 Audit Records

Who should attend?

- Human Resources Professionals
- In-House Counsel
- Business Owners
- All Others Who Are Asked To Complete I-9 Forms On Behalf Of Employers

REGISTRATION NOW OPEN

LOCATION
Schwartz Hannum PC Webinar

DATE AND TIME
February 8, 2018
12:00 to 1:30 p.m. (EST)

REGISTRATION DEADLINE
February 1, 2018

TUITION
$100

To register, please contact Kathie Duffy at (978) 623-0900 or kduffy@shpclaw.com