

TraitSet® Dashboard 2.0 to TS*Onboard 2.0

Detailed Guide from Applicant to Employee

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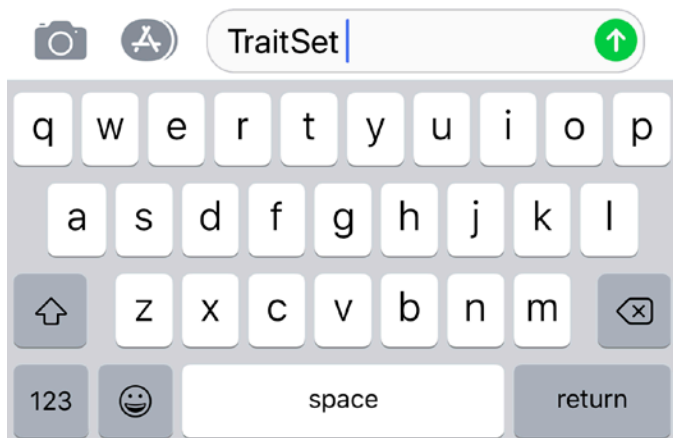
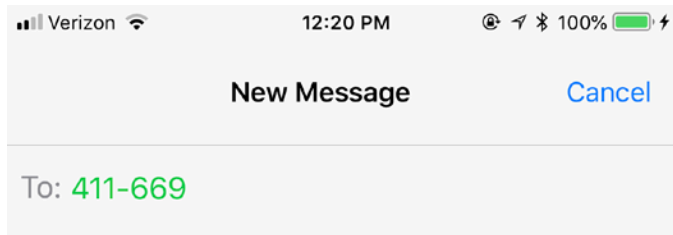
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WELCOME TO THE NEW DASHBOARD 2.0 AND THE UPDATED TS*ONBOARD 2.0! PLEASE FEEL FREE TO CALL OUR SUPPORT LINE AT 877-824-0044 OR LOG A TICKET AT [HTTP://TRAITSET.DESK.COM](http://TRAITSET.DESK.COM) FOR ANY ASSISTANCE.

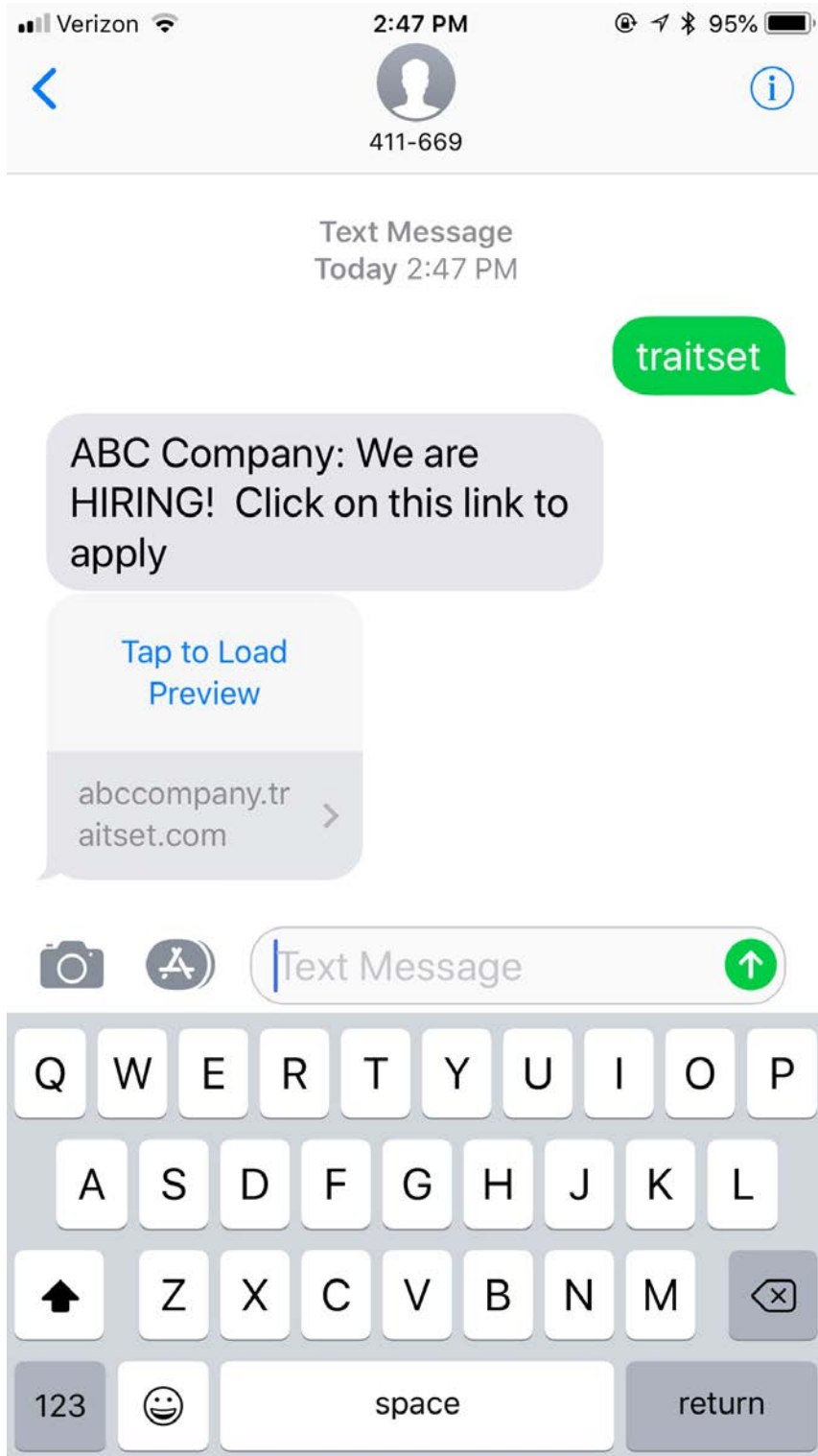
HOW DO JOB SEEKERS APPLY?

TEXT-TO-APPLY

One of the easiest methods is to use our unique locations specific or zip finder keywords most in the form "JOBSXXX" where XXXX is a number assigned to that specific location and text them to 411-669 as shown on the screens below:



In a few seconds, the next screen with the link appears:



Click on the link and the job positions and descriptions for that location appear:



ABC Company

ABC Company: Open Positions

Manager

ABC Store #4

[Job Description](#)

[Apply](#)

Cook

ABC Store #4

[Job Description](#)

[Apply](#)

Server

Click on the “Apply” button and the application begins. It takes 5-10 minutes to complete the application and questionnaire. Two sample screens follow.

Please complete the following information and click on the "Save & Continue" button at the bottom of the screen.

PLEASE USE THE **TAB KEY TO MOVE BETWEEN THE BOXES BELOW.**

Thank you!

NOTE: All of the following questions are mandatory. If you do not complete these questions, your application will not be complete and you cannot move on in the application process.

An Equal Opportunity Employer

Note: Required fields have **red** border. Complete and valid fields have **green** border.
You may put N/A in a field if it does not apply.

First Name

MI

Last Name

SSN (optional)

Email

Confirm Email

Street

City

State

Zip

Referral source: *

To continue, complete all required fields.



Once the application/questionnaire combo is completed, the job seeker now applicant will receive a brief "Thank you" email such as this:



Wed 8/29/2018 8:51 PM

Trait Set <tsreports@hrgems.com>

Thank you!

To: valerie@hrgems.com

Dear Minnie Mouse,

Thank you for your application!

We appreciate your interest in our company.

Best

Management

PLEASE DO NOT REPLY TO THIS EMAIL AS IT IS AN AUTOMATIC WEB SERVICE..

ZIP FINDER

The job-seeker can also apply via Indeed at indeed.com or at the Dayton Ohio BK TOMS King zip finder, www.bktomsking.com shown below:



Join Team BK - TOMS King

Enter Zip Code Search Within miles

[f Share](#) [in Share](#) [t Tweet](#)

TraitSet® powered by HRGems®

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The job-seeker just enters their zip code and clicks on “Search” and they will be presented with the locations within 25 miles of the zip code in order or closest to the zip first to furthest away. They can also click on “View Map” (see below) to see exactly where the store is located.



Join Team BK - TOMS King

Enter Zip Code Search Within miles

BK# 5589 - Huber Heights

[Apply](#)

7607 Old Troy Pike
Huber Heights, OH 45424
1.9 miles | [View Map](#)

Management Jobs - Dayton OH Area OD1

[Apply](#)

7607 Old Troy Pike
Huber Heights, OH 45424
1.9 miles | [View Map](#)

Management Jobs - Dayton OH Area OD3

[Apply](#)

4876 Airway Rd.
Dayton, OH 45431
4.9 miles | [View Map](#)

BK# 4994 - Airway

[Apply](#)

4876 Airway Rd.
Dayton, OH 45431
4.9 miles | [View Map](#)

BK# 11556 - Vandalia

[Apply](#)

352 E. National Rd.
Vandalia, OH 45377
5.1 miles | [View Map](#)

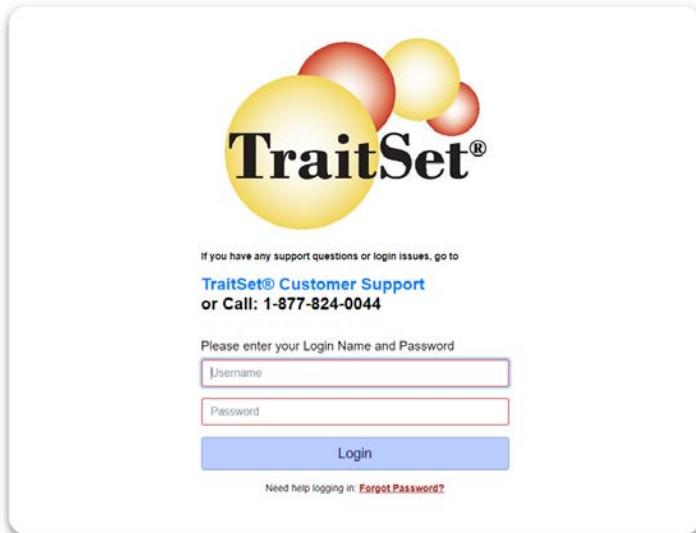
Management Jobs - Dayton OH Area OD2

[Apply](#)

352 E. National Rd.
Vandalia, OH 45377
5.1 miles | [View Map](#)

LOGGING IN AND FIRST VIEW

Enter your TraitSet login URL (web address) in your browser:



If you have any support questions or login issues, go to
TraitSet® Customer Support
or Call: 1-877-824-0044

Please enter your Login Name and Password

Username

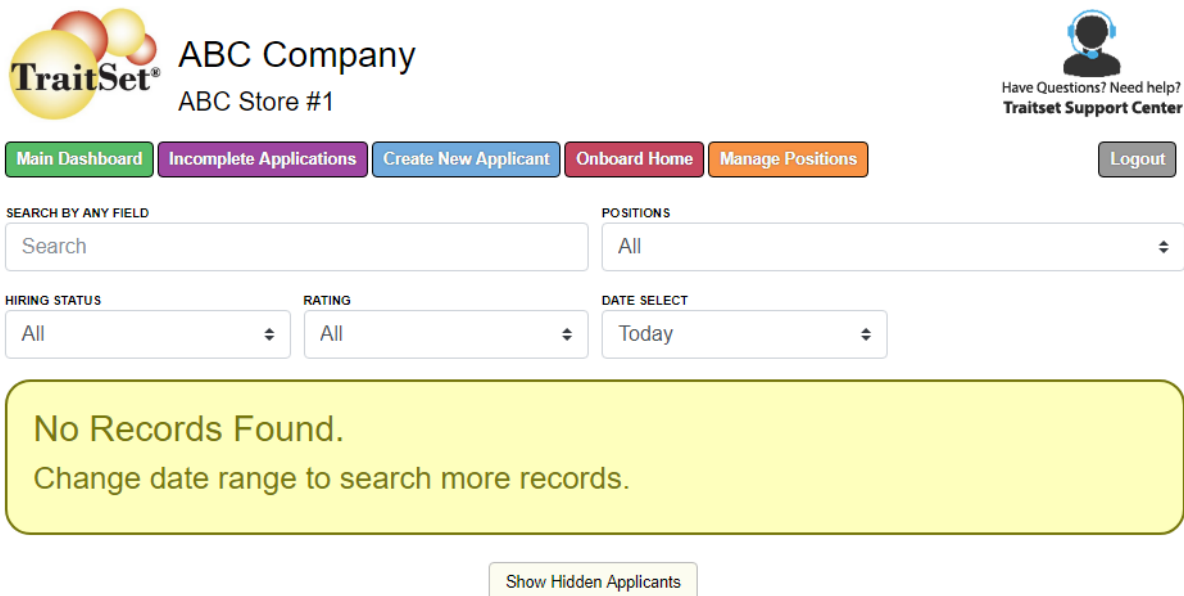
Password

Login

[Need help logging in: Forgot Password?](#)

Enter your Username and Password here. If you've forgotten your Password, use the Forgot Password option. If you do not know either Username or Password, call our 877 support line number shown above.

The default screen that will appear is like below especially if you are a new customer:



TraitSet® ABC Company
ABC Store #1

Have Questions? Need help?
Traitset Support Center

Main Dashboard Incomplete Applications Create New Applicant Onboard Home Manage Positions Logout

SEARCH BY ANY FIELD

POSITIONS

HIRING STATUS

RATING

DATE SELECT

No Records Found.
Change date range to search more records.

Show Hidden Applicants

SELECTING THE DATE RANGE - DATE SELECT



ABC Company
ABC Store #1

Have Questions? Need help?
Traitset Support Center

- Main Dashboard
- Incomplete Applications
- Create New Applicant
- Onboard Home
- Manage Positions
- Logout

SEARCH BY ANY FIELD POSITIONS

HIRING STATUS RATING DATE SELECT

Applicant	Position	Date	Score	Onboard	Hide
Test5, Notify [Details] [View Application]	Crew. Screening Pool	08/20/2018		Waiting Applicant	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/20/2018		100% Approved	Hide
Notify3, Notify [Details] [View Application]	Crew. Screening Pool	08/17/2018		Send Onboard Email	Hide
Test2, Notify [Details] [View Application]	Cook. Screening Pool	08/19/2018	53.00	Send Onboard Email	Hide
Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Send Onboard Email	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	07/31/2018	51.50	100% Approved	Hide
Moffat, Myrtle [Details] [View Application]	Crew. Screening Pool	07/09/2018	74.60	OnBoard in Process	Hide

- Last 90 Days
- Today
- Last 7 Days
- Last 30 Days
- Last 60 Days
- Last 90 Days
- Year to Date
- Last Year
- Last Two Years
- Last Three Years
- All Time
- Custom Date Range

By default, your Dashboard will open to the Date Select: Today or the last 24 hours. If you are not showing any records of completed Applicants, change the Date Range to 7 Days, 30 Days, 60 Days, 90 Days, Year to Date, Last Year, Last Two Years, Last Three Years, All Time or use the Custom Date Range as shown below:



ABC Company
ABC Store #1



Have Questions? Need help?
Traitset Support Center

- Main Dashboard
- Incomplete Applications
- Create New Applicant
- Onboard Home
- Manage Positions

Logout

SEARCH BY ANY FIELD

POSITIONS

HIRING STATUS

RATING

DATE SELECT

Enter Date Range: TO

No Records
Change date

August, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Hidden Applicants

TOURING THE DASHBOARD BUTTONS AND SUPPORT CENTER

SUPPORT CENTER:



Have Questions? Need help?
Traitset Support Center

This picture on the upper right corner of your Dashboard is to provide you with a quick and easy link to our Support Center at <http://traitset.desk.com>



Support Center

Have a Question? Ask or enter a search term here.

SEARCH

Browse by Topic

ANNOUNCEMENTS

1 ARTICLE [VIEW ALL](#)

- E-VERIFY ISSUES

RECENT Q&A [VIEW ALL](#)

- Why do all of our applicants show up as ...

Change Notify Email

RECENT Q&A [VIEW ALL](#)

- pay stubs

How do I transfer an applicant/employee?

1 ARTICLE [VIEW ALL](#)

- Transferring

RECENT Q&A [VIEW ALL](#)

- Rehire

Social Media Recruiting

1 ARTICLE [VIEW ALL](#)

- Facebook Instagram Ads

[Guide to TraitSet HIRE](#)

[Guide to TraitSet ONBOARD](#)

Contact Us

[Post a Public Question](#)

[Email Us](#)

[Call Us @ 877-824-0044](#)

On the right side under “Contact Us” are three ways to reach the TraitSet® Support Team:

1. **Post a Public Question** – to any topic or add your own.
2. **Email Us** – it will make a ticket on our support center help desk for my team to reply to.
3. **Phone Us** at our support line, **877-824-0044** to speak to a member of our support team.

THE BUTTONS ON THE DASHBOARD:

[Main Dashboard](#)

[Incomplete Applications](#)

[Create New Applicant](#)

[Onboard Home](#)

[Manage Positions](#)

[Logout](#)

[Main Dashboard](#)

- The Main Dashboard button will return you to the main activity screen where all of your applicants are listed by date range under Date Select.



- Main Dashboard
- Incomplete Applications
- Create New Applicant
- Onboard Home
- Manage Positions

Logout

SEARCH BY ANY FIELD

POSITIONS

HIRING STATUS

RATING

DATE SELECT

Applicant ^	Position ^	Date ^	Rating	Onboard	Hide
Test5, Notify [Details] [View Application]	Crew. Screening Pool	08/27/2018	60.20	Awaiting Applicant	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/23/2018	51.90	100% Approved	Hide
Notify3, Notify [Details] [View Application]	Crew. Screening Pool	08/19/2018	71.00	Send Onboard Email	Hide
Test2, Notify [Details] [View Application]	Cook. Screening Pool	08/19/2018 Tax: Yes	53.00	Send Onboard Email	Hide
Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Send Onboard Email	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	07/31/2018	51.50	100% Approved	Hide
Moffat, Myrtle [Details] [View Application]	Crew. Screening Pool	07/09/2018	74.60	OnBoard in Process	Hide

Show Hidden Applicants

Incomplete Applications

- When you click on Incomplete Applications, you are taken to a list that is searchable of application/questionnaires that are not yet completed.



- Main Dashboard
- Incomplete Applications
- Create New Applicant
- Onboard Home
- Manage Positions

Logout

Incomplete Applications

[Return to Dashboard](#)

SEARCH BY ANY FIELD

POSITIONS

Applicant ^	Position ^	Email ^	Phone	Date ^	Re-notify	Delete
Oden, Thor	Cook	will@hrgems.com	(555) 555-5555	08/03/2018	Re-notify	Delete

You can use Re-notify to email the applicant a link to finish up their application or use Delete to remove them from the queue especially if it is a duplicate.

Create New Applicant - You can use this button to send a link for a job position to a referral or walk-in job applicant if they cannot use the text-to-apply keyword for your store. It opens to the following screen:



ABC Company
ABC Store #1



Have Questions? Need help?
Traitset Support Center

Main Dashboard

Incomplete Applications

Create New Applicant

Onboard Home

Manage Positions

Logout

Create New Applicant

[Return to Dashboard](#)

Required Fields are outlined red.

REPLY-TO EMAIL

valerie@hrgems.com

FIRST NAME

LAST NAME

EMAIL

PHONE

SUBJECT

ABC Company: Application for Employment

POSITION

CUSTOMIZE MESSAGE

Thank you for your interest in applying for a position with us.

The following text and link will be appended to the bottom of the email:

Please use this link to access the online application:
[Link will be inserted here]

Create Applicant and Send Email

Onboard Home

- Clicking on this button will take you to your store home page in TS*Onboard. You would use View Current Employees to see the status of your current new hires.

DO NOT USE “Add New Employee” TO ONBOARD A NEW HIRE! Always go through the Send Onboard Email link in the Onboard column. Click “View Current Employees” to see a list of hired and in process employees:

Home / HR Staff - ABC Company - TS*Onboard Demo Site, Store #1

HR Staff - ABC Company - TS*Onboard Demo Site, Store #1

Division Navigation

Forms

- View My Forms (16)
- Unassigned Forms (0)

Employees

First Name: [] Last Name: [] [Q]

- View Current Employees
- Add New Employee
- Add Group of Employees

Division Stats

Division Stats

Incomplete Employees	4
Current Employees	7

Statistical Overview

Unassigned Forms (Non-archived)	0
Number of forms submitted today	0
Average number of forms submitted per day	5

Number of Forms in Status (for non-archived forms)

Pending	16
Approved	22
Total:	38

Home / Reseller Home / ABC Company - TS*Onboard Demo Site Home / Divisions / Store #1 / Store #1 Employees

	Name	Username	Employee ID	Update	Status	Change Status
0	Will Burnes	wburnes073018	HR0138	Edit Regenerate Password	Inactive	Activate Delete
53	Hermione Granger	hgranger060118	HR0130	Edit Regenerate Password	Active	Deactivate
100	Princess Leia	support836	HR0113	Edit Regenerate Password	Active	Deactivate
76	Neville Longbottom	nlongbottom060118	HR0129	Edit Regenerate Password	Active	Deactivate
61	Luna Lovegood	llovegood060418	HR0121	Edit Regenerate Password	Active	Deactivate
100	Myrtle Moffat	mmoffat070918	HR0128	Edit Regenerate Password	Active	Deactivate
100	Minnie Mouse	support555	HR0101	Edit Regenerate Password	Active	Deactivate
0	Thor Oden	toden073118	HR0140	Edit Regenerate Password	Inactive	Activate Delete
0	Text Phone	iphone051518	HR0126	Edit Regenerate Password	Inactive	Activate Delete

In the above list of Current Employees those with 0 in the far left column and highlighted in the dull yellow are new hires who have not yet activated (logged in) their TS*Onboard account. They may need help finding the onboarding email that may go to a Junk/SPAM

folder in their email. You may need to use the blue “Regenerate Password” button to resend the email. You can also use the red “Edit” button to change their email but be sure to use the Update at the bottom of the screen after you change their email address. Click on “More Options” below the Password fields to see the “Resend Account Activation Email” button.

Account Information

Division:
Store #1

Username:
wburnes073018

New Password:
Enter a new password only if you wish to change the current password

Confirm Password:
match the text entered in the password box

More Options

Division:
Store #1

Username:
wburnes073018

New Password:
Enter a new password only if you wish to change the current password

Confirm Password:
match the text entered in the password box

All accounts must be activated prior to use. If necessary, re-send the account activation email which contains a link to activate the account.

Regenerate & Send Password

nevermind. hide this area [Resend Account Activation Email](#)

Manage Positions - This button may or may not be available depending upon your company organization. The owner or upper management may not want the individual locations to be able to turn off/on the various positions being advertised on Indeed, Text-to-Apply or other social media.

Manage Positions

[View Positions](#)

[Return to Dashboard](#)

SET INTRODUCTION TEXT ON HOSTING PAGE

← → Formats **B** *I* [List Icons] [List Icons]

[Update Introduction Text](#)

Manage Positions

DISPLAY? <input type="text" value="Yes"/>	NAME FOR THIS LOCATION (LEAVE BLANK TO USE DEFAULT NAME) <input type="text"/>	Manage Assessments
Move to Top	DEFAULT NAME Cook	
<hr/>		
DISPLAY? <input type="text" value="Yes"/>	NAME FOR THIS LOCATION (LEAVE BLANK TO USE DEFAULT NAME) <input type="text"/>	Manage Assessments
Move to Top	DEFAULT NAME Crew	
<hr/>		
DISPLAY? <input type="text" value="Yes"/>	NAME FOR THIS LOCATION (LEAVE BLANK TO USE DEFAULT NAME) <input type="text"/>	Manage Assessments
Move to Top	DEFAULT NAME Server	

The light green button “View Positions” allows you to see the web page as an applicant might with the jobs for your store listed and their Job Descriptions. Feel free to let the TraitSet® Support team know if anything is incorrect or needs changing.

You will note that ALL screens have the main buttons with the GREEN Main Dashboard button to get back to your main screen.

Logout - Use this button to LOGOUT of your Dashboard if you are going to be away from your desk/office for any length of time. Our Logout prevents anyone not knowing your password from getting into the Dashboard and viewing personal information.

THE OTHER SEARCH AND FILTER OPTIONS

SEARCH BY ANY FIELD

POSITIONS

HIRING STATUS

RATING

DATE SELECT

SEARCH BY ANY FIELD:

Use this field to do a dynamic search on ANY column in the table of Applicants. You can see below where the manager just started to type “thor” in the Search by Any Field and immediately, only the “tho” applicants (those with “tho” in their names, job positions, etc.), were filtered.

[Main Dashboard](#) [Incomplete Applications](#) [Create New Applicant](#) [Onboard Home](#) [Manage Positions](#) [Logout](#)

SEARCH BY ANY FIELD

POSITIONS

HIRING STATUS

RATING

DATE SELECT

Applicant ^	Position ^	Date ^	Rating	Onboard	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/23/2018	51.90	100% Approved	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	07/31/2018	51.50	100% Approved	Hide

Show Hidden Applicants



SEARCH BY ANY FIELD

HIRING STATUS

RATING

POSITIONS

- All
- Non-restaurant job.
- Manager.
- Cook.
- Server.
- Busser (Student).
- Crew.
- Cook - Spanish.

Applicant	Position	D			
Test5, Notify [Details] [View Application]	Crew. Screening Pool	08/2			
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/23/2018	51.90	100% Approved	Hide
Notify3, Notify [Details] [View Application]	Crew. Screening Pool	08/19/2018	71.00	Send Onboard Email	Hide
Test2, Notify [Details] [View Application]	Cook. Screening Pool	08/19/2018 Tax: Yes	53.00	Send Onboard Email	Hide
Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Send Onboard Email	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	07/31/2018	51.50	100% Approved	Hide

POSITIONS:

Use the Positions drop down to filter to view ONLY the job position you want to look at or go back to "All" to view all positions.



SEARCH BY ANY FIELD POSITIONS

HIRING STATUS RATING DATE SELECT

Applicant ^	Position ^	Date ^	Rating	Onboard	Hide
Test5, Notify [Details] [View Application]	Crew. Screening Pool	08/27/2018	60.20	Awaiting Applicant	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/23/2018	51.90	100% Approved	Hide
Notify3, Notify [Details] [View Application]	Crew. Screening Pool	08/19/2018	71.00	Send Onboard Email	Hide
Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Send Onboard Email	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	07/31/2018	51.50	100% Approved	Hide
Moffat, Myrtle [Details] [View Application]	Crew. Screening Pool	07/09/2018	74.60	OnBoard in Process	Hide
Longbottom, Neville [Details] [View Application]	Crew. Screening Pool	06/01/2018	71.00	OnBoard in Process	Hide

HIRING STATUS:

HIRING STATUS

Use this drop down field to filter Applicants by Hiring Status. All Applicants having just completed the application/questionnaire are in "Screening Pool" status, which is listed just under the Position they applied for in the Position column. Here are the possible Hiring Statuses:

HIRING STATUS

- All
- Screening Pool
- Interviewing Pool
- Hired
- Terminated - Involuntary
- Terminated - Voluntary
- Not Interviewed
- Not Hired

RATING:

RATING

All

All

Green

Yellow

Red

Use this drop down field to sort Applicants by their GYR rating:

Green – Interview; Yellow – Consider; Red – Decline

VIEWING/CONTACTING/INTERVIEWING/HIRING

Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Send Onboard Email	Hide
--	-------------------------	------------	-------	------------------------------------	----------------------

For our purposes, we will use TEST Notify as our possible applicant to new hire since he was a “green – interview” from his Work Ethic/Integrity assessment. Directly under “Notify, TEST” in the Applicant column are two links. The first link is to the “Details” page, top half shown below:



ABC Company
ABC Store #1



Have Questions? Need help?
Traitset Support Center

[Main Dashboard](#)

[Incomplete Applications](#)

[Create New Applicant](#)

[Onboard Home](#)

[Manage Positions](#)

[Logout](#)

Applicant Details

[Print Applicant Page](#)

[Return to Dashboard](#)

NAME

TEST Notify

EMAIL

valerie@hrgems.com

[Send Email](#)

PHONE

(734) 756-4311

[Call Applicant](#)

[Text Message *](#)

* Texting works only from Cell Phones to Cell Phones.

POSITION

Crew

CHANGE POSITION

--- Select New Position ---



HIRING STATUS

Screening Pool

CHANGE STATUS

--- Select New Status ---



WOTC PRE-QUALIFICATION

No

[View Application](#)

SEND ADDITIONAL QUESTIONNAIRES [[VIEW: QUESTIONNAIRE KEY](#)]

--- Select New Questionnaire ---

[Go](#)

Print Applicant Page

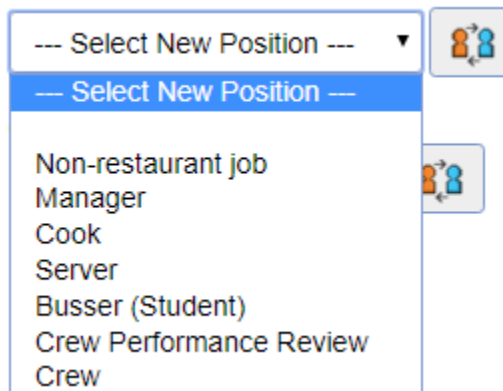
At the top of the page across from Applicant Details title is the “Print Applicant Page” button, which makes it easy for you to print out all of the contact information.



** Texting works only from Cell Phones to Cell Phones.*

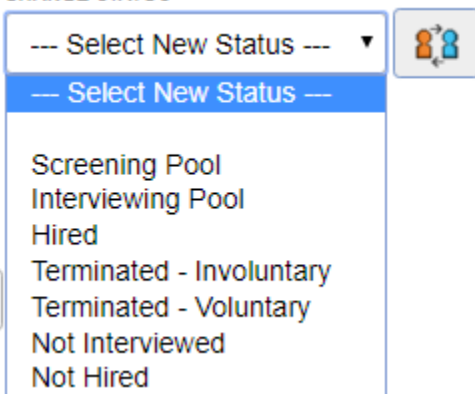
If you view this page on a cell phone, the above 3 buttons will all work. From a computer, you CAN use the “Send Email” button.

CHANGE POSITION



The “Change Position” drop down allows you to switch them to a different job position than the one they applied for. Select from the drop down and click the icon to the right to update.

CHANGE STATUS



The “Change Status” is to change their Hiring Status. Again, select from the drop down and click the icon to the right of the box to update.

View Application

The “View Application” button is the same as the link under the Applicant’s name. It will open up a separate window in your browser where you can view the person’s application and assessment reports.

Individual - Google Chrome
Not secure | www.traitsset.com/mainadmin/results/results_curview.aspx?report=&pin=LMT42OMUPTI

TEST Notify completed QuikApp Crew on 8/17/2018 6:34:12 PM

Work Ethic/Integrity:
Green: Interview

Application for
TEST Notify

Name: TEST Notify	Date Completed: 8/17/2018 6:34:12 PM
SSN: --	
Address: 843 N Parker Rd Dexter, MI 48130	Mobile Phone: (734) 756-4311 Home Phone: (734) 756-4311 Email Address: valerie@hrgems.com
Referral Source:	

1. General Information

- Salary requirements:
8.50
- Date available to start:
9/4
- What shift(s) are you available to work? (Check all that apply.)
D. Any shift
- What days are you available to work? (Check all that apply.)
H. Any day

2. Employment History

- Present/Most Recent Employer Name and Address
XYZ
- Your Title:
cook
- Supervisor's Name and Phone :
Bob
- May we contact this employer?
A. Yes

3. AUTHORIZATION

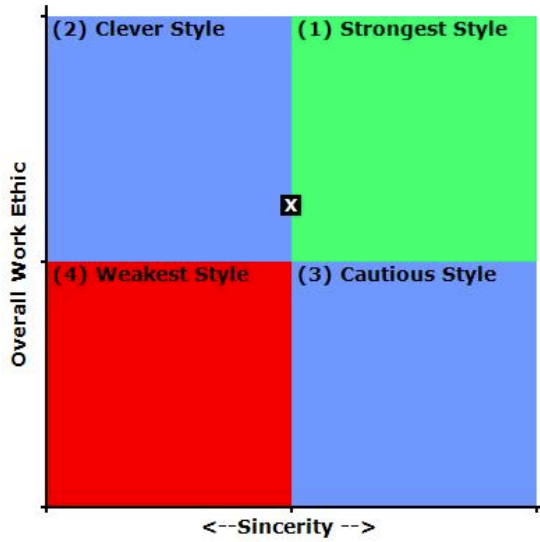
- I AGREE:
B. YES. Type your initials here:TV

AUTHORIZATION – PLEASE READ CAREFULLY:

TraitSet® Report for TEST Notify

OVERALL - Work Ethic/Integrity = 62%

White "X" = Style for TEST Notify



Key
1. Strong Work Ethic and Sincere about that desire.
2. Strong Work Ethic but may be insincere, exaggerate or withhold true desire.
3. Weak Work Ethic but honest about limited desire to work.
4. Weak Work Ethic and potentially dishonest about their responses.

GRID SUMMARY: Work Ethic (Y- Axis) is the TraitSet™ and Sincerity is the measure on the X - Axis. A sincere person (toward right) was more direct or open about their Work Ethic.

TraitSet®	Scores
	(%)
Conscientiousness	25

TraitSet®	Scores (%)
Conscientious	35
Achievement	64
Organized	39
Work Ethic/Duty	68
Integrity	61
<i>Withholding</i>	<i>66</i>
<i>Manipulative</i>	<i>28</i>
<i>Anchor Cherry Picking</i>	<i>5</i>

Negative Scores are RED (Lower = Better)

NOTE: Moderate scores may not trigger questions.

TraitSet™ Score	Description/Questions
Withholding - High	Likely that the person may be distorting their responses Question: Give me 2 examples of when it was better to tell a "little white lie."
Conscientious - Low	Job is approached in a more casual or "when I get to it" fashion Question: What do you do if you get off work in 15 minutes but the task will take you 30?
Achievement - High	They are driven to excel or achieve (no comment on integrity of approach) Question: Do you feel that you are so driven that teamwork is difficult for you?
Organized - Low	They are quite unorganized in terms of time/work effort (Job history is critical). Question: In what part of your life are you most unorganized? What do you do about it?
Manipulative - Low	They are very forthright but may be "too honest" or even naïve in working with others. Question: Does your need to "call things as you see them" ever get you in trouble?
	Integrity is so important, they may disclose the weaknesses of others.

SEND ADDITIONAL QUESTIONNAIRES [VIEW: [QUESTIONNAIRE KEY](#)]

--- Select New Questionnaire --- Go

--- Select New Questionnaire ---

- Application*tx (WE)
- Brittain (Application + WE)
- Cognitive - Mathematical Ability
- Cognitive Ability - General Skills
- Cognitive Ability - Verbal
- Crew Performance Review
- Dutchtown/Parklane/Riverview
- Dutchtown/Parklane/Riverview - Nursing
- Questionnaire AB (gyr)
- Questionnaire CS (BK-i)
- Questionnaire LM (BK-i)
- Questionnaire RW (gyr-i)
- Questionnaire SP (gyr)
- Questionnaire WB (4.0)
- Questionnaire WE (BK-i)
- Questionnaire WR (4.0)
- QuikApp Crew
- QuikApp crew (en Espanol)

The “Send Additional Questionnaires [View Questionnaire Key]” allows you to send the applicant an additional questionnaire/assessment if needed for the job position. You select from the drop down (Use the Questionnaire Key link to view what the abbreviations mean.) and click on “Go.” A screen will appear already completed for you. You can just edit the body of the message as you want.

NOTES

TEST was on-time, neat and very friendly.

DATE: 08/30/2018 13:35:56

ADD NEW NOTE

Empty text area for adding a new note.

Add Note

From the “ADD NEW NOTE,” you can enter notes on calls, texts or interviews as well as hiring decisions. ONLY those with logins to the Dashboard for your location can view those Notes.

Notify, TEST

[\[Details\]](#) [\[View Application\]](#)

From the “View Application” link, you can view the completed application and questionnaire as show also on the Details screen. You will also receive an email when a job seeker has completed his/her application and questionnaire. The email will have a link to this same report.

HIRING



ABC Company
ABC Store #1



Have Questions? Need help?
Traitset Support Center

Main Dashboard

Incomplete Applications

Create New Applicant

Onboard Home

Manage Positions

Logout

SEARCH BY ANY FIELD

POSITIONS

All

HIRING STATUS

All

RATING

All

DATE SELECT

Last 90 Days

Applicant ^	Position ^	Date ^	Rating	Onboard	Hide
Test5, Notify [Details] [View Application]	Crew. Screening Pool	08/27/2018	60.20	Awaiting Applicant	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/23/2018	51.90	Awaiting Applicant	Hide
Notify3, Notify [Details] [View Application]	Crew. Screening Pool	08/19/2018	71.00	Send Onboard Email	Hide
Test2, Notify [Details] [View Application]	Cook. Screening Pool	08/19/2018 Tax: Yes	53.00	Send Onboard Email	Hide
Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Send Onboard Email	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	07/31/2018	51.50	Awaiting Applicant	Hide
Moffat, Myrtle [Details] [View Application]	Crew. Screening Pool	07/09/2018	74.60	OnBoard in Process	Hide

Show Hidden Applicants

Now you are ready to hire! Go to the Onboard column in line with the Applicant’s name and click on “Send Onboard Email.”

The following pop-up will appear:

Update Candidate Before Sending

Use the form below to verify and, if necessary update the candidate information before sending the email.

FIRST NAME

TEST

LAST NAME

Notify

EMAIL

valerie@hrgems.com

SPECIFY PASSWORD (OPTIONAL)

LEAVE BLANK TO ALLOW THE SYSTEM TO AUTO-GENERATE PASSWORD.

PASSWORD MUST BE 7 CHARACTERS LONG AND CONTAIN ATLEAST 1 LETTER AND 1 NUMBER.

|

Send Onboard Email

If your new hire will be using a smartphone, we suggest that you type in an easy 7 character password such as “burger3” or “steak22”. Passwords as noted above must have at least 1 number and 1 letter. They do not need special characters or a mix of upper and lowercase letters.

Once you add the password (if you do), click on the Send Onboard Email button. This will send out the email to your new hire. Let your new hire know that they will be getting an email with their sign in information from support@tsonboard.com. Make sure they know to check their Junk/SPAM email folders.

You will see the message below and can now close the pop-up.

Onboard Successful

Onboarding email was sent to New Hire.



- Main Dashboard
- Incomplete Applications
- Create New Applicant
- Onboard Home
- Manage Positions

Logout

SEARCH BY ANY FIELD

POSITIONS

HIRING STATUS

RATING

DATE SELECT

Applicant ^	Position ^	Date ^	Rating	Onboard	Hide
Test5, Notify [Details] [View Application]	Crew. Screening Pool	08/27/2018	60.20	Awaiting Applicant	Hide
Oden, Thor [Details] [View Application]	Crew. Screening Pool	08/23/2018	51.90	Awaiting Applicant	Hide
Notify3, Notify [Details] [View Application]	Crew. Screening Pool	08/19/2018	71.00	Send Onboard Email	Hide
Test2, Notify [Details] [View Application]	Cook. Screening Pool	08/19/2018 Tax: Yes	53.00	Send Onboard Email	Hide
Notify, TEST [Details] [View Application]	Crew. Screening Pool	08/17/2018	61.60	Awaiting Applicant	Hide

The New Hire/Applicant's status in the Onboard column will now show as "Awaiting Applicant".

NEW HIRE

The New Hire will receive an email much like that below:

Hello Daisy Duck,

This is an automatic message sent by Store #1 – ABC Compay to notify you that an account has been created for you on the TS*Onboard web site. With TS*Onboard, you can complete the HR paperwork for your employer, including all required forms, benefits forms and status changes. You must activate your TS*Onboard account before logging in for the first time. Please follow these instructions to activate your account:

Begin by clicking on the link below and follow the instructions to activate your account (if the link is not highlighted, copy the ENTIRE link into your web browser address bar).

- 1) Your username is: dduck071318
- 2) Your temporary password is: OPNm7dMU

3) Click on the link below to activate your account. You will be asked for the password listed above. We recommend you copy and paste the password into the website to keep the confusion between letters and numbers to a minimum. Please make sure not to copy any spaces on either side of the password.

https://www.tsonboard.com/content/account/account_validate.cfm?un=dduck071318

Sincerely,

TS*Onboard Administration

<https://www.tsonboard.com/user/dduck071318>

If you have any questions about activating your account, please contact ABC Store #1 or visit <https://www.tsonboard.com/content/support/> to request technical assistance.

This is an auto-generated system message. Please do not reply to this message. Messages received through this address are not processed. If you have any questions regarding your account, please visit <https://www.tsonboard.com/content/support/> to request technical assistance

Once the New Hire has completed and signed all forms, they will see a screen similar to this:

The screenshot shows the TraitSet Onboard dashboard. At the top left is the TraitSet Onboard logo. On the right is a navigation bar with icons for Messages, Employee Dashboard, Employee Information, Fill Out Forms, Form History, Help, and Account. Below the navigation bar is a breadcrumb trail: Home /

A green success message banner reads: "You have successfully submitted or viewed your forms!"

Below the banner is a section titled "Past Forms" with a table:

Name <small>(click name for details)</small>	Submitted	Status
Monday, July 09, 2018		
I-9 (Expires 8/31/2019)	5:41:00 PM EST	Received
W-4 - 2018	5:42:00 PM EST	Received
Sample Handbook	5:42:00 PM EST	Received
Michigan MI-W4	5:42:00 PM EST	Received
Emergency Contact Information	5:44:00 PM EST	Received
New Employee Information	5:42:00 PM EST	Received

STORE MANAGER HIRING PROCESS

While the New Hire is working on their paperwork, clicking on the "Onboard in Process" link in the Dashboard in line with their name will show the following data:

Number of Forms Assigned: 6

Number of Completed Forms: 0

Percent Completed: 0%

[View Employee Folder](#)

You can also click on View Employee Folder to view their exact progress or to go in and approve their forms:

Home / Store #1 / Myrtle Moffat's Employee Folder

Messages Staff Forms Search Help Account

Myrtle Moffat's Employee Folder

Select a Different Employee

Employee Information Edit

Contact Information
 843 N Parker
 Ann Arbor, MI 48103
 4444444444
 support@tsorboard.com

Division
 Store #1

Select an Action to Take
 Select an Action to Take
 Access Myrtle's account
 Deactivate Myrtle's account
 Edit Myrtle's account
 Message Myrtle
 Upload a file for Myrtle

Employee Status

Status: Active Deactivate

Generated Employee ID: HR0136
 Date Created: July 9th, 2018 @ 11:25:00 AM
 Forms Assigned: 6
 Forms Submitted: 6
 Forms Approved: 0

Employee Forms

Display: Current Forms

Form Name	Submitted	Latest Update	Status	Take Action
Emergency Contact Information	07/09/2018 @ 5:44 PM	07/09/2018 @ 5:44 PM	Needs Approval	View Manage

Need Help? Search the FAQ here Go Common Division Questions

You can select an Action item from the drop down or scroll down to View/Manage (Approve) their forms.

Home / ABC Company - TS Onboard Demo Site Home / Division / Store #1 / Neville Longbottom's Employee Folder

Messages Staff Divisions Forms Reports Settings Search Help Account

Neville Longbottom's Employee Folder

Select a Different Employee

Employee Information Edit

Contact Information
 327 Maple
 Saline, MI 48176
 2222222222
 support@tsorboard.com

Division
 Store #1

Select an Action to Take

Employee Status

Status: Active Deactivate

Generated Employee ID: HR0129
 Date Created: June 1st, 2018 @ 12:46:00 PM
 Forms Assigned: 6
 Forms Submitted: 6
 Forms Approved: 3

Employee Forms

Display: Current Forms

Form Name	Submitted	Latest Update	Status	Take Action
Emergency Contact Information	09/01/2018 @ 12:55 PM	09/01/2018 @ 1:18 PM	Approved	View Manage
I-9 (Expire 8/31/2019)	09/01/2018 @ 12:54 PM	09/01/2018 @ 12:54 PM	Needs Approval	View Manage
Michigan MI-194	09/01/2018 @ 12:54 PM	09/01/2018 @ 12:54 PM	Needs Approval	View Manage
New Employee Information	09/01/2018 @ 12:54 PM	09/01/2018 @ 12:54 PM	Needs Approval	View Manage
Sample Handbook	09/01/2018 @ 12:55 PM	09/01/2018 @ 1:18 PM	Approved	View Manage
W-4 - 2018	09/01/2018 @ 12:54 PM	07/08/2018 @ 6:11 PM	Approved	View Manage

Print: Approved Forms Go

Uploaded Files Upload

Filter: All Categories

File Name	Category	Take Action
-----------	----------	-------------

Export

Need Help? Search the FAQ here Go Common Division Questions

Click on “Manage” to view, approve, shred or email each form.

The screenshot shows the TraitSet HR portal interface. At the top left is the TraitSet HR logo. The top right navigation bar includes Messages, Staff, Forms, Search, Help, and Account. Below the navigation is a breadcrumb trail: Home / Store #1 / Myrtle Moffat's Employee Folder. The main content area is titled "Employee Forms" and features a "Display:" dropdown set to "Current Forms". A table lists the following forms:

Form Name	Submitted	Latest Update	Status	Take Action
Emergency Contact Information	07/09/2018 @ 5:44 PM	07/09/2018 @ 5:44 PM	Needs Approval	View Manage
I-9 (Expires 8/31/2019)	07/09/2018 @ 5:41 PM	07/09/2018 @ 5:41 PM	Needs Approval	View Manage
Michigan MI-W4	07/09/2018 @ 5:42 PM	07/09/2018 @ 5:42 PM	Needs Approval	View Manage
New Employee Information	07/09/2018 @ 5:42 PM	07/09/2018 @ 5:42 PM	Needs Approval	View Manage
Sample Handbook	07/09/2018 @ 5:42 PM	07/09/2018 @ 5:42 PM	Needs Approval	View Manage
W-4 - 2018	07/09/2018 @ 5:42 PM	07/09/2018 @ 5:42 PM	Needs Approval	View Manage

At the bottom right of the table area is a "Print:" dropdown set to "Submitted Forms" and a "Go!" button. Below the table is an "Uploaded Files" section with an "Upload" button and a "Filter:" dropdown set to "All Categories". A table header for uploaded files is visible with columns: File Name, Category, and Take Action.

If you have E-Verify, Background Checks or Integrated Payroll, those icons will appear on the RIGHT below the list of forms. Uploading files is now on the LEFT just below the list of forms.

This screenshot shows a detailed view of a form, specifically "W-4 - 2018". The form header includes the form name, submission date (05/29/2018 @ 12:41 PM), update date (06/29/2018 @ 10:32 AM), and status (Approved). It has "View" and "Manage" buttons. Below the form is a "Print:" dropdown set to "Approved Forms" and a "Go!" button. On the left is an "Uploaded Files" section with an "Upload" button, a "Filter:" dropdown, and a table with columns: File Name, Category, and Take Action. One file is listed: "Royd.jpg" with category "School Id And Social" and "Edit", "Open", and "Delete" buttons. An "Export" button is at the bottom right. On the right is an "Additional Features" section with two items: "Payroll" (with an INFINISOURCE logo and a "Transfer To Payroll" button) and "E-Verify" (with a checkmark icon and an "E-Verify David" button).

MANAGING AND APPROVING FORMS


When you click on the “Manage” button to the far right of a form, the following screen will appear. Scroll down to see all of your options.

Manage Form

[Back To Employee Folder](#)

Before managing this form, please view the PDF.

Form Status

 [View W-4 - 2018](#)

Current Status: **Received**

Change Status To: Pending ▾
Pending
Approved
Rejected

[Update!](#)

Employee Information

Type	Value
Employee:	Neville Longbottom
Form:	W-4 - 2018
Language:	English
Address:	327 Maple Saline, MI 48176
Phone Number:	2222222222

Archive/Unarchive

This form can be archived after changing it to an Approved or Rejected status.

[Archive Form](#)

Store

Storing this form will permanently delete it from TruCheck OnBoard - Powered By 321Forms.

[Store This Form](#)

Form history

Date	User	Note
June 1st, 2018 at 12:54:00 PM EDT	System	Form electronically submitted to Store #1 Device.

When all forms are approved and you completed any Payroll Transfer, Background Check and E-Verify, your Employee Folder will look like this:

Myrtle Moffat's Employee Folder

Select a Different Employee

Employee Information Edit

Contact Information
 843 N. Parker
 Ann Arbor, MI 48103
 4444444444
support@ts onboard.com


Division
 Store #1

Select an Action to Take

Employee Status

Status: Active

Deactivate



Generated Employee ID	HR0136
Date Created	July 9th, 2018 @ 11 25 00 AM
Forms Assigned	6
Forms Submitted	6
Forms Approved	6

Form Name	Created	Updated	Status	Actions
Emergency Contact Information	07/09/2018 @ 5:44 PM	07/17/2018 @ 3:19 PM	Approved	View Manage
I-9 (Expires 8/31/2019)	07/09/2018 @ 5:41 PM	07/27/2018 @ 7:25 PM	Approved	View Manage
Michigan MI-W4	07/09/2018 @ 5:42 PM	07/27/2018 @ 7:25 PM	Approved	View Manage
New Employee Information	07/09/2018 @ 5:42 PM	07/27/2018 @ 7:26 PM	Approved	View Manage
Sample Handbook	07/09/2018 @ 5:42 PM	07/27/2018 @ 7:26 PM	Approved	View Manage
W-4 - 2018	07/09/2018 @ 5:42 PM	07/27/2018 @ 7:27 PM	Approved	View Manage

Print: Approved Forms Go!

Uploaded Files Upload

Filter: All Categories

File Name	Category	Take Action

Export

Additional Features

 When I Work Transfer Completed

Uploaded Files Upload

Filter: All Categories

File Name	Category	Take Action

Export

Additional Features

 **Payroll**
Transfer To Payroll

 **E-Verify**
E-Verify Jennifer

E-VERIFY

The completeness and accuracy of the I-9 are essential to the E-verify process that your company requires.

COMPLETING APPROVAL OF I-9 AND BEGINNING E-VERIFY:

It is very important that this process take place immediately following the approval of the I-9. After entering either an "A" document or a "B" and "C" documents and other important information such as first day of paid employment and signing on the box for electronic signature, you will click the "Save Information" button on the lower right. The below screen will appear:

✓ The status has been successfully changed.

Thank you for approving the I-9

Completing the *Employment Eligibility* process is **IMPORTANT** and **TIME SENSITIVE**.

Your next step should be to E-Verify This Employee

You should immediately click on the above button to begin the E-Verify process.

The next screen to appear is the following:

[E-Verify Guide](#) [Case Manager](#)

E-Verify an Employee:

Welcome to the E-Verify section. To begin the verification process for Margaret Duck, click the 'Begin E-Verify Process' button.

Also on this page is Margaret's most recent I-9 Form. You can use this as a guide for entering the verification data.

[Begin E-Verify Process](#)

The Most Recent I-9 For Margaret Duck: [\[Too Small? \]](#)

The screenshot shows the USCIS Form I-9, Employment Eligibility Verification form. The form is titled "Employment Eligibility Verification" and "USCIS Form I-9". It includes the following information:

- Section 1: Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)
- Last Name (Family Name):** Duck
- First Name (Given Name):** Margaret
- Middle Initial:** A
- Other Last Names Used (if any):** N/A
- Address (Street Number and Name):** 543 Maple
- Apt. Number:** N/A
- City or Town:** Huber Heights
- State:** OH
- ZIP Code:** 45424
- Date of Birth (mm/dd/yyyy):** 09/01/1989
- U.S. Social Security Number:** 333 22 4444
- Employee's E-mail Address:** valerie@hrgems.com
- Employee's Telephone Number:** 5555555555

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/GCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A

OR

2. Form I-94 Admission Number: N/A

OR

3. Foreign Passport Number: N/A

Country of Issuance: N/A

You will note the blue “Begin E-Verify Process” button and also the PDF of the I-9 form you just approved alongside the E-Verify screens. As you go through the process you also have a scroll bar down the right side of the I-9 to be able to page through to the Employer’s Section when you need to view that info as you will see in the following screens.

Click “Begin E-Verify Process.”

Back

E-Verify Guide

Employee Information:

First Name: MI: Last Name:
Margaret A Duck

Other Names Used: Email Address:
valerie@hrgems.com

Social Security #: Birth Date:
333224444 09/01/1989

Hire Date:
09/01/2018

Continue

The Most Recent I-9 For Margaret Duck: [Too Small?]

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 06/31/2019

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identify. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Duck	Margaret	A	N/A
Address (Street Number and Name)		City or Town	State ZIP Code
543 Maple		Huber Heights	OH 45424
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
09/01/1989	333 22 4444	valerie@hrgems.com	5555555555

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A

OR

2. Form I-94 Admission Number: N/A

OR

3. Foreign Passport Number: N/A

Country of Issuance: N/A

OR Code - Section 1
Do Not Write in This Space

Check that you have all the information displayed by E-Verify above correct and click the blue “Continue” button.

Back

E-Verify Guide

Citizenship Status:

A citizen of the United States

Continue

The Most Recent I-9 For Margaret Duck: [Too Small?]

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 06/31/2019

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identify. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Duck	Margaret	A	N/A
Address (Street Number and Name)		City or Town	State ZIP Code
543 Maple		Huber Heights	OH 45424
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number
09/01/1989	333 22 4444	valerie@hrgems.com	5555555555

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A

OR

2. Form I-94 Admission Number: N/A

OR

3. Foreign Passport Number: N/A

Country of Issuance: N/A

OR Code - Section 1
Do Not Write in This Space

Note that you always have the blue “Back” button at the top left of the screen and a “Close X” in the very upper right corner of the E-Verify box.

Confirm that the correct citizenship status is showing from E-Verify by viewing the first part of the I-9 opposite.

Click the “Continue” button.



Documentation Type:

Employment Authorization Document:

I-9 Response: List B & C Documents

List B and C Documents

Continue

The E-Verify side will now show the above so scroll the I-9 down to confirm and then click “Continue” again.



List B and C Documentation Information:

List B Document:

- Please Choose -

- Please Choose -
- Clinic, doctor or hospital record (under age 18)
- Day-care or nursery school record (under age 18)
- Driver's license issued by a Canadian government authority**
- Driver's license or ID card issued by a U.S. state or outlying possession
- ID card issued by a U.S. federal, state or local government agency
- Military dependent's ID card
- Minor under age 18 without a List B document
- Native American tribal document
- School ID card
- School record or report card (under age 18)
- Special Placement
- U.S. Coast Guard Merchant Mariner Card
- U.S. military card or draft record
- Voter registration card

The Most Recent I-9 For Margaret Duck: [Too Small?](#)

Form I-9 8/17/17 N Page 1 of 3

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
4/08 Rev. 10/16/01
Expires 08/31/2020

Section 2. Employer or Authorized Representative Review and Verification

Employer or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. This must physically occur on the document from List A OR a combination of one document from List B and one document from List C, as listed on the 1 side of Acceptable Documents.

Employee Info from Section 1: Last Name (Family Name): Duck, First Name (Given Name): Margaret, U.I. (U.S. Citizenship and Immigration Status): A 1

Document Type	Document Title	Document File
Identity and Employment Authorization	Driver's License	Social Security Card
Identity and Employment Authorization	OH	Social Security Administration
Document Number	D123-456789	33324444
Expiration Date (if any)(mm/dd/yyyy)	09/01/2022	Expiration Date (if any)(mm/dd/yyyy)

Additional Information

Signature of Employer or Authorized Representative: [Signature] Title of Employer or Authorized Representative:

You now need to choose which “B” document is showing on the I-9 including the Issuing Authority and type as shown above and in the below two screen prints:

Back

E-Verify Guide

List B and C Documentation Information:

List B Document:
 Driver's license or ID card issued by a U.S. state or outlying possession

Issuing Authority:
 - Please Choose -

- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Northern Mariana Islands
- Ohio**
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico

The Most Recent I-9 For Margaret Duck: [\[Too Small? \]](#)

Form I-9 07/17/17 N Page 1 of 3

Employer Completes Next Page

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) **Duck**, First Name (Given Name) **Margaret**, M.I. **A**, Citizenship/Immigration Status **1**

List A	OR	List B	AND	List C
Identify and Employment Authorization		Identify		Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
		Driver's license		Social Security Card
		OH		Social Security Administration
		D123-456789		333224444
		09/01/2022		
Document Title		Additional Information		OR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **09/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative: [Signature] Title of Employer or Authorized Representative: [Title]

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E-Verify Guide

List B and C Documentation Information:

List B Document:
 Driver's license or ID card issued by a U.S. state or outlying possession

Issuing Authority:
 Ohio

Document Title:
 Driver's license
 ID card

Exp. Date (if any):
 09/01/2022

List C Document:
 - Please Choose -

The Most Recent I-9 For Margaret Duck: [\[Too Small? \]](#)

Form I-9 07/17/17 N Page 1 of 3

Employer Completes Next Page

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) **Duck**, First Name (Given Name) **Margaret**, M.I. **A**, Citizenship/Immigration Status **1**

List A	OR	List B	AND	List C
Identify and Employment Authorization		Identify		Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
		Driver's license		Social Security Card
		OH		Social Security Administration
		D123-456789		333224444
		09/01/2022		
Document Title		Additional Information		OR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **09/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative: [Signature] Title of Employer or Authorized Representative: [Title]

Under “List C Documents” on the E-Verify screen the box is outlined in RED meaning it needs input. Choose the correct “C” document from the drop down to match the I-9.

List B and C Documentation Information:

The Most Recent I-9 For Margaret Duck: [\[Too Small?\]](#)

List B Document:

Driver's license or ID card issued by a U.S. state or outlying possession

Issuing Authority:

Ohio

Document Title:

Driver's license

Document Number:

- Please Choose -
 Certification of Birth Abroad (Form FS-545)
 Certification of Report of Birth (Form DS-1350)
 Consular Report of Birth Abroad (Form FS-240)
 Employment authorization document issued by the U.S. Department of Homeland Security
 ID Card for Use of Resident Citizen in the United States (Form I-179)
 Native American tribal document
Social Security Card
 U.S. Citizen ID Card (Form I-197)
 U.S. birth certificate (original or certified copy)

- Please Choose -

Continue

Form I-9 07/17/17 N Page 1 of 3

Employer Completes Next Page

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No. 1615-0047
 Expires 06/31/2019

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Duck	First Name (Given Name) Margaret	M.I. A	Citizenship/Immigration Status 1
Identity and Employment Authorization	List A OR List B AND List C	Document Title Driver's license	Document Title Social Security Card	Document Title Social Security Card
Issuing Authority	OH	Issuing Authority	Social Security Administration	Social Security Administration
Document Number	D123-456789	Document Number	33324444	33324444
Expiration Date (if any)(mm/dd/yyyy)	09/01/2022	Expiration Date (if any)(mm/dd/yyyy)		

Additional Information

OR Code (Section 2 & 3 Do Not Write In This Space)

Justification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **09/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Title of Employer or Authorized Representative

Once you have done that the Continue button will no longer be grayed out and you can proceed with the E-Verify:

Back

E-Verify Guide

List B and C Documentation Information:

The Most Recent I-9 For Margaret Duck: [\[Too Small?\]](#)

List B Document:

Driver's license or ID card issued by a U.S. state or outlying possession

Issuing Authority:

Ohio

Document Title:

Driver's license

Document Number:

D123456789

Exp. Date (if any):

09/01/2022

List C Document:

Social Security Card

Continue

Form I-9 07/17/17 N Page 1 of 3

Employer Completes Next Page

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No. 1615-0047
 Expires 06/31/2019

Section 2. Employer or Authorized Representative Review and Verification
 (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Duck	First Name (Given Name) Margaret	M.I. A	Citizenship/Immigration Status 1
Identity and Employment Authorization	List A OR List B AND List C	Document Title Driver's license	Document Title Social Security Card	Document Title Social Security Card
Issuing Authority	OH	Issuing Authority	Social Security Administration	Social Security Administration
Document Number	D123-456789	Document Number	33324444	33324444
Expiration Date (if any)(mm/dd/yyyy)	09/01/2022	Expiration Date (if any)(mm/dd/yyyy)		

Additional Information

OR Code (Section 2 & 3 Do Not Write In This Space)

Justification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **09/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Title of Employer or Authorized Representative

Submit Verification Information:

The E-Verify case to determine the eligibility of Margaret Duck to work in the United States is ready for submission. If you need to make any corrections, please hit the back button. Otherwise, hit the 'Continue' button to initiate the verification process.

Continue

The Most Recent I-9 For Margaret Duck: [Too Small?]

Employer Completes Next Page Page 1 of 3

Form I-9 07/17/17 N

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents".)

Employee Info from Section 1	Last Name (Family Name) Duck	First Name (Given Name) Margaret	M.I. A	Citizenship/Immigration Status 1
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Identify and Employment Authorization	OR	List B Identify	AND	List C Employment Authorization
Document Title Driver's license		Document Title Social Security Card		
Issuing Authority OH		Issuing Authority Social Security Administration		
Document Number D123-456789		Document Number 33224444		
Expiration Date (if any)(mm/dd/yyyy) 09/01/2022		Expiration Date (if any)(mm/dd/yyyy)		

Additional Information

OR Code - Section 2.8.3
Do Not Write in This Space

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment (mm/dd/yyyy): **09/01/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative [Too Small?] Title of Employer or Authorized Representative

This is the last screen before you submit the information to E-Verify by once again clicking the "Continue" button.

Most likely you will get back information within a minute or less that your new hire has been authorized to work and a Case number.

IF YOU GET ANY OTHER MESSAGE, DO NOT CLOSE THE CASE, CONTACT YOUR HR OR TRAITSET SUPPORT.

You then need to use the "Close Case" button and as the reason choose "The employee continues to work after receiving an authorized status."

Once you do that, you can use the "X" in the upper right corner of the box to close it.

At the bottom of your screen, you should see an E-Verify box as shown below. The Green denotes that the new hire has been authorized.

I-9 (Expires 3/31/2016) 08/19/2015 @ 9:55 AM 08/19/2015 @ 10:20 AM Approved View Manage

Print: Approved Forms Go!

Uploaded Files Upload

Filter:

File Name	Category	Take Action
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Additional Features

E-Verify:
David Cook has been E-Verified. Case #2015231092222Y1

NOTE! If you see any other color but green, like a yellow/gold or red, you may contact the TraitSet Support Center at 877-824-0044 or contact your designated corporate HR person for assistance.