

**ATTACHMENT E:**

**FACT SHEET FOR THE ONSITE VISIT**

## Fact Sheet for the Onsite Visit STUDY OF EMPLOYMENT ELIGIBILITY (SEE)

2013

### What is the SEE and why is there an Onsite Visit?

The purpose of this very important research project, Study of Employment Eligibility (SEE), is to help the U.S. government better understand the experiences of employers and workers with the work authorization process. Because your company has used the E-Verify Program, you have important insight about the Program's implementation, usefulness, efficiency, and performance. Taking part in this study is your choice, but we hope your company will agree to participate.

### What will take place during the visit?

A Westat researcher will conduct an interview with your company's representative(s) responsible for the E-Verify program to gather information and opinions about key aspects of the program. The interview will take about two hours and will include an observation of system-use.

The researchers will examine Form I-9s and the related E-Verify records completed by workers who received Tentative Nonconfirmation findings (TNCs). Other than pulling these records ahead of time, the record review process will require little to no direct time of your company's staff.

### Who needs to be involved with the interview?

The person in your company who participates in the interview should be most knowledgeable about your company's hiring and verification processes, use of the E-Verify system, and the filing system of Form I-9s.

### What materials need to be accessible?

We will provide you with a list of workers receiving recent Tentative Nonconfirmation findings in advance of the visit. We ask that you please pull these records before the scheduled site visit. Only Form I-9s and related documents (e.g., Tentative Nonconfirmation notices, referral letters, etc.) for these workers need to be accessible. Information from the Form I-9s will be used to assess the databases that verify work authorization.

### Will my responses be kept private?

Your participation in the study and the information we collect will be kept private, to the extent permitted by law. The survey reports will contain only summary results and not any information that might be used to identify you or your company. We will not give your answers to your supervisor, other co-workers at your company, the Federal or

state government, or anyone else.



Public reporting burden for this collection of information is estimated to average 150 minutes per respondent, including the time for responding to the questions, demonstrating use of the E-Verify system, and pulling worker records. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB number. Send comments regarding this burden of estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Ms. Laura Dawkins, Chief, Regulatory Division, U.S. Citizenship and Immigration Services, 20 Massachusetts Avenue N.W., Washington, DC 20529.