**Project Name:**  E-Verify Tutorial Quizzes, Questions, and Answers

**Description:**  As a result of Legacy Retirement efforts, the redesigned E-Verify user interface has a modern design. The E-Verify lesson quiz questions have been modified to suit the new design. The E-Verify Guidance will revise and connect the tutorial quiz questions and answers with the Legacy Retirement modernization efforts.

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| **Currently** | **Change** |
| **Employer and Employer Agent Users (EEA) (Program Admininstrators (PA) and General Users (GU)** | **Questions and Answers** |
|  | E-Verify compares the information entered on an employee’s Form I-9, Employment Eligibility Verification, with official government records available to the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm employment eligibility.   * True * False |
|  | E-Verify adheres to privacy guidelines and protection of personal information. To protect personal information and comply with the appropriate privacy regulations, you should do all of the following EXCEPT:   * Allow only authorized users to use E-Verify. * Secure access to E-Verify. * Share an employee’s Form I-9 information with others. * Protect and store employee information properly. * Discuss E-Verify results in private. |
|  | You must notify all employees of your participation in E-Verify by:   * Verbally informing each employee that you participate in E-Verify. * You do not have to notify all employees of your participation in E-Verify. * Clearly displaying the Notice of E-Verify Participation and Right to Work posters provided by DHS in English and Spanish. * Creating your own poster and sending an informal email that informs your employees that you participate in E-Verify. |
|  | E-Verify can be used for which of the following?   * Pre-screen applicants for employment. * Discriminate against job applicants or new hires on the basis of his or her national origin. * Selectively verify a person’s citizenship or immigration status. * None of the above. |
|  | If you take adverse action against employees based on an initial mismatch, you could face legal action, including civil penalties and back pay awards, and your participation in E-Verify may be terminated.   * True * False |
|  | In addition to standard Form I-9 procedures, E-Verify requires that:   * Employers request that the employee present a specific List B document. * Any List B document(s) presented to an employer participating in E-Verify must contain a photo. * Employees only present a List A document. * Employees only present a List B document and List C document. |
|  | If you are unable to change your password automatically from your user log-in page, you should contact:   * Your General User, who can reset your password. * You will never need to change your password. * Your Program Administrator, who can reset your password. * You don’t need a password to log into E-Verify. |
|  | An E-Verify case must be created no later than the end of \_ \_ \_ business day(s) after the employee begins work for pay.   * 5 * 1 * 2 * 3 |
|  | The information entered into E-Verify MUST match the information on the employee’s Form I-9.   * True * False |
|  | When necessary, E-Verify prompts you to compare a photo displayed in E-Verify to which of the following?   * The photo on document the employee presented for the Form I-9. * The employee themselves. * Any photo you can get from the employee. * E-Verify never displays a photo from the employee’s Form I-9 document. |
|  | The case result of Employment Authorized means which of the following?   * The employee’s information did NOT match official government records that E-Verify can access. * There is no case result of Employment Authorized. * The employee’s information matched official government records that E-Verify can access. |
|  | A mismatch means that the employee is NOT authorized to work in the United States.   * True * False |
|  | A case result of E-Verify Needs More Time means that \_ \_ \_ \_   * The employee’s information matched with official government records that E-Verify can access. * E-Verify cannot verify an employee’s employment eligibility after the employee has contacted DHS or visited SSA. * The case was automatically referred to DHS for further verification and no action is required until you receive a case update. * None of the above. |
|  | Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee because of the mismatch, until the mismatch becomes a Final Nonconfirmation.   * True * False |
|  | After your print the Further Action Notice, you must do which of the following:   * Contact DHS and/or SSA to begin resolving the issue on behalf of the employee. * Review the Further Action Notice privately with the employee. * Review the further Action Notice privately with your supervisor. * You do not need to review the Further Action Notice with anyone. |
|  | E-Verify requires an employee who gets a mismatch to choose whether to take action to resolve the case within 10 federal government working days after E-Verify issues the mismatch result.   * True * False |
|  | An employee who was referred to DHS and/or SSA for a mismatch case result has \_\_\_ to contact DHS or visit SSA.   * 4 federal government working days * 6 business days * 8 federal government working days * 10 business days |
|  | **Delete - OBE** |
|  | When you receive a case result of Case in Continuance, you can terminate the employee because DHS and/or SSA needs additional time to review the employee’s case.   * True * False |
|  | When you receive a case result of Employment Authorized, your next step is to do which of the following?   * Nothing, you have completed the verification process. * Record the E-Verify case number on the employee’s Form I-9 or attach a copy of the case details page to the Form I-9. E-Verify automatically closes Employment Authorized cases. * Determine if the employee will contest or not contest the case result. * No action, this case will go to DHS or SSA for further verification. |
|  | A DHS or SSA Final Nonconfirmation case result means that E-Verify cannot confirm an employee’s employment eligibility based on the accessed government records; you must close the case.   * True * False |
|  | A case result of \_\_\_ means that the employee did not contact DHS or SSA within 8 federal government working days and E-Verify cannot verify the employee’s employment eligibility.   * Case in Continuance * E-Verify Needs More Time * Tentative Nonconfirmation (Mismatch) * DHS or SSA No Show |
|  | The last step in the confirmation process is to do which of the following:   * Determine if the employee will contest or not contest the final case result. * Enter the employee’s Form I-9 information. * Record the E-Verify case number on the employee’s Form I-9 or attach a copy of the case details page to the Form I-9 and close the case if there is a Final Nonconfirmation. E-Verify automatically closes Employment Authorized cases. * Discuss the final case result with your supervisor. |
|  | Found on your user home page, Case Alerts \_ \_ \_   * Bring cases that need action to your attention. * Are a menu of links from which you navigate. * Contain important information and updates about E-Verify. * Allow you quick access to create a new case. |
|  | Program Administrators can do which of the following:   * Assist General Users if they are locked-out of E-Verify due to password issues. * Register new users to be General Users or Program Administrators and ability to delete user accounts when needed. * Update company or entity profile information. * All the above. |
|  | If you try to log in with an incorrect password three consecutive times, E-Verify will lock you out. If you are locked out, your first step is to:   * Take no action; it will correct itself. * Contact a General User. * Use the link Forgot your Password? On the user log in page. * Use another person’s password and/or user ID. |
|  | When needed, you can share your E-Verify user ID and password with other users if they need to log in to manage a case.   * True * False |
|  | **Delete** |
|  | Federal contractors have specific guidelines on who they create cases for and the time required to create a case. This is outlined in the E-Verify Supplemental Guide for Federal Contractors.   * True * False |
| The Knowledge check with 29 questions includes a final question (#29) about federal contractor responsibilities if they have the FAR clause – this should load for PA and GU users on both Employer and Employer Agent accounts, but ONLY if those accounts have a category showing Federal Contractor with FAR Clause. | |
| The Knowledge Check with 28 questions should load for PA and GU users on both Employer and Employer Agent accounts for all category types EXCEPT Federal Contractor with FAR Clause. | |
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| **Corporate Admininistrator** | **Questions and Answers** |
|  | A Corporate Administrator cannot:   * Create E-Verify cases. * Reset passwords. * Enroll and manage verification locations. * Close verification location accounts. |
|  | When enrolling a new verification location, a Corporate Administrator is required to:   * Electronically sign a Memorandum of Understanding with the Department of Homeland Security and Social Security Administration. * Identify the employees who will be the points of contact for E-Verify at the verification locations. * Indicate the number of hiring sites for which the verification location will create E-Verify cases. * All the above. |
|  | When enrolling a new verification location, a Corporate Administrator is required to sign an E-Verify:   * Memorandum of Understanding (MOU) * Memorandum of Utility (MOU) * Assertion of Intent (AOI) * Agreement of Information (AOI) |
|  | A Corporate Administrator account is a tool that allows a company to manage and create reports for multiple E-Verify employer accounts.   * True * False |
|  | **Delete OBE** |
|  | A verification location is where:   * The employee is hired and the Form I-9 is completed. * The employee will conduct their day-to-day job activities. * Cases will be created in E-Verify. * All the above. |
|  | The person(s) entered as a point of contact during enrollment will automatically be a \_ \_ \_  unless you specify differently.   * General User * Super User * Program Administrator * Corporate Administrator |
|  | A Corporate Administrator can reset passwords for a verification location’s General User and Program Administrators.   * True * False |
|  | When needed, you can share your E-Verify user ID and password with other users if they need to log in.   * True * False |
|  | **Delete** |
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