

Hiring Noncitizens Checklist

Follow these guidelines when hiring noncitizens to work in your home.

- Confirm your household employee's employment eligibility status by completing Form I-9 and checking work authorization documents.
- Verify your employee's Social Security Number and its validity for employment.
- Verify that your employee's driver's license, if they have one, is valid.
- Know and abide by federal, state, and local employment and labor laws.
- Understand your employee's visa or green card status and all related employment conditions.
- Be sure that your employee meets the USCIS' requirements for their status.
- Consult with an immigration attorney if there are any specific issues that arise.
- Be aware of discrimination issues related to nationality and immigration status.
- Never hire an unauthorized alien to work within your home.
- Contact references and confirm work and education history.
- Treat noncitizens authorized for U.S. employment professionally, as you would a U.S. citizen.
- Interview, check references, send offer letters, and provide new hires with an employee handbook.
- Obtain and file a signed release from the job applicant to complete background checks.
- Most importantly, when hiring a nanny or other person to work within your home, always hire the best and never compromise.

Suggested Background Checks when Hiring Noncitizens

- Driving record
- Social Security
- Credit history
- Drug screening
- Criminal conviction
- Sex offender/child abuse registry
- Employment references