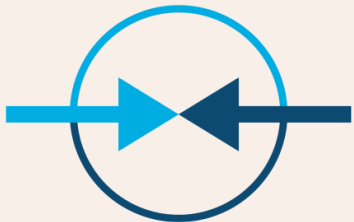


IMMIGRATION, WORKFORCE & MANAGER PREPAREDNESS

Sample HR training for workforce partners

SAMPLE HR TRAINING

WORKFORCE + IMMIGRATION BASICS



Purpose

Equip managers to recognize common immigration-related situations, respond calmly, and connect team members with the right help.

WHAT SUCCESS LOOKS LIKE FOR MANAGERS

A practical session, not a law-school lecture

By the end, managers should be able to:

1

Use the right language

Understand basic terms without assuming someone's legal situation.

2

Recognize the common situations

EAD renewals, family emergencies, ICE activity, document questions, and fear-driven rumors.

3

Respond calmly and consistently

Know what to do — and what not to do — in the first few minutes.

4

Route people to support

Keep managers in their lane and connect employees/families to Immigrant Connection for trustworthy immigration legal support.



Manager posture

Calm • Consistent • Confidential • Connected



WHY THIS MATTERS AT WORK

The workplace is where personal stress and operational pressure often meet

Workplaces depend on people: shifts are tight, relationships are close, and a family crisis can become an operations crisis quickly.



High coordination

One missing team member can affect production, service, shift coverage and team coordination.

Mixed spaces

Public customer areas differ from offices, storage and employee-only areas with controlled access.

Real fear

Employees may carry concerns about status, family detention, court dates, or documents into work.

The opportunity

A simple plan lowers fear, protects dignity, and keeps managers from improvising in a high-stakes moment.



IMMIGRATION 101: START WITH BETTER LANGUAGE

"Immigrant" does not tell you a person's legal situation

Immigrant

Someone born in one country who has moved to another country to live. It does not describe legal status, nationality, or reason for coming.

Undocumented

A person who lacks current lawful status. This may be due to entry without inspection, a visa overstay, or a status that ended or was revoked.

Safety & Stability

Immigration status is often the single most important factor shaping an immigrant family's stability, safety, opportunities, and future. Few other aspects of life carry such far-reaching consequences.

THE LILY PADS TEMPORARY STATUS 6-8 MILLION EXTREMELY UNSTABLE

TPS – 12-18 MONTHS
(MANY CANCELED OR AWAITING COURT RULINGS)

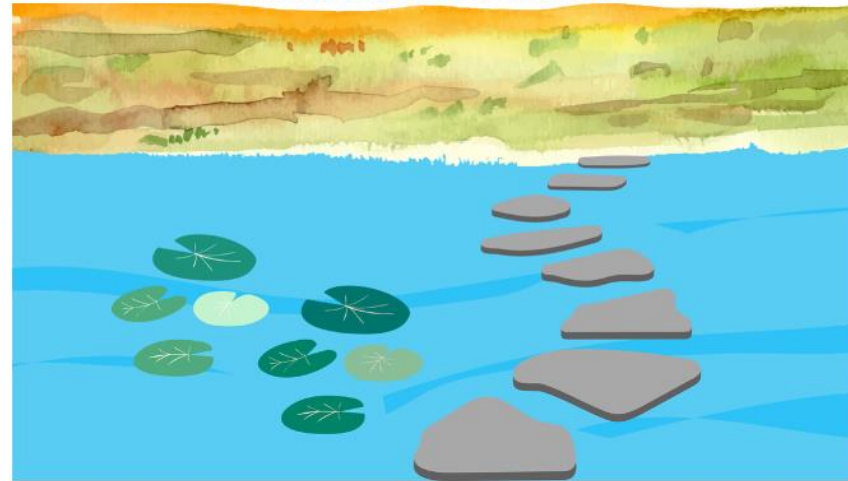
DACA - 24 MONTHS
(DELAYED RENEWALS RESULTING IN LOSING WORK AUTHORIZATION)
PENDING ASYLUM – 1 YEAR
(WORK AUTHORIZATION NEEDS RENEWED ANNUALLY AND AN ANNUAL FEE NEEDS PAID TO REMAIN ACTIVE)

COUNTRIES OF ORIGIN:

HAITI	SYRIA
VENEZUELA	MYANMAR (BURMA)
DRC	ETHIOPIA
EL SALVADOR	SUDAN
HONDURAS	SOUTH SUDAN
NICARAGUA	CAMEROON
SOMALIA	NEPAL
AFGHANISTAN	YEMEN
CUBA	LEBANON
UKRAINE	

THE LAND NATURALIZATION / CITIZENSHIP 25 MILLION

STATUS CANNOT BE TAKEN AWAY + MORE FAMILY REUNIFICATION OPTIONS + MORE BENEFITS = MOST STABILITY



THE WATER NO CURRENT STATUS – UNDOCUMENTED ~11–13 MILLION

NO STABILITY BENEATH THEM – GREATEST NEEDS ARE LEGAL SCREENING, PLANNING AND PREPARATION, AND PROTECTION FROM IMMIGRATION FRAUD

THE STONES "PERMANENT" STATUS 13 MILLION

CONDITIONAL LAWFUL
PERMANENT RESIDENCE –
FIRST 2 YEARS IF MARRIED TO
A US CITIZEN

LPR CARD / GREEN CARD –
NEEDS RENEWED EVERY 10
YEARS

~9 MILLION ARE ALREADY
ELIGIBLE TO BECOME
NATURALIZED US CITIZENS BUT
REMAIN LPR BECAUSE OF COST,
LANGUAGE BARRIERS, FEAR OF
THE CITIZENSHIP INTERVIEW,
AND/OR LACK OF LEGAL
REPRESENTATION



THE SYSTEM IS A MAZE (with moving walls), NOT A LINE

There are limited pathways — each with its own rules, caps, and wait times

Four broad pathways

Family-based

Spouses, parents, children, siblings — with caps and categories

Employment-based

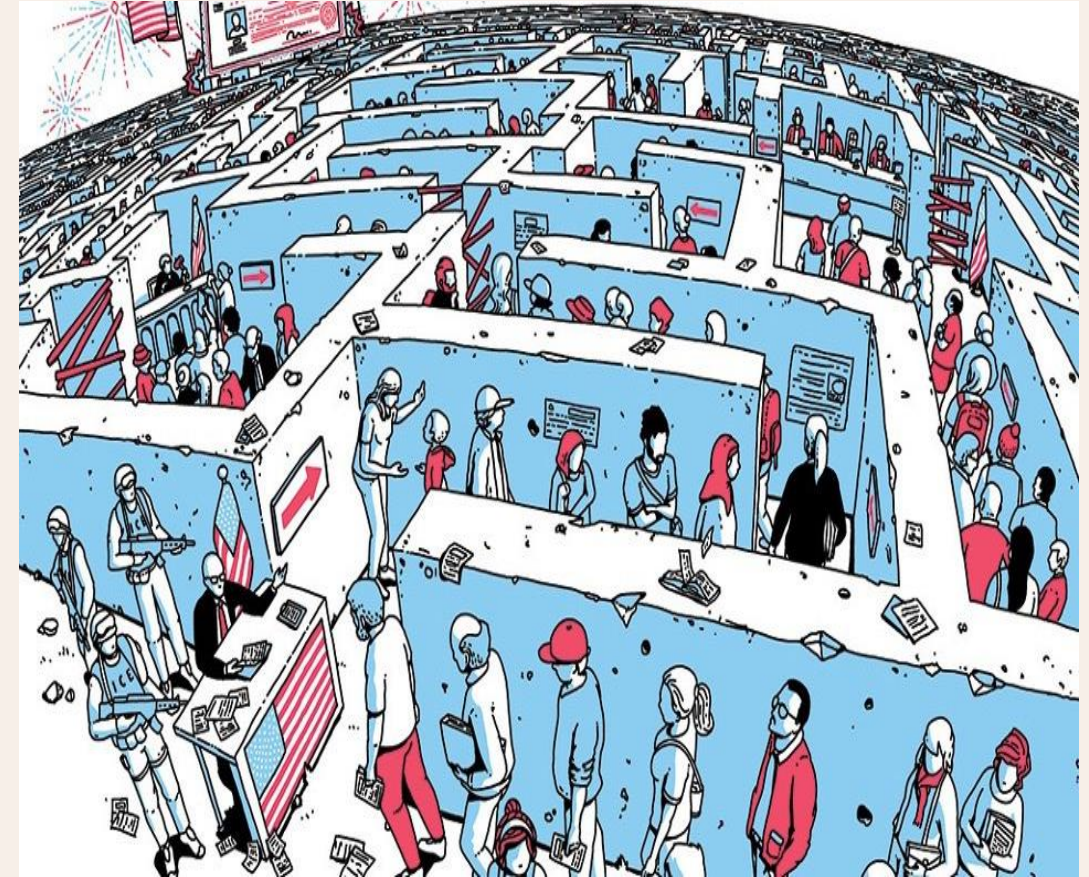
Employer sponsorship, skills, labor process, visa availability

Humanitarian

Refugee, asylum, U visa, T visa, TPS, parole, related protections

Diversity lottery

Limited annual lottery for eligible countries



WHAT TIMELINES REALLY LOOK LIKE

Realistic framing managers can use without giving legal advice

The safest answer is rarely a specific date.

Most processes involve eligibility, paperwork, biometrics/interviews, agency backlogs, and sometimes visa availability or court scheduling.

Work authorization / EAD renewal	Often months; category-specific
Family-based immediate relative	many months to 1+ year
Family preference / visa bulletin	years to decades
Asylum or immigration court	often years

Manager script: “I’m not qualified to estimate your case timeline. Let’s connect you with someone who can review your specific situation.”

COMMON WORKFORCE SITUATIONS

What managers are most likely to encounter

Expiring work authorization

Employee says an EAD renewal is pending or asks what proof is needed.

Status changes / uncertainty

TPS, DACA, parole, asylum, or pending applications create confusion and fear.

Family emergency

A spouse, parent, or child is detained, has a court date, or needs a plan.

Document questions

I-9, reverification, receipt rules, and which documents are acceptable.

Enforcement activity

ICE or law enforcement visits the workplace, parking lot, or a nearby business.

Rumors + fear

Social media or community reports trigger panic and attendance issues.

Recognize the issue. Do not solve the legal question. Route it to Immigrant Connection.

MANAGER POSTURE: WHAT TO DO – AND WHAT NOT TO DO

Keep people safe, keep the company consistent, keep managers in their lane

DO

Listen and thank the employee for trusting you

Share your organization's Immigrant Connection portal

Encourage employees to seek help early

Treat immigration concerns as confidential and personal

Focus on support, stability and retention

Connect legal questions to qualified Immigrant Connection professionals

DON'T

- Give immigration advice
- Guess about immigration options or timelines
- Ask unnecessary questions about immigration status
- Wait until there is a crisis or enforcement issue
- Refer employees to social media, rumors, or unqualified providers

**Your role is to connect employees with the resource your employer provides.
Immigrant Connection is your trusted partner.**



HOW IMMIGRANT CONNECTION CAN SUPPORT TEAM MEMBERS

Your workforce partnership connects employees with qualified help and gives managers a trusted resource.

Trusted. Accessible. Proven.

Practitioner-led immigration legal support since 2014.

A national network of attorneys and DOJ-accredited representatives.

An employer portal offering a clear path to immigration legal help.

Virtual or in-person consultations, as included in your partnership.

Clear next steps and upfront fees for eligible legal matters.

Support that reduces cost, time, distance, language and trust barriers.

Help understanding options, renewal questions and immigration fraud.

Practical HR guidance supporting employee stability and confidence.

Immigrant Connection helps move employees from confusion to clarity, from fear to confidence, and from instability to greater long-term stability.

IF ICE VISITS THE WORKPLACE: FIRST 5 MINUTES

A simple response flow for managers

Designate who communicates. Everyone else stays calm and continues normal safety procedures.

1

Stay calm

No running. No hiding.
No confrontation.

2

Notify leader/HR/legal

Use the company
escalation path
immediately.

3

Keep officers in public area

Politely ask them to wait
while the designated
person responds.

4

Request ID + warrant

Do not consent to private
area entry without a
judicial warrant.

5

Log what happens

Names, badges, time,
documents shown, areas
entered, and witnesses.

Never do these

Do not interfere. Do not lie. Do not destroy records. Do not
hide people. Do not physically block entry.

Use calm phrases

"Please wait here while I get the person authorized to speak with you."
"I cannot consent to entry into non-public areas without a judicial
warrant."



POTENTIAL ENFORCEMENT: PUBLIC AND PRIVATE WORKPLACE AREAS

Controlled access is key

Managers need to know which workplace areas are public and which have privately controlled access.

PUBLIC

Lobby / reception
Customer service areas
Public waiting areas
Public pickup areas

PRIVATE / NON-PUBLIC

Production / kitchens
Offices / storage
Employee break rooms
Restricted staff areas

POST SIGNS

LIMIT ACCESS

Key question: is access actually controlled?



WHAT EMPLOYEES AND MANAGERS SHOULD REMEMBER

Rights exist; managers should not force employees to give up those rights

For employees: stay calm, remain silent, ask “Am I free to leave?”, and do not sign documents without legal advice.

- Do not run or panic
- Do not provide nationality or immigration history
- Do not sign papers without legal advice
- Use a red card or prepared phrase if needed

For managers: do not identify employees, translate questions, or pressure anyone to answer. Follow the plan and route to HR/legal.

- Do not interfere with officers
- Do not tell employees to hide or leave
- Do not share personal information casually
- U.S. citizens may video if safe and non-interfering



WHY AN ICE I-9 AUDIT MAY OCCUR

An audit does not always mean the business did something wrong.

I-9 audits can be triggered by many sources. Managers should avoid guessing and follow the response plan.

Complaints

Current/former employees, applicants, or competitors may submit complaints or tips.

Data patterns

Agencies may review records, mismatches, or regional and industry patterns.

Other agencies

IRS, DOL, or other investigations can refer information to DHS/ICE.

Industry focus

Follow your organization's response plan and contact the designated HR or legal lead.

Enforcement priorities

National or local operations can result in notices to multiple businesses at once.

Record issues

Missing, late, incomplete, or inconsistent I-9 practices increase compliance risk.

Key point: rumors are not the response plan. A Notice of Inspection is a document request with a deadline.



WHAT AN ICE I-9 AUDIT ACTUALLY LOOKS LIKE

Usually a document inspection - not an immediate raid.

The official process usually starts with a Notice of Inspection (NOI), not a demand to hand over everything on the spot.

1

NOI served

ICE/HSI serves a written
Notice of Inspection.

2

Response period

Employer generally has 3
business days to produce
I-9s.

3

HR/legal gathers

Company gathers only
requested records and
preserves copies.

4

ICE reviews

Forms and support
records are inspected for
compliance.

5

Notices may follow

ICE may issue correction
notices, suspect-
document notices, or
fines.

Reality: this is usually a records process. Use the response period and let HR/legal manage scope.

Never: destroy, hide, alter, or backdate records after receiving a notice.



IF AN I-9 AUDIT NOTICE ARRIVES

Manager response: calm, careful, and consistent.

DO

- Notify HR/legal immediately and send a copy of the notice.
- Ask officers to wait in a public area while you escalate.
- Preserve I-9s and related records exactly as they are.
- Gather only what HR/legal identifies as requested.
- Document names, badges, time, documents served, and deadlines.

DON'T

- Hand over documents immediately unless HR/legal directs you to do so.
- Provide extra personnel files, schedules, or private employee information beyond scope.
- Ask employees for "new" or "better" documents because of the notice.
- Destroy, alter, hide, or backdate I-9 records.
- Single out workers because of name, accent, appearance, or rumors.

Bottom line: comply with the lawful request, but do it through HR/legal and within the scope of the notice.



I-9 DOCUMENT LANE: VERIFY, DON'T INVESTIGATE

Managers complete the process consistently; they do not become immigration investigators.

Form I-9 is required for every new hire. The manager lane is to follow the process, accept acceptable documents that reasonably appear genuine and relate to the employee, and route concerns to HR/legal.

DO

- Complete I-9s on time for every new hire.
- Let the employee choose which acceptable documents to present.
- Apply the same process to everyone.
- Send uncertainty to HR/legal instead of improvising.
- Reverify only when HR/legal or policy says reverification is required.

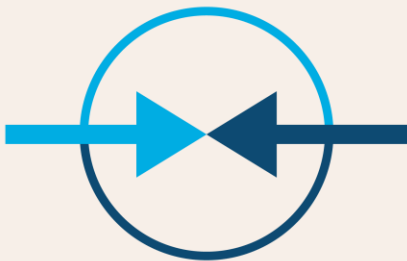
DON'T

- Ask for specific or extra documents because of accent, name, appearance, or rumors.
- Research an employee online or investigate immigration status on your own.
- Reverify because someone uses a nickname or is called by another name.
- Treat workers differently based on national origin, citizenship, or immigration status.

Practical rule: fill out the I-9. Do not probe beyond the I-9.



**MANAGERS AREN'T IMMIGRATION EXPERTS.
MANAGERS ARE CONNECTORS.
KNOW THE RESOURCE. SHARE THE RESOURCE.
ENCOURAGE EMPLOYEES TO USE THE RESOURCE.**



For follow-up: Immigrant Connection
www.icpartners.org