

Timeline for Hiring International Participants

Start Here

12 - 3 months

before participants arrive:

- Contact us about your interest in the program.
- Fill out your Placement Agreement.
- Upload your business license and workers compensation.
- Fill out the 'Suitability' section.
- Once your account has reached the final stage of approval, send us your signed signature page.

5 - 2 months

before participants arrive:

- Begin the hiring process:
 - Attend an international Job Fair.
 - Attend our Greenheart's World Fair in Chicago (virtual hiring fair).
 - Use online Hiring Center (our summer season only).
- Greenheart Exchange to hire on your behalf.

Continued

2 - 3 weeks

before participants arrive:

- Email your participants to ensure their arrival information is accurate and they feel prepared.
- If participants do not respond to your messages in a timely manner, inform your Greenheart Exchange contact.
- Notify Greenheart Exchange if your participants have requested to change the dates of their program (Important note: Each DS-2019 form states the dates they are legally able to work in the U.S. per the Department of State).

1 month

before participants arrive:

- Host a staff meeting to review and engage staff on the purpose of the program.
- Feature international employees in a staff newsletter.

2 months

before participants arrive:

- Email your hired participants.
- Send them your handbook, orientation materials & community information.
- Keep in touch to answer their questions.
- Check on their visa progress.

Note: Once a participant accepts a job offer, they begin the visa process. This includes fully completing their application and scheduling an interview at the U.S. Embassy in their home country.

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(cont.)

2 Weeks

after participants arrive:

- Take your participants to the nearest Social Security Office (10 days after their program is active in SEVIS).

Within the 1st week

of participants arrival:

- Conduct an orientation.
- Explain your business's code of conduct and what you expect from them.
- Stress that communication is key!
- Ensure participants fill out the correct paperwork within 3 days (I-9 and W-4 forms).
- Secure participants' name & home address for tax information and their last paycheck.
- Make a special introduction of your international staff to your local staff, to make them feel welcomed.

Welcome Participants!

- Ensure your participants complete their initial check-in and validate their program.
- Check in participants upon arrival to your online account.
- Show them their housing and review housing rules.
- Make sure they know how to safely use public transportation, bike, and walking paths.
- Show participants around your local community (i.e. supermarkets, banks, and retail stores).
- Provide a map for them to reference.

Throughout the Season

- Continue ongoing communication with your participants and Greenheart Exchange.
 - Let them know that they are able to talk to you if they have questions or if something happens.
 - Notify Greenheart Exchange of any medical emergencies and any other issues with participants.
 - Remind participants that they need to check-in with Greenheart Exchange monthly.⁺
 - Host a volunteer activity with Greenheart Exchange.*
 - Host international dinners.*
 - Plan trips to visit nearby cities.*
 - Encourage participants to wear name tags that list their home country.*
- ⁺This is a requirement of their program.
^{*}Send Greenheart Exchange photos and updates of participants in action! We love to see the fun you are having!

Before Participants Leave

- Ensure you have your participants home address in order to mail their W-2 and last paychecks.
- Return security deposits (if you are providing housing).
- If participants choose to travel after they finish working, please encourage them to purchase additional insurance either through Greenheart Exchange or a private vendor.

After your participants leave:

- Provide us with feedback on how the season went.