

## EMPLOYEE SCREENING PROCESS/ CUESTIONARIO AL EMPLEADO

Thank you for participating in this questionnaire for the Work Opportunity Tax Credit program. Please follow the steps below to complete the survey./Gracias por participar en este cuestionario del programa WOTC (oportunidad de créditos para el empleador). Por favor, llene el cuestionario, siguiendo los próximos pasos.

**Step 1/Paso 1:**

**Go to : [newhire.hiretech.com](http://newhire.hiretech.com)**

or

**Call/ LLama: [877-763-9447](tel:877-763-9447)**



**Step 2/Paso 2:**

**Enter Employer Code/**

**Código de Empleador: [31201](#)**



**Step 3/ Paso 3:**

**Enter Site ID/Número del Local: [4 digit Site # from Action Report/Número de sitio de cuatro dígitos del reporte de acción](#)**



**Step 4/Paso 4:**

**Complete Survey Questions/  
Cuestionario**

When you have completed the survey, you will receive a reference number. Write your reference number in the space below, and return this sheet to your hiring manager./Cuando haya completado la encuesta, recibirá un número de referencia. Escriba su número de referencia. en el espacio de abajo, y devuelva esta hoja a su gerente de contratación.

Reference Number/Número de Referencia : \_\_\_\_\_

**For more information contact Client Services  
/Para mas información, contacte Client Services:**

[support@hiretech.com](mailto:support@hiretech.com) | 855-844-3350

200 Westlake Park Blvd., Ste. 501 | Houston, Texas 77079 | [www.hiretech.com](http://www.hiretech.com)



## FEDERAL EMPLOYMENT SURVEY

Thank you for participating in this important survey. The survey you are being asked to complete helps the Federal Department of Labor determine who is being hired and where. This survey should only take a few minutes and all responses will be processed by a private third party.

**\*\*\*\*\*IMPORTANT DISCLAIMER\*\*\*\*\***

*This survey will have NO IMPACT on your job status or any current benefits you are receiving (i.e. food stamps, SSI Benefits, etc.). Information obtained from this survey is used solely for analysis by the US Department of Labor. Your information will NOT be reported to any government law enforcement agency.*

1. Go to [newhire.hiretech.com](http://newhire.hiretech.com) or call **877-763-9447**. You will be asked your Employer Code (**31201**), Store ID (**Four Digit Site # from Action Report**) and Social Security Number. This is to correctly match you with the company you are from.
2. You will be asked to provide some basic personal information and a series of yes or no questions.
3. After completing the survey, depending on your answers, you *may* be asked to provide a random 4-digit number which will serve as an electronic signature stating you have completed the survey. This number can be made up on the spot and is not provided for you.
4. You will be given a Reference Number upon completion of this survey. Please write this number down below:

Reference Number: \_\_\_\_\_

5. Turn this completed form in to your manager.