## How to send I-9 Reminder Text in iCIMS

Cashier 🗐

Overview

> Offer

All Candidates

UNPIN FROM SIDEBAR

Create V

Candidates

Search V

2024-16189 St. Cloud, Minnesota

Detail

1

1

\*

Description

Approva

Name

Mickey MouseTest

ALL CANDIDATES (1)

Additional Info

Status

Offer Letter Sent

Time Since Action

a month ago

- 1. Open Job
- 2. Select Candidate
- 3. Select Messages
- 4. Select "My Templates" at the bottom right-hand side of the screen in the Text Messages section
- 5. Select "I-9 Documentation Reminder Message"

| 6. Select "Send"  | Person v        | mickey   |   |   |
|---|-----------------|--|---|---|
| Cashier       2024-16189       St. Cloud, Minnesota       PENDING         Mickey Moule Fest       Indsey.Rennie@cobornsinc.com       Offer \ Offer \ Offer Letter Sent         13645       Indsey.Rennie@cobornsinc.com       Offer \ Offer \ Offer Letter Sent         13645       Indsey.Rennie@cobornsinc.com       Offer \ Offer \ Offer Letter Sent         Application       Activity       Notes       Messages         Feedback       Offer \ Offer \ Additional Info |                 | < Candidate 1 of 1 > A Te<br>REJECT  | ext Messages     5     ×       Message Templates     5     ×       Filter Message Templates     Q | Text Messages<br>-9-central/form-i-9-<br>acceptable-documents.<br>Please contact me in                        |
| EMAILS > SHARES CAMPAIGHS COMPOSE   | © CURRENT JOB ₹ | Text Messages  | I-9 Documentation Reminder<br>Message<br>Welcome to our team! We're excited                       | There was an error condice this massage. Text   |
| Lindsey Rennie Invitation from Coborn's incorporated for the Cashier Position Hi Mickey, You have been scheduled for Lindsey Rennie Your Coborn's, Inc. Offer Letter for the Cashier Position Dear Mickey, Congratulations on your new posit Lindsey Rennie Your Coborn's Inc. Offer Letter for the Cashier Position Dear Mickey Congratulations on your new posit  | Feb 20          | Please contact<br>Advance if you<br>any questions.<br>There was a peror sending this mess<br>message aborted, shone number can | to get you on board. Before your<br>orientation day, please ensure that<br>SEE MORE 	v            | Type your SMS message here<br>can provide: https://www.uscis.gov/re-<br>central/form-i-9-acceptable-documente |
| 1-3 of 3  | I< < > >I       | Type your MIS message here   |   | any questions.  |