

FACULTY/TEACHING RECRUITMENT REPORT

Mandatory recruitment:

- *Advertisement in a publication or professional journal (with national circulation)*

Date started: _____

Date ended: _____

Attach screen print of job order and tear sheet.

- *Notification of AAUP/Bargaining Representative*

Date notified: _____

Attach copy of notice and posting attestation.

Optional supplemental recruitment steps if taken:

1. Employer website (attach screen prints of job posting):

2. Third-party job website, including newspaper websites (attach screen prints of posting):

3. Employee referral program (dated copies of notices/memos advertising program):

4. Campus placement offices (copy of notices provided to office):

5. Job fairs (attach brochure or newspaper ad evidencing employer participation):

Date of job fair: _____

Location: _____

6. On-campus recruitment (attach notification from placement office naming employer):

7. Trade or professional organizations (attach copies of newsletter/journal containing ad).

8. Private employment firm (attach copy of contract/ copy of ads placed by firm).

9. Local and ethnic newspapers (attach copy of page of newspaper containing ad).

10. Radio and television ads (attach copy of employer's text along with written confirmation/date aired).

RECRUITMENT RESULTS

Total number of applicants: _____

Applicants interviewed and name/title of interviewer:

Applicants rejected and specific reasons for rejection:

Job offers extended:

Job offers accepted/New hires:

Job offers rejected:

Total number of job openings filled (End): _____

NOTE: Employer must maintain accurate records of recruitment efforts in support of the PERM application and all applicants who respond. A copy of the applicants' resume, along with any supporting documentation, must be maintained in a PERM recruitment file along with evidence of recruitment for a period of five years. Employer is required to make good faith efforts to contact applications for interview in a timely and responsible manner. A record of attempted contacts should be maintained for each applicant.