

PROFESSIONAL RECRUITMENT REPORT

The following report must be completed by the employer and maintained along with all resumes received. The documentation must be maintained in hard copy format by the employer for a period of five years.

EVIDENCE OF RECRUITMENT

Mandatory recruitment for all positions:

- *ODJFS Job order (must be open for at least 30 days) - Call HR to specifically request this*
Date started: _____
Date ended: _____
Attach screen print of job order.
- *Sunday newspaper ad and a professional journal (with national circulation) advertisement*
Name of publication: _____
Date of first ad: _____
Date of second ad: _____ (can either be a prof. journal or another Sunday ad)
Attach tear sheets or affidavits of publication.
- *Posted notice (10 business days after the publication of first newspaper ad)*
Date posted: _____
Date removed: _____
Attach copy of notice and posting attestation.

Additional supplemental recruitment for professional positions (must provide evidence of at least three steps from 10 options listed below). If faculty, supplemental recruitment is optional.

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 job openings (Starts): _____

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.