

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): _____

I affirm that the candidate selected for this position was more qualified than the other candidates as determined through a good faith test of United States worker availability.

Print Name: _____ Signature: _____

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.

More requirements on next page.

1. A final report of the search committee describing the selection process and recommendation made to the hiring authority.
2. A written statement from the hiring authority attesting to the degree of the alien's educational or professional qualifications and

ADVERTISING GUIDANCE

During the permanent residency process, both the Department of Labor and USCIS (United States Citizenship and Immigration Services) place an incredibly amount of scrutiny on the advertising process for the position and applicant at issue. The regulations even provide that certain information must be contained in the job opportunity.

In the event that you are advertising a position where international faculty and professionals may be in the applicant pool, it is best to ensure that all the advertisements for the position contain at least the information provided below. While the inclusion of such information does not guarantee a favorable outcome in every permanent residency case, the information itself is required.

Newspaper advertisements and ODJFS Job order advertisement must:

1. Contain the name of the employer, Kent State University;
2. Direct applicants to report to or send resumes to the employer;
3. Provide a job description specific enough to apprise U.S. workers of the job opportunity (make sure every ad contains the same description); and
4. Indicate the geographic location of the job opportunity (which campus?).
5. If a wage is included, it must be at least prevailing wage (call my office at 330-672-2982 if unsure).
6. If a wage range is included, the bottom of the range must meet the prevailing wage (providing the pay grade is sufficient).
7. For the degree requirement, include the language, "*or foreign degree equivalent*" if expecting to receive candidates with international degrees.