

Permanent Employment Certification Checklist for Non - Teaching Positions

Recruitment Report

ISO will provide a sample. The statement must include the following elements:(1) Detailed outline of the complete recruitment procedure (2) Total number of applicants (3) Specific lawful job-related reasons why **each** U.S. citizen or permanent resident who applied for the position did not meet the minimum requirements. Attach a detailed chart listing each applicant, contact date, interview date (if not interviewed, state reason), reason for rejection.

Prevailing Wage Determination

(ISO will apply for PWD from the Department of Labor)

Notice of Filing

The notice must have been posted at least 10 consecutive business days and completed by at least 30 days before we can file for labor certification.

In-house media if applicable (electronic or printed)

Original tear sheets for 2 print ads from the Advocate newspaper

Must have been placed on two different Sundays (may be consecutive) at least 30 days but no more than 180 days prior to filing the application.

Dated printout documenting a **job order** was placed with the Job Service/ State Workforce Agency for a period of 30 days. The 30 day time frame must end at least 30 days prior to filing the application. (ISO will provide).

All resumes and job applications received, arranged by reason for rejection

Copies of rejection letters sent to unsuccessful candidates

Alien Information Questionnaire: ISO will send this form to the alien to complete.

“Professional” positions must be advertised in 3 additional media selected from the list below. Only one of the 3 additional recruitment steps may be taken within 30days of filing the application

Date copies of print outs from web pages from the employer’s web site

Date copies of print outs from web pages from other internet sources

Proof of attendance at job fairs such as attendee list, registration papers or invoice.

Proof of attendance at an on-campus recruitment such as itinerary, registration papers or invoice

Copy of employee referral program

Originals or copies of tear sheets from ethnic or local newspapers

Proof of on-campus placement office recruitment in the form of confirmation letters or posting

Copy of contracts with private employment firms

Verification letters or posting from trade or professional associations documenting job opportunity (print version is recommended)

Copy of text of employer’s ad, plus written confirmation from the radio or television station that the ad was aired.