

## **BASIC 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: \_\_\_\_\_ (either a prof. journal or an ad on a DIFFERENT Sunday)  
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 (must have resumes and addresses on file):

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Applicants rejected and specific reasons for rejection (may attach spreadsheet):

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Job offers extended:

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Job offers accepted/New hires:

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Job offers rejected:

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Total number of job openings filled (End): \_\_\_\_\_

I affirm that no other U.S. Worker applicant is able and qualified for the job opportunity, nor could any applicant acquire the skills necessary to perform the duties during a reasonable period of on-the-job training.

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.*

## 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.