Labor Certification Recruitment Documentation – Non-Teaching Positions

In order to file a labor certification in support of an international employee being sponsored for US permanent residency, the hiring department must submit to the Office of Legal Affairs evidence of all recruitment done for the position. This includes the following:

1. Evidence of all ads placed, showing venues and dates of postings. If we need to re-advertise and re-recruit for a position already filled by an international, the Office of Legal Affairs will receive the proof or re-advertising from Human Resources.

2. A recruitment report including the following:
   a. State that the report is in connection with a Labor Certification for a permanent position at Georgia College.
   b. Mention the job title, salary and a brief description of the duties of the position.
   c. Give a detailed summary of the recruitment efforts, noting the advertisements placed (name of journal and dates).
   d. Explain the total number of applicants for the job opportunity; the number of applicants interviewed, with brief notes regarding why other applicants were not interviewed. Applicants do not need to be identified by name in the report.
   e. Give a detailed statement of why the foreign national was hired. This statement should include mention of the education and professional experience.

3. A copy of the official job offer letter.

Note that all information pertaining to the search must be maintained by the department for five years following the selection of the international for the position.

Please contact visas@gcsu.edu for further information.