Labor Certification Recruitment Documentation –Teaching Positions

In order to file a labor certification in support of an international employee in a teaching position 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.
   a. 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 faculty teaching 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, but you must maintain all applicant records and CV’s. You must also be able to document when and how you contacted each candidate for either interview purposes, and/or for rejection of application, and the relevant reason.
   e. Give a detailed statement of why the foreign national hired was found to be more qualified than any of the U.S. workers (in cases where a selection committee report exists, this can be education and professional experience of the foreign national).

3. A written statement from the hiring authority attesting to the international employee’s educational and professional qualifications and achievements, and confirming that he or she is the best person for the position.

4. A final statement from the search or selection committee confirming their selection of the international employee for the position in question.

5. 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.