

CHECKLIST FOR REQUESTING LABOR CERTIFICATION (NON-TEACHING POSITIONS)

NOTE: This list pertains to steps occurring AFTER the hiring Department has worked with UC International Services regarding the prevailing wage determination.

Hiring departments must submit to UC International Services the “Permanent Residency” e-form found at <https://ioffice.uc.edu>. If you don't already have access to submit e-forms to UC International Services you will need to request authorization first. All appropriate attachments should be scanned and emailed (as PDF documents) to international.students@uc.edu. Appropriate attachments would include:

Attachments Required from the Hiring Department

- 1) A copy of the print ads for the position as they appeared in two Sunday editions of the Cincinnati Enquirer (or comparable newspaper for jobs not located in the Greater Cincinnati area). The copy must be of the entire page so that the date and name of the newspaper are included. If requested, The Enquirer will provide tear sheets for the ads. See link to “Permanent Resident Instructions” for information about advertising content requirements.

- 2) A copy of the printout documenting the particulars of the 30 day posting on the ODJFS One-Stop Workforce system known as OhioMeansJobs.com.

- 3) Copies of documentation evidencing all other recruitment efforts used. These efforts **MUST include at least three** of the following options: Job fairs; Employer's website (UC Job Update); Job Search website other than employer's; On-campus recruiting; Print ad with trade or professional organization; Private employment firm; Employee referral program; Campus placement office; Local and ethnic newspapers; Radio and television advertisements.

The employing department should consult with UC International Services as to the most appropriate types of advertising and the duration of the ads and related response times for applicants. The Department of Labor has the authority to review the employer's choices for optional recruitment as to the reasonableness and likelihood that they are forums most likely to produce U.S. workers. Typically, the mandatory three additional recruitment efforts include a posting on the UC Job Update website, a print ad in the Cincinnati Herald and a posting on careerbuilder.com (which can be included in the Cincinnati Enquirer advertising package). Please note that if any advertising directs applicants to apply through the UC Job Update system, the Job Update posting must be active as of the time such advertising occurs.

Documentation as to these advertising efforts must include the ad as it appeared in the applicable advertising venue. For example: a Cincinnati Herald ad copy should be the entire page so that the date and name of the newspaper are included; a careerbuilder.com posting should be printed from that website on the first and last dates the ad appears – it is also possible to get a statement from that source verifying the advertising time frame; the UC Job Update ad should be printed from the website on the begin/end dates and the Department should utilize that system's function which allows printing of a summary of the advertising particulars such as placement and posting start/end dates to provide such a report.

NOTE: None of the advertising efforts may have taken place more than 180 days prior to the filing of the Labor Certification Application. One of the three “additional recruitment steps” may take place within 30 days of the LCA filing.

- 4) A letter signed by the Department Head or Dean of the College outlining in detail the recruitment procedure. The CV's of each applicant must be submitted with the letter. The following information must be included in the letter (a sample letter is included in the link to Permanent Residency Instructions):

- a) Statement about the academic, experience, training and licensing, if applicable for the position.
- b) Summary of recruitment efforts, i.e., Enquirer ad placement, UC Job Update posting.
- c) Total number of applicants, and the specific job-related reasons why each U.S citizen or permanent resident who applied was found not to possess the minimum requirements necessary for the position and setting forth the qualifications of the selected foreign national that establish he/she to be a qualified applicant. Each applicant must be discussed separately. A sample letter can be found in the "Permanent Resident Instructions" link.

5) Copy of offer letter.

6) Notice of Filing Labor Certification for non-union positions (form available at link to "Permanent Resident Instructions"). The Labor Certification Application may not be filed with the Department of Labor any earlier than 30 days after the end of the required 10 day posting period and no later than 180 days after the 10 day posting period has ended. If the sponsoring department normally recruits for similar positions through in-house media (electronic or printed), the Notice of Filing must also be placed in such media for 10 consecutive business days, or the department's normal procedure, whichever is longer.

Attachments Required from the Foreign National

1) Documentation of education and all required professional qualifications

- Current Curriculum Vitae, including publications.
- Evidence of highest degree conferred. This may be a diploma, transcript, or other evidence. **Photocopies are acceptable.** If degree is from abroad, evidence that it is equivalent to a U.S. degree may be required (Credential evaluation). A List of credential evaluation companies is available in the "Permanent Resident Instructions"

NOTE: If a medical degree is required, the ECFMG certificate and USMLE score reports are required and a separate credential evaluation is not required.

- If prior experience is required, an employment verification letter is necessary. This letter should be on the employer's letterhead and include the name, address, and title of the writer, and with respect to the foreign national's former employment, state the position held, specific description of the duties performed and start/end dates.
- A copy of any required license.
- A copy of the certificate reflecting completion of any required training, such as a medical residency or fellowship or computer systems certification.