

INTERNATIONAL FACULTY & SCHOLARS

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***Recruitment Report for Retention in DOL Audit File template,
edit as needed and print on department letterhead***

[Date]

United States Department of Labor
Atlanta National Processing Center
Harris Tower 233
Peachtree Street, N.E., Suite 410
Atlanta, Georgia 30303

Dear Certifying Officer:

RE: Application for Permanent Labor Certification

This letter is submitted in support of Dr. _____'s application for permanent residency labor certification. The University of Arizona [department name] selected Dr. [Beneficiary's Last Name], a citizen of [Beneficiary's Home Country], in [month/day/year] for the position of [Beneficiary's Official University Title] as [s/he] was more qualified than any U.S. workers who were available, able and willing to accept the job.

I. Composition of Search Committee

[Please include a paragraph describing the composition of the search committee].

II. How Applications were Solicited

[Advertisements for the _____ position were placed in [journal or paper] and _____ website. Personal letters were sent to leaders of _____ programs, individuals in the _____ organization, and to the _____ organization.]

III. Description of Competitive Selection Process

[Include 1) total number of applicants, 2) screening process: advertising, interviewing, etc. and 3) elimination process describing why Beneficiary is more qualified than **(each and) any** US workers who were available, able and willing to accept the job.]

Applications are reviewed based on the advertised "minimum" and "preferred" qualifications. The [position title] search committee reviewed a total of [number] completed applications and filled one position. One applicant was selected for interview, while [number] applicants were recommended for non-interview. The interview of Dr. _____ was done in person, resulting in an offer of hire. Dr. _____ was ranked number one for the following reasons:

_____. These credentials make Dr. _____ particularly well suited for the present teaching position in [department name]. If you require additional information, please do not hesitate to contact me.

IV. Statement of Beneficiaries Classroom teaching Responsibilities

V. Detailed Statement Attesting to the Degree of the Beneficiary's Qualifications and Achievements
Emphasizing that s/he is More Qualified Than Any US Workers who Applied for the Position

Sincerely,
Chair, Search Committee, [Department name]