

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]