Recruitment Advertising Involving International Applicants

Advertisement Location

The Department of Labor (DOL) requires that the advertisement, online or in print, is posted in **a national professional journal.** The majority of universities post at least one advertisement in the Chronicle of Higher Education, which the Department of Labor accepts as a qualifying "national professional journal." Job positing recruitment sites are **not acceptable** (e.g. Academic Jobs Online, Hither Ed Jobs, Indeed, etc.) for EB-2 Labor Certification Special Handling (green card) sponsorship purposes.

Advertisement Text

If your recruitment for a junior, ladder-track or tenured faculty position may result in a candidate who would need visa sponsorship, the advertisement content must meet specific requirements by the Depart of Labor regulations. In order to qualify for the EB-2 Labor Certification Special Handling (green card) the text of the advertisement must list:

- Job/position title (academic title)
- Essential duties (**must include teaching duties**)
- Minimum qualification requirements, including the minimum degree level, deadline for degree completion, acceptable degree field(s), required licensure or certification, work experience, training requirements, or any special skills (language fluency, etc.).

IMPORTANT: The EB-2 Labor Certification Special Handling is reserved for positions with teaching responsibilities as part of their required position duties. The advertisement must indicate the teaching nature of the position. If the department intends to consider candidates who WILL complete a required degree in the future by the time of hire, the ad must address such a specific (e.g., "must hold a PhD in xxxx *completed by the time of hire"*). If the department requires prior teaching experience for a certain number of months/years, be specific about how much quantified experience (e.g., two years (this means for 24 months), two academic years (this means four semesters equivalent, which is less than 24 months), etc.).

Print or Online Advertisement

If a print advertisement is used, OISS will need a scan of the actual published advertisement (e.g. tear sheet) that shows **the name of the journal and the date of publication.**

Online Posting

The DOL allows for online advertisements in national professional journals; however, you must record evidence that the ad was posted and *publicly* available for a least a 30-day period. Such evidence may include one or more of the following.

- *Preferred Method:* On the first and the last (30th day or later) days that the ad is live, print the webpage in PDF recording the ad content, the name and URL of the online journal, and the date of printing (see below for instructions). Repeat the same weekly during the active ad period. The first and last screenshots must show dates at least 30 days apart.
- *Alternative Method:* A print-out of the webpage in PDF recording the ad content, the name and URL of the online journal, and the date of printing (see below for instructions). Attach an invoice for the online ad that

shows the journal name, posting date, and the duration of the online posting. In this method, the ad itself and invoice must have a shared identifier (e.g., ad #, the position reference #, etc.) to be connected.

How to Print as a PDF from Google Chrome with Required Information

1. From your web browser, navigate to the page and click Print
2. Select PDF from the available printers
3. Expand More Settings
4. To the right of Options, check the box next to 'Headers and footers'.

Source URL:https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/labor-certification-checklist/recruitment-advertising-involving-international-applicants