

## Recruitment Report

The “Recruitment Report” is a letter the department prepares (we cannot use Yale reports such as the Faculty Questionnaire/ FSQ) which summarize the recruitment effort. The report should be printed on department letterhead, and signed and dated by the appropriate faculty or staff member. Below are the details it should cover, and to the right is a sample format for the letter. Once OISS has received the report we will be able to evaluate whether or not a Labor Certification green card will be possible. Please send the original signed report to OISS along with evidence of every recruitment advertisement that [meets the standards](#) [1], online posting or announcement used in this process. Should Yale be audited by the Department of Labor, the hiring department would be required to show documentary evidence to support of the facts listed in the report.

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### The Report Must Specify the Following:

- Name the total number of applicants for the position (if there was only one, state this)
- Name the number of U.S. workers if known
- The specific reasons why the new faculty hire was found to be more qualified than any other applicant. Please refer to the language of the recruitment advertisement and give specific reasons for the selection.
- Explain that this report is in connection with a Labor Certification for a (name) faculty teaching position
- List job title, salary and a brief description of the duties of the position
- Explain any and all advertisements placed in professional journals for this search including:
  - Name of professional journal in print publication
  - Date of journal publication/s for this specific position
  - How the journal relates to this specific field
- If online journals were used you must demonstrate that these postings were accessible for at least 30 days. Often the advertisement invoice mentions the duration of posting.
- Explain all other recruitment efforts (with dates) for this particular position
- **Conclude with details of candidates who were offered a position, including if they accepted, their citizenship, and why they were better qualified than the other finalists**

### Recruitment Report Format Example & Samples

- [Recruitment Report Format](#) [2]
- [Sample Recruitment Report 1](#) [3]
- [Sample Recruitment Report 2](#) [4]

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#### Source

URL: <https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/labor-certification-checklist/recruitment-report>

#### Links

[1] <https://oiss.yale.edu/immigration/us-permanent-residence/for-faculty/labor-certification-checklist/recruitment-advertising-involving-international-applicants> [2] <https://yaleedu.sharepoint.com/:b:/s/OISS2/EVrW8hLE-YtJsTnthG1uS68BYoJihYewkmVbpmrprlFhXA?e=QaZyhI> [3] <https://yaleedu.sharepoint.com/:b:/s/OISS2/EfKckr2pqsxCqjeITUDlublBQM1kQYw3MkBsgv4RdgmXOQ?e=xMaoSv> [4] [https://yaleedu.sharepoint.com/:b:/s/OISS2/EbwSSzdpfG5GpQiMBwQvp\\_QBaRilkeBAysqjxkdfAnVGAg?e=ekBrpN](https://yaleedu.sharepoint.com/:b:/s/OISS2/EbwSSzdpfG5GpQiMBwQvp_QBaRilkeBAysqjxkdfAnVGAg?e=ekBrpN)

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