

Important Guidelines for the Recruitment Process

- Make sure office staff is **aware of the open job opportunity, and is prepared to deal with inquiries from applicants** and state or DOL representatives. If someone contacts your office and is told there is no job available, your application could be denied.
- Applicants may contact you through different methods (phone, email, in-person) and each applicant must be considered.
- All resumes/applications as well as all attempts to contact the applicants should be documented and retained for your final report.
- Initial contact with applicants should be made **immediately**. **Do not wait until the last minute, it can cause significant delays.**
- To demonstrate “good faith” recruiting, use at least two different methods to contact applicants (phone call, certified mail, email)
 - Phone – A phone log should be created documenting date and time of call, phone number, and any conversation or message left.
 - Certified letter – Keep clear photocopies of the letters and the certified mail receipts (if address is not available to send certified letter indicate in the recruitment report)
 - Email – Print it out and retain it.
- **Requirement:** You must contact, by mail or other effective means, former U.S. employees whom you employed in the occupation at the place of employment during the previous year, inform them of the terms of the job order, and solicit their return to the job. You are not required to contact former employees who were dismissed for cause or abandoned the worksite.
- **Requirement if there is no bargaining representative:** The notice of the job opportunity must be posted for 15 consecutive business days. The ad text, which will be attached to the ad instructions I will send over once your case has been accepted by the DOL, will need to be posted in two (2) conspicuous locations at the place(s) of employment or otherwise provide reasonable notification to all employees in the job classification in the area where work will be performed by H2B workers. Prominent electronic posting of the notice on the employer’s internal or external web site maintained by the employer and customarily used to provide notices to employees suffices for this purpose.