

Professional



DOL Reg Given User Name
 Password Pin
 Exp sent Exp Received
 Prev Wage Level Amt
 Date issued Expire
 Job Order To 180=
 Posting Sent
 Posting Rec'd From To
 1 Sunday Ad Date Paper
 2 Sunday Ad Date Paper
 Other Date To
 Other Date To
 Other Date To
 DOL Draft "T" number
30= Filed Case No.

Non-Professional

DOL Reg Given User Name
 Password Pin
 Exp sent Exp Received
 Prev Wage Level Amt
 Date issued Expire
 Job Order To 180=
 Posting Sent
 Posting Rec'd From To
 1 Sunday Ad Date Paper
 2 Sunday Ad Date Paper
 DOL Draft "T" number
30= Filed Case No.

Perm Cases – Non-professional

1. Intake with client

- A) obtain drafting information
- B) discuss who will give experience attestation(s)
- C) give copy of company DOL registration instructions
- D) sign retainer agreement

2. Draft ETA 9089 and Experience

- A) draft ETA Form 9089
- B) draft experience attestations
- C) send draft ETA 9089 to alien and employer
- D) send draft experience to alien

3. Upon approval of draft 9089 by alien and employer

- A) request Prevailing Wage from State office
- B) register company for Job Order

4. Upon receipt of Prevailing Wage and registration for Job Order

- A) place 30-day Job Order
- B) place 2 Sunday ads without newspaper's Internet job search web-site
- C) send Notice of Job Availability with instructions for posting
- D) send instructions for resumes
- E) determine 180th day from recruitment start and note on file

5. If any resumes are received

- A) assist employer to respond to each resume
- B) put copy of resume in recruitment file
- C) list each resume (with findings) on a cumulative applicant summary

6. Recruitment support

- A) close out Job Order and print support for file
- B) determine 30th day for filing and note on file
- C) obtain both tear sheets for file
- D) prepare recruitment report and send to employer for signature

7. Data Input

- A) after receiving DOL account user name, password and pin number, enter case in DOL web site and save as a draft
- B) make copy of draft with "T" number
- C) review draft and send draft to alien and employer for review.

8. Filing: after receiving signed recruitment report, and 30 days have passed from the end of all recruitment

- A) file case with DOL and make copy for file
- B) immediately send 4 Question e-mail to employer and alien
- C) note case number on file
- D) enter case on Priority Date list
- E) follow-up on missing experience

Perm Cases - Professional

1. Intake with client

- A) obtain drafting information
- B) discuss who will give experience attestation(s)
- C) give copy of company DOL registration instructions
- D) determine if employer web-site/employee referral with incentives will be used, if so, note on file
- E) sign retainer agreement

2. Draft ETA 9089 and Experience

- A) draft ETA Form 9089
- B) draft experience attestations
- C) send draft ETA 9089 to alien/employer
- D) send draft experience to alien

3. Upon approval of draft 9089

- A) request Prevailing Wage from State office
- B) register company for Job Order

4. Upon receipt of Prevailing Wage and registration for Job Order

- A) place 30-day Job Order
- B) place 2 Sunday ads with newspaper's Internet job search web-site
- C) place two additional recruitment sources, usually two from among
 - a. employer web-site
 - i. make copies of first day of posting on web-site
 - ii. note on file and calendar 14th following day for additional web-site copy
 - iii. copy 14th day of web-site posting
 - b. employer referral program with incentives
 - c. local newspaper
 - d. radio
- D) send Notice of Job Availability with instructions for posting
- E) send instructions for resumes
- F) determine 180th day from recruitment start and note on file and calendar

5. If any resumes are received

- A) assist employer to respond to each resume
- B) put copy of resume in recruitment file

C) list each resume (with findings) on a cumulative applicant summary

6. Recruitment support

- A) close out Job Order and print support for file
- B) determine 30th day for filing and note on file
- C) obtain all web-site print-outs/referral program postings/tear sheets/radio advertising affidavits for file
- D) prepare recruitment report and send to employer for signature

7. Data Input

- A) after receiving DOL account user name, password and pin number, enter case in DOL web site and save as a draft
- B) make copy of draft with "T" number
- C) review draft and send draft to client and employer for review.

8. Filing: after both receiving signed recruitment report, and 30 days have passed from the end of all recruitment (except one supplemental source and that, too, has ended)

- A) file case with DOL and make copy for file
- B) immediately send 4 Question e-mail to employer and alien
- C) note case number on file
- D) enter case on Priority Date list
- E) follow up on missing experience