

Document Packet Checklist STAFF POSITION

The Labor Certification Document Packet isn't difficult to prepare, but does have specific requirements with strict deadlines. The employing department needs to prepare the following materials to confirm that the Selectee was found to be the **only qualified applicant** for this full-time career staff position based upon an "open recruitment." In addition, the job description must be appropriate/normal to the UCSB standards for permanent and full-time employment and must require an advanced degree.

**Please submit photocopies of the following documents in your Document Packet.
Keep originals for your Department file.**

- Completed [Position Data Sheet](#) for this specific position and, once there is a selectee, the [Employee Information Sheet](#).
- Copies of all recruitment advertisements** (actual copies or printouts, not just text). Each ad **must indicate: (1)** position, title, and brief description; **(2)** name of employer; and **(3)** means for obtaining further information about application for this position. If a wage or wage scale is included in the ad, the wage or lower end of the scale indicated **must meet or be more than** the PERM prevailing wage as determined by the Department of Labor. Ads must be placed in:
 - two advertisements (published one week apart) in the **Sunday edition** of a local newspaper (*Santa Barbara News-Press*)
 - posting on the State Workforce Agency (CalJobs) for at least 32 days (check with Human Resources)
 - at least two web-based ads (printed from web as posted)
 - copy or printout of **at least one other ad** placed in a professional journal, job fair, newsletter, listserv notice, ethnic newspaper or through trade or professional organization in the field.
- Signed copies of the [Notice of Application for Alien Employment Certification](#).
 - As posted in two physical locations in your department for at least 10 working days (excluding holidays and weekends), **and**
 - As posted on your department website for at least 32 days.
- The UCSB **Approved Hiring Packet** (from Human Resources) with:
 - Requisition Summary with job description
 - Recommendation for hire
 - Approved hiring proposal
- [Authorization Memo from the Director of Academic Personnel](#) to your Department Chair/with **attachments** :
 - a copy of the letter to the selectee notifying him/her of his selection, and
 - copies of the pages from the Human Resources Manual describing this employment title and indicating hiring authority for this title
- [Department Chair/Director's Letter](#) to the Department of Labor detailing recruitment procedures for this position, and the resulting selection of the **only qualified applicant**.

- Proof of the selectee's **Degree** (transcript or diploma) as required for the position, with attached translation into English if needed.
- The selectee's current **Resumé**
- Selectee's [Personal Statement of True Copies](#)