Document Packet Checklist
TEACHING POSITION

The Labor Certification packet is best begun with the start of recruitment as it does have specific requirements with strict deadlines. Below are blue underlined links to templates for the needed materials you create for this. Please submit scans of the following to: kayleen@ucsb.edu

NOTE: Keep originals in your Department file.

- Completed Position Data Sheet for this recruitment as soon as you begin your search.
- When there is a selectee, the Employee Information Sheet with an updated Position Data 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:
     - At least one national print journal;
     - At least two web based ads - (printed from web as posted on first and last days)
     - At least one other professional journal, job fair, newsletter, listserv notice, ethnic newspaper or through trade or professional organization in the field (copy/printout).

- Signed copies of the NAAC (Signed AFTER posting)
  - Posted in two physical locations in your department for at least 10 working days (excluding holidays and weekends), and
  - Posted on your department website for at least 32 days.
  Link to NAAC: Notice of Application for Alien Employment Certification

- The UC Recruit Search Report, including scans of UCRrecruit ad as well as Department web ad with dates noted.

- A signed copy of the letter from the Department to the Vice Chancellor/Dean recommending selectee for the position.

- Authorization Memo from the Director of Academic Personnel to your Department Chair/with attachment – NOTE, you prepare this memo to your director/chair from AP and send it to them to sign, and add the attachment when you forward to OISS:
  - copy of the letter to the selectee notifying him/her of his selection

- Department Chair/Director’s Letter to the Department of Labor detailing recruitment procedures for this position, and the resulting selection of the best qualified applicant.

- Proof of the selectee’s required Degree (transcript and diploma) with attached translation into English if needed along with U.S. equivalency evaluation from the following: www.trustfortecorp.com.

- The selectee’s current Curriculum Vitae

- Selectee’s Personal Statement of True Copies