Department of Labor Advertisement Guidelines

If you anticipate the hiring of a non-U.S. citizen who might need a U.S. permanent residency application, your advertisement must conform to Department of Labor (DOL) guidelines. If the ad does not conform to the guidelines below, we may need to re-advertise and re-recruit for the position after you have made your hire.

DOL regulations do not require employers to run advertisements enumerating every job duty, job requirement, and condition of employment, however, the job details should be specific enough to reasonably inform applicants of the relevant qualifications for the position.

Salary need not be mentioned specifically in the advertisement. If salary is not listed, you should also NOT use language such as: “Salary is competitive”; or “Salary is negotiable based on qualifications”. This language can cause a DOL denial for a green card case.

For positions requiring teaching: if you make an international hire and wish to support a U.S. permanent residency application (green card application) for that person, we will need to be able to prove, based on the requirements explicitly stated in the advertisement, that he or she is the best qualified candidate. We will need to be able to prove that the ad was placed in a national or international journal appropriate to the field, for at least 30 days. This can be an online journal.

For positions with no teaching required: if you make an international hire and wish to support a U.S. permanent residency application (green card application) for that person, we will need to be able to prove, based on the requirements stated in the advertisement, that there were no other minimally qualified U.S. workers who applied. The ad venues for a non-teaching position are extensive. Please contact our office before you begin the recruitment, or you will be required to re-do the advertising before progressing with the green card sponsorship.

Ad Content:

- Job Title / Position being offered (assistant professor, research assistant, etc)
- Clear indication of how many positions are open, and what the criteria are for each – if they are different (ie: Assistant, Associate or Full Professor all in one ad)

12/2015
• Working conditions (full time, tenure, etc)
• Include a brief description of job duties
• Qualifications for the position including
  o Minimum degree required; if you will accept ABD please indicate this, and also the date by which all degree requirements must be completed.
  o Field of study, and whether you will accept any related field
  o If you will accept any alternate combination of degree and or work experience, please say so.
  o Years of prior work experience, if required, and the field or job in which the experience must have been gained. Please do not state open-ended work experience requirements. If you require prior work experience, your employee must have gained that experience PRIOR to being at UGA.
  o If post-doc training is required, DO NOT include as prior work experience, but as prior training experience. Include the required field of post-doc training and the minimum period of time required.
  o Any special requirements or skills; ie: knowledge of PERL; or fluency in English and Farsi, etc.
• Salary range: need not be included for positions that require classroom teaching; must be included for non-teaching jobs.
• Where to send information to apply and what to send (CV, references, letters)
• Date by which all inquiries are to be received. NOTE: Be sure to leave at least 30 days for interested parties to apply after the ad comes down. Be sure to take into consideration the date the ad will go into print.
• Statement at the end of the ad that states we are an EEO, AA, and ADA employer/compliant. (see sample ad below for full text)
• Statement that will satisfy the work requirement. Example: Georgia is well known for its quality of life, and for outdoors, urban, cultural and arts activities (http://www.exploregeorgia.org/). The University of Georgia (www.uga.edu) is a land grant/sea institution located 90 miles northeast of Atlanta (www.visitathensga.com)
• Ads for teaching faculty positions MUST be run in a national or international journal, either in print or online for a minimum of 30 days.
**Sample ad**

Assistant Professor, full time tenure-track at The Univ. of Georgia, Terry College of Business, Dept. of Banking and Finance. Teach graduate and undergraduate courses in Banking and Finance; advise and mentor students; community service as appropriate to an Assistant Professor level. PhD in Finance or related area required; demonstrated interest in pursuing research and teaching in financial economics.

Georgia is well known for its quality of life both outdoor and urban activities ([www.georgia.gov](http://www.georgia.gov)). UGA ([www.uga.edu](http://www.uga.edu)) is a land grant/sea grant institution located 75 miles northeast of Atlanta.

CV, 3 letters of recommendation, sample of working papers or publications and summary of teaching evaluations if available to: Chair of Recruiting Committee, UGA, Dept. of Banking and Finance, Terry College of Business, 444 Brooks Hall, Athens, Ga 30602-6253.

Applications must be received by ___________ (fill in 30 days from the time the ad is run). The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.