UC **SANTA BARBARA**

Office of International Students & Scholars

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University of California
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oiss.ucsb.edu

Document Planning Worksheet

Please scan the following documents into a single file.
Keep originals for your department file. Please submit scans to: longtermvisa@sa.ucsb.edu

As soon as you begin your search:
- Send completed Position Worksheet for this specific recruitment to OISS.
- Begin collecting the documents below.

As soon as there a selectee, send the collected documents OISS including:
- ☐ Completed Employee Data Sheet with this Position Data Sheet
- ☐ **Scans of all recruitment advertisements** (actual copies or printouts, not just text).
  - Each ad **must indicate: (1)** Position title with 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 ad (if not available, a national-circulation web ad, posted for at least 30 days, with screenshots from day 1 and day 30)
    - ▪ **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)
- ☐ Scan of **UCRecruit Search report** – with copy and dates of UCRecruit web ad for position
- ☐ Signed copies of the NAAC form (Completed and posted by department and - 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 form: Notice of Application for Alien Employment Certification
- ☐ Scan of the signed copy of the letter from the Department to the Vice Chancellor/Dean **recommending** selectee for the position.
- ☐ Scan of this Department Chair/Director Letter to the Department of Labor detailing recruitment procedures for this position, and the resulting selection of the **best qualified applicant.**
- ☐ Scan of the selectee's required **Degree** transcript **and** diploma - with attached translation into English if needed and if not a U.S. degree then provide scan of the U.S. equivalency evaluation from the following: www.trustfortecorp.com.
- ☐ Scan of the selectee's current Curriculum Vitae