April 27, 2011

To: Denise Bischoff, Academic Affairs
    Judy Solberg, SOMHS

From: Sally J. Page, Affirmative Action Officer

Re: Clarification of Recruiting Processes

Recruiting of Applicant Pools and Possible Alien Applicants

1. Position descriptions and advertisements must list all relevant and job-related requirements that will be used for selection. In cases where there is a good possibility for qualified alien applicants who may be seeking permanent residency or U.S. citizenship, the requirements of the job need to be specific and not listed as preferences. Preferences should be minimized or eliminated. For example, a position that states Master’s required; Ph.D. preferred in the discipline, X skill sets preferred should list Ph.D. and X skill sets required if the Ph.D. and the skill sets are used to select the “better” candidate. The U.S. Department of Labor will use the minimum requirements stated in the position description and the advertisements as the basis for determining whether a U.S. citizen should have been offered the position over a “better” qualified alien applicant.

2. A national print advertisement, such as The Chronicle of Higher Education or professional journal, is required for supporting the employment of an alien applicant who is seeking permanent residency or U.S. citizenship.

If there are questions, please contact me.