

Sample RECRUITMENT SUMMARY
For Non-Teaching Positions

A letter detailing the recruitment process is required for all non-teaching positions. Use the sample below as a guide to writing such a letter. The letter should be printed on letterhead and signed by the Department Head or College Dean and **submitted with copies of all CV's received in response to the advertisement.**

Date

Certifying Officer, U.S. Department of Labor
Atlanta National Processing Center
233 Peachtree Street, Suite 410
Atlanta, GA 30303

To Whom It May Concern:

I am outlining the recruitment efforts undertaken in conjunction with the Labor Certification Application for the position of _____ in the Department of _____, College of _____. The requirements for the position of _____ are [list degree level/field, specific type and amount of work experience, if any, specific type and amount of training, if any, and special skills, licenses, if any]. Ads were placed in the Sunday edition of the Cincinnati Enquirer on ___/___/___ and again on ___/___/____. The position was further advertised (list dates and locations of other advertising venues including job fairs, on-campus recruitment sites, professional or trade organizations, job search websites, employment firms, other local or ethnic newspapers or radio or TV ads). An advertisement was also placed in the University's Job Update on _____. Copies of all advertisements and the notice of filing are attached.

A total of ___ applications were received for the position by _____. The Search Committee (consisting of _____), reviewed the applications for the position. Each candidate was evaluated according to the above-stated minimum job requirements and those who did not indicate the requisite degree and/or sufficient expertise or experience were found to be unqualified for the position. The applicants and their qualifications are as follows:

1. List all applicants, their degree, and institution. Also explain the reason(s) why each specific candidate was or was not qualified.

The Search Committee met on _____ and unanimously agreed that of these ___ candidates, [name of foreign national] was clearly the only qualified applicant for the position based on the minimum requirements for the position.

The Search Committee therefore recommended that we should offer the position to Joseph Bearcat. I accepted the Committee's recommendation and made an offer to Joseph Bearcat which has been accepted.

Please let me know if you would like additional information regarding this recruitment process.

Sincerely,

Name

Title