SAMPLE TEMPLATE

PLEASE PRINT ON COMPANY LETTERHEAD

RE: H2B: ETA Case H-###-#####-###### Recruitment Report

Dear Certifying Officer,

As requested, we are presenting the US workers recruitment activities and results, as follow:

**Recruitment Activities:**

* Job Order # 000000000 posted with the Name of SWA
* We have no former US Workers eligible for solicitation to return to the job or indicate that former U.S. employees were contacted and by what means
* We are not a party to a collective bargaining agreement or confirmation that the bargaining representative was contacted and by what means
* Notice of job opportunity has been posted at the place of employment in two conspicuous places accessible to all employees for at least 15 consecutive business days. We were open every day of the week during the recruitment period (Monday through Sunday).

**Recruitment Results as of DATE**

1. Applicant name, address, telephone, email (all available)

Document all attempts of contact (certified letter, phone calls, emails; include dates, times, etc) Give brief description of interview, if applicable (whether or not he/she was hired). If hired, state: “hired, will begin work on (date)”; if not hired, state: “was not hired” and give the lawful job related reason for not hiring.

2. Applicant name, address, telephone, email (all available)

Document all attempts of contact (certified letter, phone calls, emails; include dates, times, etc) Give brief description of interview, if applicable (whether or not he/she was hired). If hired, state: “hired, will begin work on (date)”; if not hired, state: “was not hired” and give the lawful job related reason for not hiring.

Sincerely,

Name

Title

**\*IMPORTANT\*** **Duty to update the Recruitment Report:** You must continue to update the recruitment report throughout the entire recruitment period (i.e., until 21 days before your start date of need). The updated report must be signed, dated and need not be submitted to the Department, but must be made available in the event of a post-certification audit or upon request by DOL.