

**U.S. Department of Labor**  
**Employment and Training Administration**  
**OFFICE OF FOREIGN LABOR CERTIFICATION**  
**2016 PERM FAQ**

**Round 13: Preparation of Recruitment Report**  
**October 7, 2016**

**How detailed does the recruitment report have to be with respect to describing the results achieved from the employer's recruitment efforts?**

The employer must categorize the lawful job-related reason(s) for rejecting U.S. applicants and provide the number of U.S. applicants rejected in each category, as discussed below. In order for the Certifying Officer to determine whether a U.S. worker is able, willing, qualified and available for the job opportunity, the employer must provide the following information in its recruitment report: (1) the total number of U.S. applicants who applied for the job opportunity; (2) the total number of U.S. applicants hired for the job opportunity; and, if applicable, (3) the total number of U.S. applicants who were rejected, separated out or categorized based on the lawful job-related reasons for rejection and how many fall under each category.

As a *practice tip*, the employer should indicate the total number of U.S. applicants who were interviewed for the job opportunity as well as list the names of each U.S. worker rejected under each category. Categories need to be unique to each reason or multiple reasons for rejection. For example, a U.S. applicant who does not possess the minimum educational requirement should be classified and counted under a rejection category entitled "applicants who lack required education". If a second U.S. applicant likewise did not possess the minimum educational requirement but was also rejected for not possessing the special skill requirements under H.14, that U.S. applicant should be classified and counted under a separate category entitled "applicants who lack required education and special skills". Categorizing the employer's recruitment results in this manner will enable the Certifying Officer to clearly establish the reason for disqualification of each U.S. worker and avoid the need for additional information requests. If the total number of U.S. applicants rejected does not equal the total number of U.S. applications received, the application may be denied.

To view two best practice examples of recruitment reports meeting regulatory requirements, please click [Sample recruitment report 1](#) or [Sample recruitment report 2](#).