

DOL REGIONAL RIR VARIATIONS

Region	Types of Recruitment Efforts Required	Quantity/Timing of Efforts	Recruitment Summary Required?	Resumes Required?	Ad Contents/ Structure	Special Unique Procedures
I	One print ad in newspaper or journal req'd plus other efforts to show pattern of recruit/test of the labor market (ex. job order with SWA, internal company recruitment efforts, company and commercial internet web page ads, job fairs, private employment agencies, additional print ads.)	No special guidelines as to number of ads or sources At least one print ad req'd Additional ads would strengthen showing of good faith	Yes, not necessary to list names, but explain with specificity why applicants are not qualified	No	Must have enough job description to tie ad to job offered (Item #13). Should include special requirements	If skills for entry level position are obtained through coursework, submit evidence to support
II	One print ad – Sunday a must Broad range of additional recruitment efforts acceptable, must be practical and reasonable	One ad plus other practical activity	Yes, details on lack of qual. of applicants (incl. special requirements)	No	Mirror Labor Cert. If not in shortage occupation, include special requirements.	-Multiple jobs listed in single ad fine - Approx. 30 days from last ad reasonable time to file case. Shortage occup. a moving target but: spec. cooks – always graphic designer - never

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III	One print ad in journal or newspaper, one internet ad, internal posting	(Will look for pattern of recruitment, so flexible, but still must see one print ad)	Detailed summary of recruitment with names of applicant and reason not qualified	No	Simple – does not have to mirror Labor Cert. (but including spec. requirements is recommended)	- No company information wanted - No tabs
IV	One print ad in newspaper or journal, and others such as company website ad, employment agency website ad, job fair activities, internal notice/recruitment within company or SWA job order	Pattern must be spread out over the 6 month period preceding filing	Yes	No	Does not have to mirror	Connect ad to company by showing fax, phone, address, or company name
V	One print ad plus two other types of recruitment (additional print ads, internet recruitment, job fairs, etc.)	Must have a total of three types of recruitment	Spreadsheet with total number of resumes and specific reasons for rejection of applicants	No	Only name of company and job title req'd, otherwise flexible	None

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VI	Two print ads in two different calendar months (Employer website, CAL jobs, and other evidence of recruitment (job fairs, etc.)	Recruitment in each of three calendar months during six month period prior to filing	Detailed summary of recruit. w/name of applicant and reason not qualified	No	Should "mirror" ETA 750	Certain ads required for certain positions/ salaries see Reg. IV 1999 SWA (CAL) Ltr 9/20/99 on Infonet