**Template: Employer’s Statement for EB-2 Teaching Requests**

[UH letterhead]

Date

U.S. Department of Labor

Employment and Training Administration

200 Constitution Ave NQ

Washington, DC 20210

Re: Permanent Labor Certification Application for Employee, Position Title

Dear Sir/Madam:

This letter provides the details of the competitive recruitment and selection process through which we found employee to be more qualified than any U.S. workers who applied for the position. This is a college/university teaching position, so we conducted the process pursuant to the procedures set forth at 20 CFR 656.18. I am the individual with hiring authority for this position.

This position was advertised as follows:

1. In publication name of national professional journal on issue date (if print ad) or 30-day posting start and end dates and web URL (if web ad);
2. On the University of Hawai‘i Work at UH website (workatuh.hawaii.edu) on posting start date;
3. In the local newspaper’s name on date (if applicable); and
4. Names, issue dates/posting start and end dates, and web URLs (if applicable) of any other media used to advertise the position.

Applications consisted of application requirements (e.g. cover letter, CV, list of publications, three references, etc.). A faculty search committee of \_#\_ members from the UH department(s) and external organizations, as applicable reviewed and evaluated the applications. On the basis of this review, \_#\_ applicants were invited for on-campus interviews. The interviews were conducted by the search committee on an individual basis and included a presentation of each candidate’s research and a general meeting with students. Based upon the interviews, the committee established a priority ranking. The committee ranked employee as the top candidate. We prepared an offer, which he/she accepted.

In response to the above advertisement(s), we received \_#\_ applications. [List the names of all other finalists and provide specific reasons why each person was rejected. For example: incomplete application, is not a U.S. worker, does not have minimum degree required, does not have an MQ/DQ (and identify the MQ/DQ), etc.

* Rejected candidate #1: Explain reason(s) for rejection. Example: Dr. \_\_\_ appeared knowledgeable about basic neuroscience rather than the desired applied area of neurotoxicology. In her interview, she did not demonstrate that her research area is sufficiently relevant to the direction of the department’s toxicology program.

[If there were no applicants, use this sentence instead:] In response to the above advertisement, we received no applications from U.S. workers. Thus, employee was selected for the position.

Describe employee’s education and employment qualifications.

Example: Dr. \_\_\_\_ earned her PhD in Biochemistry and Neurochemistry in 1987 from London University. From 1988 through 1994, she was employed by Rutgers University, first as a Postdoctoral Fellow and then as an Assistant Professor. Her area of specialization is neurotoxicology. Dr. Example’s letters of recommendation from top scientists and educators in the field were outstanding. In the interview, she distinguished herself with the best seminar in terms of presentation and balance between basic and applied research.

Based on the above-stated reasons, we concluded that employee is the best qualified person for this position.

Sincerely,

[Signature of individual with hiring authority]

[Name]

[Title (dean/director)]

UH FSIS | www.manoa.hawaii.edu/fsis/downloads/ebemplstatementteaching | rev. June 2024