**Job Summary**

[Prefix] [FirstName] [LastName], [MatterNumber]

Manager: [ManagerFirstName] [ManagerLastName]

Company: [Company]

[date]

[LA initials]

*Please disregard letters & numbers; they are for internal use only in preparing the ETA Form 9089 Application for Permanent Employment Certification.*

***If EE is not making PWD – attorneys, ensure that the PL knows the exact posting range by putting it in an open step in VB or including it on the final Job Summary (not to be reviewed by mgr or ee):***

**Offered Wage:** $[Salary]/year

**Primary Worksite (H.1):** Write out complete street address as it should be written out on 9089.

***IF APPLICABLE***

**Address 2:** Must be available to work on projects at various, unanticipated sites throughout the United States. OR Some travel may be required to work on projects at various, unanticipated sites throughout the United States. AND/OR May telecommute from home.

**Job Title (H.3):** Title (copy and paste from H-1B or NIV petition) 🡨 ***remove level # if applicable.***

**Degree Required (H.4):** Bachelor’s or Master’s or Other (specify)

**Major field of study (H.4B/7A):** COMPLETE AS APPROPRIATE or related technical field

**Experience required in the job offered (number of months) (H.6-A)?** Enter Months Required

**Alternate combination of educ. and exp. acceptable (H.8)?** NO

*In most cases, the default will be to answer H.8. by checking the “NO” box on the 9089 form.*

*Complete H.8.-A through C only if relying on experiential evaluation*

If “YES”, complete H.8A,B,C. Otherwise delete.

**H.8-A.** If yes, specify the alternate level of education required:

**H.8-B.** If other, indicate alternate level of education required:

**H.8-C.** Indicate number of years of acceptable experience:

**Experience in alternate occupation acceptable (H.10)?** YES or NO

*For 0-month cases, default will be “No”*

*For 6-month cases, default will be “YES”, and then*

**H.10-A.** 6 mos.

**H.10-B.** LC position-related occupation or student (school project experience)

*For 12 to 60-month cases, default will be “YES”*

**H.10-A.** 12 24 36 48 60 etc. mos.

**H.10-B.** LC position-related occupation

**Job Duties (H.11):**

Insert job duties, (copy and paste from H-1B or last NIV petition filing). For MS+0 cases: Utilizes graduate-level research and analysis skills. IF APPLICABLE: No direct reports and no managerial duties, or responsibilities. Individual contributor level position only.

**H.12: Job requirements normal for the occupation?** Yes OR No

***For Job Zone 4 cases: Select YES if BS+2 yrs or lower. Select NO if BS+3 yrs or higher or MS+ any experience. MS+0 is Yes.***

**Specific Skills (H.14):**

***If 0 mos. required,***

Employer will accept Bachelor’s/Master’s degree in COMPLETE AS APPROPRIATE or related technical field. Position requires completion of a university-level course, research project, internship, or thesis, or six months of experience, involving the following: [Please see chart below]. ←Paralegal, leave highlighted for EE/Mgr and remove this.

Must be available to work on projects at various, unanticipated sites throughout the United States. OR Some travel may be required to work on projects at various, unanticipated sites throughout the United States. AND/OR May telecommute from home.

***If using experience in lieu of education, or for combination education/ experience evaluations, include in requirements section:*** \* Employer will accept education evaluation prepared by a qualified credential evaluation service.

**[ManagerFirstName] & [FirstName]:** In the below table,please confirm the list of skill requirements for the position in Column 1, then complete Columns 2 and 3.  Please consider these guidelines:

1. The finalized skill requirements will be used by [Company] to determine whether there are any available U.S. worker applicants potentially qualified for the position;
2. Each set of skill requirements should be accurately and narrowly described to reflect the reasonable requirements of the position but not so narrowly that you are “tailoring” the skill requirement solely to [FirstName]’s qualifications;
3. You can list several software programming languages under one requirement, i.e., “design and develop XYZ software utilizing A, B, and C programming languages”; and
4. [FirstName] must be able to document that he/she gained/utilized the listed skills prior to joining [Company]

|  |  |  |
| --- | --- | --- |
| **Current Position’s Skill Requirements**  *ie, designing and implementing XYZ software utilizing ABC …*  **Experience/education must include:** | **Name of prior school project or employer from which employee had utilized/gained the skill.**  **If skill was utilized/gained through school project, please list:**   * **Name of thesis or course and** * **Duration of project (MM/DD/YYY)** | **Employee confirmed able to document skill via reference letter(s)? (*SHOULD BE YES*)** |
| 1. Resources: job requirements VBLinked into “atty reference” section above; ER Questionnaire; NIV Questionnaire; EE Questionnaire. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. [ManagerFirstName], please confirm any additional minimally required skills/ experience/ functions/ technologies necessary to perform the job duties of the position; and confirm with [FirstName] that employee can document all skills prior to joining [Company]. |  |  |

***If 6 mos. required,***

Employer will accept Bachelor’s/Master’s degree in COMPLETE AS APPROPRIATE or related technical field; plus six months of work experience in the job offered, or in a LC position-related occupation. Position requires: [Please see chart below]. ←Paralegal, leave highlighted for EE/Mgr and remove this.

Must be available to work on projects at various, unanticipated sites throughout the United States. OR Some travel may be required to work on projects at various, unanticipated sites throughout the United States. AND/OR May telecommute from home.

***If using experience in lieu of education, or for combination education/ experience evaluations, include in requirements section:*** \* Employer will accept education evaluation prepared by a qualified credential evaluation service.

**[ManagerFirstName] & [FirstName]:** In the below table,please confirm the list of skill requirements for the position in Column 1, then complete Columns 2 and 3.  Please consider these guidelines:

1. The finalized skill requirements will be used by [Company] to determine whether there are any available U.S. worker applicants potentially qualified for the position;
2. Each set of skill requirements should be accurately and narrowly described to reflect the reasonable requirements of the position but not so narrowly that you are “tailoring” the skill requirement solely to [FirstName]’s qualifications;
3. You can list several software programming languages under one requirement, i.e., “design and develop XYZ software utilizing A, B, and C programming languages”; and
4. [FirstName] must be able to document that he/she gained/utilized the listed skills prior to joining [Company]

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Position’s Skill Requirements**  *ie, \_\_\_ months in designing and implementing XYZ software utilizing ABC …*  **Position requires:** | **Name of prior employer from which employee had utilized/gained the skill.** | **Number of months of experience required for each skill, and that employee can document (not to exceed 6 months).** | **Employee confirmed able to document skill via reference letter(s)? (*SHOULD BE YES*)** |
| 1. Resources: job requirements VBLinked into “atty reference” section above; ER Questionnaire; NIV Questionnaire; EE Questionnaire. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. [ManagerFirstName], please confirm any additional minimally required skills/ experience/ functions/ technologies necessary to perform the job duties of the position; and confirm with [FirstName] that employee can document all skills prior to joining [Company]. |  |  |  |

***If > 6 months exp required but no progressive language***

Employer will accept Bachelor’s/Master’s degree in COMPLETE AS APPROPRIATE or related technical field and X year(s) of work experience in the job offered, or in a LC position-related occupation. Position requires: [Please see chart below]. ←Paralegal, leave highlighted for EE/Mgr and remove this.

Must be available to work on projects at various, unanticipated sites throughout the United States. OR Some travel may be required to work on projects at various, unanticipated sites throughout the United States. AND/OR May telecommute from home.

***If using experience in lieu of education, or for combination education/ experience evaluations, include in requirements section:*** \* Employer will accept education evaluation prepared by a qualified credential evaluation service.

**[ManagerFirstName] & [FirstName]:** In the below table,please confirm the list of skill requirements for the position in Column 1, then complete Columns 2 and 3.  Please consider these guidelines:

1. The finalized skill requirements will be used by [Company] to determine whether there are any available U.S. worker applicants potentially qualified for the position;
2. Each set of skill requirements should be accurately and narrowly described to reflect the reasonable requirements of the position but not so narrowly that you are “tailoring” the skill requirement solely to [FirstName]’s qualifications;
3. You can list several software programming languages under one requirement, i.e., “design and develop XYZ software utilizing A, B, and C programming languages”; and
4. [FirstName] must be able to document that he/she gained/utilized the listed skills prior to joining [Company]

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Position’s Skill Requirements**  *ie, \_\_\_ months in designing and implementing XYZ software utilizing ABC …*  **Position requires:** | **Name of prior employer from which employee had utilized/gained the skill.** | **Number of years of experience required in each skill, and that employee can document.** | **Employee confirmed able to document skill via reference letter(s)? (*SHOULD BE YES*)** |
| 1. Resources: job requirements VBLinked into “atty reference” section above; ER Questionnaire; NIV Questionnaire; EE Questionnaire. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. [ManagerFirstName], please confirm any additional minimally required skills/ experience/ functions/ technologies necessary to perform the job duties of the position; and confirm with [FirstName] that employee can document all skills prior to joining [Company]. |  |  |  |

***If progressive experience required,***

Employer will accept Bachelor’s degree in COMPLETE AS APPROPRIATE or related technical field, followed by five years of progressive, post-baccalaureate work experience in the job offered, or in a LC position-related occupation. Position requires: [Please see chart below]. ←Paralegal, leave highlighted for EE/Mgr and remove this.

Must be available to work on projects at various, unanticipated sites throughout the United States. OR Some travel may be required to work on projects at various, unanticipated sites throughout the United States. AND/OR May telecommute from home.

**[ManagerFirstName] & [FirstName]:** In the below table,please confirm the list of skill requirements for the position in Column 1, then complete Columns 2 and 3.  Please consider these guidelines:

1. The finalized skill requirements will be used by [Company] to determine whether there are any available U.S. worker applicants potentially qualified for the position;
2. Each set of skill requirements should be accurately and narrowly described to reflect the reasonable requirements of the position but not so narrowly that you are “tailoring” the skill requirement solely to [FirstName]’s qualifications;
3. You can list several software programming languages under one requirement, i.e., “design and develop XYZ software utilizing A, B, and C programming languages”; and
4. [FirstName] must be able to document that he/she gained/utilized the listed skills prior to joining [Company]

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Position’s Skill Requirements**  *ie, \_\_\_ months in designing and implementing XYZ software utilizing ABC …*  **Position requires:** | **Name of employer from which employee had utilized/gained the skill.** | **Number of years of experience required for each skill, and that employee can document.** | **Employee confirmed able to document skill via reference letter(s)? (*SHOULD BE YES*)** |
| 1. Resources: job requirements VBLinked into “atty reference” section above; ER Questionnaire; NIV Questionnaire; EE Questionnaire. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. [ManagerFirstName], please confirm any additional minimally required skills/ experience/ functions/ technologies necessary to perform the job duties of the position; and confirm with [FirstName] that employee can document all skills prior to joining [Company]. |  |  |  |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Notes & possible ref ltr sources: Cut and paste the chart from the ASW**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company  *(if employed during education, indicate if course credit recvd)* | Title | Start Date  (mm/dd/yyyy) | End Date  (mm/dd/yyyy) | Hrs/ wk | Months F/T? | Can EE get ref ltr? |