

Hiring International Candidates Information Sheet

Scheduling interviews with foreign national applicants:

- Travel Authorization Form: Mark the appropriate block for an international, but also indicate that the TA is for purposes of a job interview. This allows a TA number to be issued and for the ticket to be purchased with no additional clearance.
- Schedule time during the on-campus visit for the foreign national to meet with the Office of International Support for Faculty & Staff (ISFS) (777-0288). Have the candidate bring original immigration documents with them (passport, I-94, current visa qualifying document and any *prior* Forms DS-2019 or IAP-66 if ever in J status).

Items that must be documented or maintained during search process in which a foreign national is hired:

- Search efforts (including the national advertisement(s) for the tenure-track teaching position and any other advertisements, any nominations, any special outreach efforts),
- Selection criteria used to screen candidates (sample vetting sheet available from ISFS),
- Job related reasons why **all** applicants were less qualified than international hire,
- All correspondence with ALL applicants (including phone calls, emails, and any written correspondence),
- Entire original journal with print ad and copies of all web postings showing date posted and date removed to show actual posting time frame,
- Offer letter with contingency paragraph (see ACAF 1.00) and acceptance letter,
- Reference letters (on letterhead with signature, but can be electronic),
- All offers extended to other applicants,
- CV for all candidates interviewed on campus,
- Hiring Unit Summary of Recruitment form, (available from LaTasha Bradshaw)
- Department of Labor Employer Statement of Recruitment Results for finalists interviewed (required any time international applicants are interviewed, even if U.S. citizen is ultimately hired- available from LaTasha Bradshaw)

File retention: *ACAF 1.00 section II. C. Maintenance of Official Search File* requires retention of documents for 6.5 yrs when non-citizens are in the applicant pool.

Upon acceptance of offer: International hires should immediately contact International Support and should plan to be physically present on campus *on or before* the beginning date of employment for an appointment with International Support for Faculty & Staff.

Contacts:

Dean's Office Faculty Human Resources Director, LaTasha Bradshaw, latashab@mailbox.sc.edu

USC International Support for Faculty and Staff (ISFS), Lorraine Aun, Director - 777-0288,
<http://hr.sc.edu/international.html>