

PERMANENT RESIDENCY: Questionnaire for the Sponsoring Department

A. GENERAL INFORMATION

Name of foreign national: _____

Sponsoring department: _____

College/Division: _____

Address where the foreign national will work: _____
Street City State Zip Code

B. SUPERVISOR INFORMATION (responsible for directing the recruitment process)

Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Signature: _____ Date: _____

C. POSITION INFORMATION

1. Title of permanent position being offered to the foreign national: _____

** Please remember that permanent residency takes two to five years to complete. The position should be the position the foreign national will fill two to five years from now.*

2. Do you have more than one available opening? If so, how many? _____

3. Has a professional journal been used in the past to advertise this position? Yes No
If Yes, which journal _____

4. Job duties:

** We suggest that you use verbs to describe the basic duties. Please be concise. The first sentence should be a summary of the entire job and easily understood by a person unfamiliar with the field.*

Example: Conduct research on effect of enzyme Y on metastasis in lung cancer;
OR
Teach graduate and undergraduate courses in mechanical engineering including combustion, heat transfer, and thermodynamics.

5. Minimum degree required to perform the duties (e.g., Bachelor's, Master's, Ph.D.): _____

6. Major field of study (e.g., Biochemistry, Mathematics): _____

7. Does the position require experience? No Yes

If yes, provide number of months of experience required and indicate type of experience, e.g., 12 months of experience as a biochemist. Please remember, with very limited exceptions, Department of Labor rules do not allow a foreign national to count experience gained with the sponsoring employer. When answering this question, remember the foreign national must be able to meet the requirements with experience gained prior to joining Wayne State University.

8. In addition to the minimum degree and experience state above, are there any other **MINIMUM** skills or requirements needed to perform the duties of the position? No Yes

If yes, please state any additional requirements in a specific, objective format. Do not use subjective terms such as exceptional, proficient, outstanding, etc. All additional requirements must be absolutely needed to do this job. An example of additional requirements is "experience using biological assays to perform analysis."

9. Salary being offered for the position: \$_____

10. Is the position represented by the Bargaining Unit? No Yes, _____
Name of the bargaining unit

11. In the past six months, have any U.S. workers in your department been laid off? No Yes

**Layoff includes any termination of employment other than an employee resignation or discharge for cause.*

If yes, please provide information regarding the number of layoffs, date(s) of layoffs, and occupation.

D. ADMINISTRATIVE CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____