TO:  International Student and Scholar Services
FROM:  **[Department Chair or Responsible Faculty Member with hiring authority, Department Title]**
SUBJECT:  **[Insert Applicant Name]**
DATE: **[Insert Date]**

This report will describe the recruitment and selection procedures followed by the **[Insert Department Title]**.in the selection of **[Insert Applicant Name]** to fill the position of **[Insert Applicant Position]**.

The need for a Research Associate was established in March, 2013 when several developments came together to support our research efforts in structural engineering. The department was awarded a new contract by the EXITS Corporation to develop an integrated program for structural optimization. Two other contracts were expected from the U.S. Army Corps of Engineers dealing with computer-aided reinforced concrete design and aggregate systems. Under a continuing contract with the ABC Corporation, a link between an optimization and a structural analysis program was to be developed.

Finally, the continuation of two existing projects was assured. The department has been awarded several contracts in the past in the area of computer aided design, and we expect that there will be continuous support for this type of research in the future. Therefore, we have a need for a highly qualified Research Associate to supervise these continuing projects over an extended period of time.

Our recruitment steps involved the following:

1. Placement of a Job Order with the Denver State Workforce Agency. The Job Order was placed for a month, from April 13, 2013 to May 13, 2013.
2. Two Sunday editions of the Denver Sunday Post; on April 14, 2013 and May 21, 2013
3. In the June 2004 issue of Civil Engineering, the professional journal of the American Society of Civil Engineers.
4. On the University of Colorado's website, [https://www.colorado.edu/jobs](https://www.colorado.edu/jobs/)/.
5. On the website, <https://www.higheredjobs.com/>

We also prepared a job announcement for the position and posted it on the bulletin board in the Department of Civil, Environmental, and Architectural Engineering. The announcement was posted there on January 20 and has remained there to this date.

As a result of this advertising and recruiting effort, 10 applications for the position were received. Six of these were from U.S. citizens or permanent residents, four from foreign nationals, including Dr. John Brown, who was ultimately offered the position. The applications were reviewed by me, as the principal project investigator, and by several other scientists in this department. We unanimously agreed that only Dr. John Brown met all of the requirements to fill the position.

As stated in the advertising and recruiting materials, the required qualifications for this position were a Ph.D. or equivalent degree in civil engineering with a major in structural engineering and one year of experience as a graduate student or postdoctoral researcher which includes at least two of the following disciplines: finite element and structural analysis codes, computer aided reinforced concrete design, use of aggregate systems.

Of the 10 applicants for the position, 6 were U.S. citizens or permanent residents. The attached [Documentation Chart of Selection Committee Work for Labor Certification](https://www.colorado.edu/isss/content/chart-doumentation-selection-committee-work-labor-certification) indicates the specific job requirements (as listed in the advertisement) which each of these l6 applicants lacked. Dr. Brown was the only candidate who had a Ph.D. degree in Civil Engineering with the required major in structural engineering and the necessary year of experience in at least two of the listed disciplines. As is shown by his resume and letters of recommendation, Dr. Brown has two years of experience and postdoctoral research in all four of the listed fields. Since all of the other applicants were disqualified on paper because of lack of qualifications, we interviewed only Dr. Brown for the position. He was found to be qualified in all respects and was offered the position as the only qualified applicant.

We believe that we have made this position available to all applicants who would be interested and qualified and that we have covered the labor market with our advertising and recruiting efforts. We have not located any United States citizens or permanent residents who meet all of the requirements for this position. Since we are not likely to find additional applicants who would qualify, we request that Dr. Brown be given labor certification so that we can be assured that we will have him as permanent supervisor of our continuing structural engineering research projects.

**[Department Chair or Responsible Faculty Member with hiring authority, Department Title]**

**[Signature]**