



## PERM STEP BY STEP FLOW CHART

<b>Step 1</b>	<b>Action</b>	<b>Timeline</b>
Finalizing the Job Summary and filing the Prevailing Wage Determination.	After we submit the Prevailing Wage Determination (PWD) request.	3-4 months
Sending Sample reference letter to Beneficiary	We will email the sample reference letter to Beneficiary	Beneficiary should provide us with the reference letters before we start the recruitment. He will have 3-4 months to obtain the reference letters.
<b>Step 2</b>	<b>Action</b>	<b>Timeline</b>
Once we receive the PWD, we will prepare the recruitment instructions and email to you. The recruitment instructions will be very clear “how to post the job”. Our paralegal will walk you through the process.	Our office will help you with the job posting.	The job postings will run for 30 days.
In response to the job postings(s), the Applicants will apply directly to the company. If the company receives an application from an individual who claims to possess the stated educational and experiential requirements, an interview should be scheduled, ideally, within two weeks of receipt of the application. (A longer delay might become problematic in the unlikely event that the Department of Labor conducts an in-depth audit.)	<p>The company’s HR will screen the U.S. workers applicants resumes. U.S. workers are: 1) U.S. Citizens 2) Permanent Resident. NOTE: The applicants with non-immigrant work visas are not considered as the U.S. workers.</p> <p>A Labor Certification application is approvable if the company substantiates the shortage for a particular type of US worker through a transparent recruitment process which effectively “tests the labor market.” Based on the self-initiated test of the market for the position, the company makes attestations to the Department of Labor that it cannot reasonably find a qualified, willing &amp; available US worker for the position.</p>	<p>The job posting will run for 30 days and on top of 30 days, the company has to wait 30 more days.</p> <p>The additional 30 days are for resume screening and for interviewing.</p> <p>Step 2 takes 60 days from the time the first job posting was posted.</p>



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	<p>Applicants for an advertised position may range from unqualified seekers who send resumes to every ad they see regardless of the degree or experiential requirements – to applicants who appear at first review to be qualified and willing US workers. Those who appear to be qualified should be interviewed, and the results of the interviews should be carefully documented, and the documentation kept for five years. Please encourage those conducting interviews to make detailed notes using the attached questionnaire for this purpose, especially in reference to the lawful job-related reasons for rejection of any applicant who possessed the minimum stated requirements.</p>	
<p><b>Step 3</b></p>	<p><b>Action</b></p>	<p><b>Timeline</b></p>
<p>Once the 60-day time period is expired, our office will prepare the PERM form ETA9089 and send for the company and for the beneficiary’s review.</p>	<p>Once company and the beneficiary review and finalize the form, we will file the form with the Department of labor.</p>	<p>Approx. 4-5 months (if certified without audit) Approx. 12 months (if audited)</p> <p>In general, the audit is based on the following, but not limited to: 1) Proof of recruitment 2) Recruitment process was transparent.</p>
<p><b>Step 4</b></p>	<p><b>Action</b></p>	<p><b>Timeline</b></p>
<p>File forms I-140 and I-485 concurrently if the priority date is current with the Immigration Services.</p> <p>File form I-140 if the priority date is not current.</p>	<p>To initiate this step, we will send the I-140 questionnaire to the company (if the PD is not current) and the I-140 and I-485 questionnaires (if the PD is current).</p>	<p>If priority date is current, it will take Approx. 10 months for Beneficiary to receive the green card.</p> <p>If the priority date is not current then we will follow the visa bulletin and when</p>



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		the priority date s current, we will process the I-485.
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