

Recruitment Steps	Requirements	Timing
Job Order	30 day state job order	
Posted Notice	-10 consecutive business days at work location and conspicuously posted where wage and hour notices are posted; -Notice must also appear in in-house media (e.g. print or electronic) if normally used in recruitment for the job.	
Sunday Metropolitan Newspaper Ads	Placement of two advertisements in the Sunday edition of the newspaper of general circulation. If the position involves experience and an advanced degree, placement of an ad in an appropriate journal may be made in lieu of one Sunday ad. The employer's address is not required, a PO box is OK; The salary need not be included. Ads may include minimum education, experience or key job duties and the ads may be on consecutive Sundays. Newspaper Ads should contain the following: -Name of employer -Location (only if job site is different from office or multiple) -Job description -May include minimum education, experience or key job duties -Resume instruction -Need ad copy or proof	No earlier than 30 days before PERM filing but no later than 180 days before.
Additional Requirements <i>Complete any 3</i>	a. Employer's Website b. Job search Website c. On-campus recruiting d. Trade or professional organization e. Private employment agencies f. Employer's referral program g. Notice at campus placement office (openings that require degree but no experience) h. Local or ethnic newspapers (if appropriate) i. TV or radio ad	Two (2) of the steps must be no earlier than 30 days before PERM filing but no later than 180 days before, but one step may be within 30 days of filing.