

## PERM Timeline

Step	Responsible Party	Time Required
Email ISSS confirming support for permanent residence process for international employee	Department Chair	–
Provide complete, signed copies of ISSS Statement of Responsibility and Prevailing Wage Determination Request	Department administrator and chair	-
<i>Request</i> prevailing wage determination (PWD) from Department of Labor (DOL) online	ISSS	1-3 business days, depending on accuracy and completeness of information provided by department
<i>Receive</i> PWD from DOL	DOL	4-5 months, depending on published processing times available <a href="#">here</a>
Send recruitment instructions to department and set call to discuss recruitment (employee CANNOT be present)	ISSS	3 business days
Recruitment conducted	Department admin, in conjunction with UAB HR	30 days
Mandatory 30-day "quiet period" during which applications are still received	-	30 days
Interview and complete Interview Rubric for minimally-qualified applicants in a timely manner	Hiring manager	As scheduled
Provide Taleo file to ISSS	UAB HR	After interviews concluded/after 30 days
Write Recruitment Report	ISSS	1 week, depending on how promptly file is provided and how many applicants
Assemble PERM audit file	ISSS	1 week, depending on how long it takes to collect proof of all recruitment sources used
Draft PERM	ISSS	2-3 business days
Obtain required signatures from department and university administration officials	Various	1 to 3 weeks, depending on who is out of the office
File PERM after receiving all signatures	ISSS	1-2 business days
Obtain certified PERM	DOL	4-5 months
<b>TOTAL ESTIMATED TIME REQUIRED</b>		<b>12-14 months</b>