

# Global Hiring: Complying with U.S. Visa Requirements

<b>Intended Audience</b>	Mid-Career	<b>Delivery Options</b>	2-Day In-Person (Onsite or Seminar) 4 week Virtual
<b>HR Competencies</b>	<ul style="list-style-type: none"><li>• Business Acumen</li><li>• Consultation</li><li>• HR Expertise (HR Knowledge)</li></ul>	<b>Recertification*</b>	SHRM: 15 PDCs

## Program Overview

Presented in partnership with Fragomen Worldwide, this engaging program will offer you valuable insights into the best practices employed by expert human resource professionals who recruit and retain highly skilled global talent. You will learn to identify employment-related opportunities and limitations of the U.S. immigration system, and how to maintain compliance with relevant U.S. immigration laws and regulations. Through a final practicum, you will demonstrate the core skills needed to recognize and explain the key considerations for successfully hiring and retaining foreign nationals.

## Program Objectives

This program is designed to provide you with the knowledge and skills necessary to:

- Describe basic immigration terms and concepts and how they apply to the hiring process for U.S. residents and foreign nationals.
- Identify when to use immigrant and non-immigrant visas to manage the visa process and comply with federal laws and regulations associated with temporary and regular employment of foreign professionals.
- Define the I-9 employment verification process and incorporate best practices.
- Comply with federal auditing guidelines and legal requirements.
- Identify and define key considerations when hiring a foreign national by participating in various scenarios via a practical lab.

## Program Modules

This program includes the following modules:

- Module 1: Understanding Your Organization
  - HR strategy
  - Cross-Border Management
  - Putting it all together
- Module 2: Introduction to Immigration
  - Immigration 101 – Basic terms and concepts
  - Responsible government agencies
  - Laws and regulations
  - Employment verification process
- Module 3: Visa Management
  - Non-immigrant visas
  - Immigrant visas
- Module 4: Employment Verification
  - I-9 and E-Verify process
- Module 5: Introduction to Federal Audit/Compliance Requirements
  - Audit/compliance overview
  - I-9 and OSC audits
  - FDNS audits
  - LCA/PERM audits
  - Best practices
- Module 6: Immigration Practical Lab
  - Hands-on scenarios

## Program Agenda

2 Day

Day 1

Module #	Module Title	Time Frame
Introduction		8:30 am-8:45 am
Module 1	Understanding Your Organization	8:45 am-9:45 am
BREAK		9:45 am-10:00 am
Module 2	Introduction to Immigration	10:00 am-12:00 pm
LUNCH		12:00 pm-12:30 pm
Module 3	Visa Management	12:30 pm-2:30 pm
BREAK		2:30 pm-2:45 pm
Module 3 (part 2)	Visa Management	2:45 pm-4:30 pm
Day 1 Review	Group Activity	4:30 pm-5:00 pm

Day 2

Module #	Module Title	Time Frame
Module 4	Employment Verification	8:30 am-10:45 am
BREAK		10:45 am-11:00 am
Module 4 (part 2)	Employment Verification	11:00 am-12:00 pm
LUNCH		12:00 pm-12:30 pm
Module 5	Introduction to Federal Audit/Compliance Regulations	12:30 pm-2:45 pm
BREAK		2:45 pm-3:00 pm
Module 6	Immigration Practical Lab	3:00 pm-4:45 pm
Wrap-Up		4:45 pm-5:00 pm

### 4-Week Virtual

Session	Module #	Module Title	Time Frame
<b>Week 1</b>			
Session 1		Introduction	15 minutes
	Module 1	Understanding Your Organization	75 minutes
Session 2	Module 2	Introduction to Immigration	120 minutes
<b>Week 2</b>			
Session 3	Module 3	Visa Management	120 minutes
Session 4	Module 3	Visa Management	120 minutes
<b>Week 3</b>			
Session 5	Module 4	Employment Verification	120 minutes
Session 6	Module 4	Employment Verification	90 minutes
<b>Week 4</b>			
Session 7	Module 5	Introduction to Federal Audit/Compliance Regulations	120 minutes
Session 8	Module 6	Immigration Practical Lab	105 minutes
	Wrap Up	Conclusion	15 minutes