Global Hiring: Complying with U.S. Visa Requirements

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<th>Intended Audience</th>
<th>Mid-Career</th>
<th>Delivery Options</th>
<th>2-Day In-Person (Onsite or Seminar)</th>
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<td>HR Competencies</td>
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<td>Recertification*</td>
<td>SHRM: 15 PDCs</td>
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<td>Business Acumen</td>
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Program Overview
Gain a high-level understanding of concepts and principles used when recruiting and retaining global high-skilled talent. Identify opportunities and limitations of the U.S. immigration system as related to employment. Learn how to maintain compliance with relevant U.S. immigration laws and regulations. Through a final practicum, demonstrate the essential skills required to identify and define key considerations when hiring or retaining a foreign national.

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.

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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

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