

Global Hiring: Complying with U.S. Visa Requirements

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

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.



*Visit shrm.org/seminars for the most up-to-date recertification credit details.

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