

**RECOMMENDATION FOR APPOINTMENT OF TEMPORARY WORKER**  
**(H-1B, SPECIALTY OCCUPATION) [PAGE 1 OF 2]**

Initiator: \_\_\_\_\_

Date: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Location Code: \_\_\_\_\_

FEDEX Internal Billing Reference: \_\_\_\_\_

New Petition  Extension of Stay\*\* Is the appointee a foreign medical graduate  YES  NO  
[\*\*PLEASE NOTE THAT THE APPOINTEE *MUST BE PHYSICALLY PRESENT IN THE US WHEN THE EXTENSION IS FILED*].

I recommend that the following person be *appointed / reappointed* (select one):

Name of appointee:

Position Title at CWRU:

\_\_\_\_\_  
Current residential address of appointee:

\_\_\_\_\_  
Non-technical description of duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ % Time devoted to teaching

\_\_\_\_\_ % Time devoted to research

Minimum degree required: \_\_\_\_\_

\_\_\_\_\_ % Time devoted to incidental care

Field of Education required: \_\_\_\_\_

\_\_\_\_\_ % Other (please specify)

**Please list the position's minimum requirements (do not list the appointee's qualifications).**

Minimum experience required: \_\_\_\_\_ (years) performing \_\_\_\_\_

Appointment dates from (M/D/Y) \_\_\_\_\_ to (M/D/Y) \_\_\_\_\_

Salary: \$ \_\_\_\_\_ per HR/MO/YR Source: \_\_\_\_\_ Will work \_\_\_\_\_ % of time

Approved: \_\_\_\_\_, Chair, Department of \_\_\_\_\_  
signature

Approved: \_\_\_\_\_, Director, \_\_\_\_\_ School Budget Office  
signature

Approved: \_\_\_\_\_, Dean, School of \_\_\_\_\_  
signature

**WARNING: THE ATTACHED ADDENDUM IS REQUIRED FOR ALL H-1B VISA PETITIONS. THE H-1B VISA PETITION WILL NOT BE FILED UNTIL THE ADDENDUM IS COMPLETED AND RECEIVED BY THE OFFICE OF IMMIGRATION & HR SERVICES.**

**RECOMMENDATION FOR APPOINTMENT OF TEMPORARY WORKER  
(H-1B, SPECIALTY OCCUPATION) [PAGE 2 OF 2]**

**ADDENDUM TO RECOMMENDATION FOR APPOINTMENT OF  
H-1B TEMPORARY WORKER**

This is to certify that [*insert name of Principal Investigator/Program Manager*]  
\_\_\_\_\_ has reviewed the Export  
Administration Regulations (“EAR”), located at: [http://www.access.gpo.gov/bis/ear/ear\\_data.html](http://www.access.gpo.gov/bis/ear/ear_data.html),  
and the International Traffic in Arms Regulations (“ITAR”), located at:  
[http://www.pmdtc.state.gov/regulations\\_laws/itar\\_official.html](http://www.pmdtc.state.gov/regulations_laws/itar_official.html) and upon review of the content in  
regards to the technology or technical data that may be released to the foreign worker in this position:

\_\_\_\_\_ no license is required \_\_\_\_\_.  
\*\*\*Initial\*\*\*

\_\_\_\_\_ a license is required and no controlled technology or technical data requiring a license  
will be released to, or accessed by, the foreign worker until and unless the undersigned has  
received the required license or other authorization from the U.S. Government \_\_\_\_\_.  
\*\*\*Initial\*\*\*

X \_\_\_\_\_  
Principal Investigator/Program Manager’s Signature

\*(If after review of the EAR and ITAR, you are unsure whether or not the technology or data that  
may be disclosed requires an export license, please contact Lisa Palazzo, Office of Export Control  
and Privacy Management, at 368-5791 or [Lisa.Palazzo@case.edu](mailto:Lisa.Palazzo@case.edu) for further guidance).

**ACTUAL WAGE MEMORANDUM**

Job Title: \_\_\_\_\_

There are \_\_\_\_\_ [# of Employees]

at Case Western Reserve University with the job title and/or duties

of \_\_\_\_\_ [Job Title].

The wage range for these employees is: \_\_\_\_\_

Within this salary range, a variety of factors are utilized to determine an individual's wage, including the following factors:

[List all factors utilized in making a salary decision for this job title below (i.e.. gpa, educational level, potential client creation, experience, training, certifications, etc.):

<b>FACTORS UTILIZED IN DETERMINING SALARY</b>

Signed: \_\_\_\_\_ [Signature of Employer Representative]

Title: \_\_\_\_\_ [Title of Employer Representative]

Date: \_\_\_\_\_

**ACTUAL WAGE WORKSHEET**

**\*To be completed- doesn't need to be in Public Access File \***

Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_

# of Employees in This Position: \_\_\_\_\_

Salary Range for Employees in This Position: \_\_\_\_\_

Factors Used to Determine Salary Within The Above Listed Range:

**Category: Education**

<b>Factor</b>	<b>Used (Y/N)</b>	<b>Dollar Value of Factor in Determining Salary</b>
Grade Point Average		
Degree Level		
Class Rank		
Educational Institution's Reputation		
Academic Honors/Awards		
Particular Courses Relevant to the Position		
Research Work Relevant to the Position (i.e. Dissertation/Thesis)		
Additional Factors		

**Category: Experience**

<b>Factor</b>	<b>Used (Y/N)</b>	<b>Dollar Value of Factor in Determining Salary</b>
Type		
Length of experience		

Depth/breadth of experience		
Additional Factors		

**Category: Position Functions and Responsibilities**

<b>Factor</b>	<b>Used (Y/N)</b>	<b>Dollar Value of Factor in Determining Salary</b>
Required Decision-making Ability		
Required Level of Exercising Discretion		
Supervisory Nature of Role		
Additional Factors		

**Category: Qualifications**

<b>Factor</b>	<b>Used (Y/N)</b>	<b>Dollar Value of Factor in Determining Salary</b>
Licensure		
Certification		
Accreditation/Designation		
Training		
Position-Specific Skills		
Additional Factors		

**Category: Business Factors/Considerations**

<b>Factor</b>	<b>Used (Y/N)</b>	<b>Dollar Value of Factor in Determining Salary</b>
Employee Relationship With Current Clients		
Potential Book of Business Brought With Employee		
Employee Relationship with Potential Clients		
Income Generated for This Company		

Income Generated in Previous Position (i.e. Potential Income Generation)		
Increase for Retention Purposes		
Increase for Competitive Hiring Process Purposes (i.e. competition for skill set/particular employee)		
Additional Factors		

**Category: Specialized Skills/Knowledge**

<b>Factor</b>	<b>Used (Y/N)</b>	<b>Dollar Value of Factor in Determining Salary</b>
Knowledge of Current Area Marketplace		
Knowledge of Employer's Products		
Knowledge of Potential Product Marketplaces (i.e. growth plan)		
Skills in using employers/competitor's products		
Additional Factors		