

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

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.



*Visit [shrm.org/educationalprograms](https://www.shrm.org/educationalprograms) for the most up-to-date recertification credit

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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