



## Work Authorization

The Immigration and Nationality Act prohibits citizenship status and national origin discrimination with respect to hiring, termination, and recruiting or referring for a fee. See 8 U.S.C. § 1324b(a)(1)(B). Employers may not treat individuals differently because they are, or are not, U.S. citizens or work authorized individuals. U.S. Citizens, asylees, refugees, recent permanent residents, and temporary residents are protected from citizenship status discrimination. Employers may not reject valid employment eligibility documents or require more or different documents on the basis of a person's national origin or citizenship status.

UCO Career Development Center prohibits:

- Any posting that requires U.S. citizenship or lawful permanent residence in the U.S. as a condition of employment, unless otherwise required in order to comply with law, regulation, executive order, or government contract.
- Any job requirement or criterion in connection with a job posting that discriminates on the basis of citizenship status or national origin.

All employers recruiting at the University of Central Oklahoma will:

- Treat equally U.S. citizens, lawful permanent residents, temporary residents, asylees, and refugees in recruitment or hiring.
- Embrace equal employment practices, including: refraining from discriminating on the basis of national origin and/or immigration and citizenship status.
- Avoid making the assumption that only U.S. citizens are authorized to work in the United States.

Avoid the following language in job postings:

- "Only U.S. Citizens"
- "Citizenship requirement"\*
- "Only U.S. Citizens or Green Card Holders"
- "H-1Bs Only"
- "Must have a U.S. Passport"
- "Must have a green card"

\*UNLESS U.S. citizenship is required by law, regulation, executive order, or government contract.



Allow all employees (including non-U.S. citizens) to provide any permissible documents to establish their identity or work authorization during the employment verification process.

Recognize that refugees and those newly granted asylum who have not yet received a Social Security number may not be fully able to complete on-line applications even though they are authorized to work in the U.S. indefinitely, and avoid creating unnecessary hurdles for such individuals.

Employers recruiting at the University of Central Oklahoma will have the opportunity to select one of the following options related to identifying jobs posted on the HireBronchos System:

1. Legally authorized to work in the United States for any employer and WILL NOT require employment visa sponsorship now or in the future.
2. Legally authorized to work in the United States for any employer and WILL require employment visa sponsorship now or in the future.

In compliance with the provisions of the Immigration Reform and Control Act (IRCA), interview appointments will be made available to interested students who are authorized to work full-time in the United States regardless of their citizenship status, unless U.S. citizenship is legally required. If citizenship is legally required for your company, please indicate this as such on your job posting. For further reference, employers may refer to the following:

- Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at <http://www.justice.gov/crt/about/osc>
- Department of Justice Best Practice for Online Job Postings at [http://www.justice.gov/crt/about/osc/htm/best\\_practices.php](http://www.justice.gov/crt/about/osc/htm/best_practices.php)

For additional questions, please contact the Career Development Center at 405-974-3346.