



# HOW TO **RECRUIT** HONDURAN WORKFORCE



## Required Documentation

- Obtain a temporary labor certification from the Department of Labor (DOL)
- File an I-797B notice of action issued by the USCIS (U.S. Citizenship and Immigration Services)
- Submit an employment contract for the workers



## Employee Qualifications

Complete the WR form to clearly specify your requirements and qualifications. Details include English language level, years of experience, and other relevant criteria.



SCAN ME



## Profile Approval

You can choose from the following to screen your candidates:

- Request a resume
- Request personal and contact information on a spreadsheet
- Request an online interview
- Request a personal interview in Honduras
- Request any combination of the above



## Documentation Process

Our team manages the following processes

- Collect all necessary documents from the employee, usually completed within 2-3 business days.
- Submit DS-160 form, usually takes 2-3 business days.



## Visa Process

After completing all necessary paperwork and forms, you will need to indicate whether your company will pay for the consular appointment or be reimbursed. Once this is done, the employee's passport will be sent to the embassy, which usually takes 5-7 business days.



## Airline Tickets

Once the passport is returned from the embassy, you can proceed with purchasing the employee's airline tickets.



## Follow-up and Support

The PTTE is committed to providing ongoing support during the employee's stay in the United States, including assistance with any issues that may arise.





## ***All workers who are recruited through PTTE must meet the following requirements:***

### **1 Citizenship:**

Applicants must be citizens of Honduras.

### **2 Age Requirement:**

Applicants must be at least 21 years old.

### **3 Clean Records:**

Applicants must have a clean record, free of any police, criminal, or immigration infractions that could affect their eligibility.

## ***The benefits of hiring Honduran workers are:***



Multi-skilled and reliable workers.



Free and transparent process for workers and employers.



Save time and effort with our expert recruitment and visa processing staff



Ability to evaluate potential employees before hiring.



Assistance to the workers on their the departure process.

