

Instructions for completing the
Prevailing Wage Request - ETA Form 9141

The information on this form should be the minimum requirements for the job, no matter who you hire. If a PVL was posted for the position, all information included on this form should match the PVL listing.

Part A. Employment Based Visa Information

Please update classification to the appropriate status you are requesting (ex: H-1B, E-3 or PERM), if needed.

Part B. Requestor Point of Contact Information

1-15. Leave as is (does not matter whose name from IFSS is listed here).

Part C. Employer Information

1-13. Leave as is.

Part D. Wage Processing Information

1-4b. Leave as is.

Part E. Job Offer Information

a. Job Description

- a.1. Insert the University's official job title offered as it appears in the Unclassified Title Guidelines.
- a.2. Go to the Department of Labor Standard Occupational Classification Listing (SOC): <https://www.bls.gov/soc/home.htm>. Click on the link that is the most recent year SOC System (DOL only updates these every 8-10 years). Click the link that is most relevant to your field of study. Continue to click to find a specific title that best fits the position. If you think several codes may appropriate, list all codes and titles on this form that you feel are relevant.
- a.2a. List the corresponding occupational title from the SOC code(s). Again, if more than one occupational title seems appropriate, please send all suggestions to IFSS. IFSS will make the final decision on the correct code to be used.
- a.3. Identify the supervisor by title (i.e. *Professor of Chemistry*). DO NOT list the name of the supervisor here.
- a.4. Supervising, according to the Department of Labor, means signing timesheets, evaluating performance, disciplining, etc. other *permanent employees*. Undergraduate and graduate students, as well as employees-in-training (EIT), are NOT considered permanent employees.
- a.4a. If applicable, please indicate the number of employees supervised by this position.
- a.4b. If applicable, mark appropriately either Subordinate or Peer.
- a.5. Copy the duties from the PVL here, if one exists. Attachments are NOT acceptable to the DOL; therefore, do not state "See attached PVL." If there is no PVL, describe the job duties, in detail, to be performed by any worker filling the job opportunity. Please avoid technical language, if possible. Specify the field(s) and/or product(s)/industry(ies) involved, any equipment to be used, and pertinent working conditions. The duties provided must be specific enough to be classified under a relevant SOC pursuant to the O*Net publication. If the PVL duties are not specific enough, please add more. All job duties must be submitted on the form.
- a.6. This does NOT include traveling for conferences or to a different building for teaching or research. If you think travel is required for the job, please contact IFSS. For medical faculty, who may be required to travel between clinics, however, please

a.6a. Answer only if IFSS has confirmed the travel is required.

b. Minimum Job Requirements

b.1. Must be the minimum for the position and NOT what the individual possesses. Look at the PVL or the Unclassified Title Guidelines for assistance.

b.1a. Complete only if you choose “Other” in the field above with MD, JD, DVM or other applicable professional degree.

b.1b. The field of study is critical in making a determination. Please do not list the field of study of the individual you intend to hire; instead list the field or fields of study that are appropriate to have by any worker filling the job opportunity. For example, *chemistry, biochemistry or related field* is acceptable.

b.2. Leave as is. This should always be no. If you think the answer is yes, please contact IFSS.

b.2a. Answer only if IFSS has confirmed a second diploma/degree is required.

b.3. Training may include, but is not limited to: programs, coursework (beyond the degree), or training experience (other than employment). For example, many scientist positions require 5 years of postdoctoral training. That should be indicated here. Positions that also require training are those in the medical and veterinary field – internships, residency or fellowships. When answering this question, do not duplicate requirements – the training required should not be counted as education or experience.

b.3a. Answer as appropriate based on b.3. above.

b.3b. Answer as appropriate based on b.3. above. Do not list “postdoctoral training” here. Instead indicate the field in which the postdoctoral training should occur.

b.4. This refers to experience post degree. If the experience can be obtained while still an enrolled student, do not list that experience here. When answering this question, do not duplicate requirements – the experience required should not be counted as education or training.

b.4a. Answer as appropriate based on b.4. above.

b.4b. Answer as appropriate based on b.4. above.

b.5. Examples of special requirements include: Wisconsin medical or veterinary license, board eligibility or certification, special clearance by government agencies, etc. If it’s normal to the job across the industry, it’s not considered a special requirement (with the exception of licenses and board eligibility-those are always considered special requirements). If it’s above what the industry would require for the job, then it can be considered a special requirement. Soft skills are NOT considered special requirements.

c. Place of Employment

c.1-6. Please list the mailing address and campus address where the individual will perform the work.

c.7. This refers to different cities in Wisconsin and/or the United States. For example, medical faculty who may be required to travel to clinics in other cities, should mark “Yes”.

c.7a. Answer as appropriate based on c.7. above. Please list the address of any additional worksite(s).

Part F. Prevailing Wage Determination

1-9. Leave as is.