

H-2B employer preparation checklist

Prepare these details for your first conversation. This is a planning checklist, not a complete filing or legal eligibility checklist.

1. Season dates

Your first and last day of need, why the need is temporary, and whether similar work recurs each year.

2. Crew size and job duties

The number of workers, the work each role performs, expected hours, and any job requirements.

3. Work locations

Every proposed worksite address, including jobs across multiple cities or states.

4. Business and seasonal records

Identify available payroll, financial, contract, or workload records that support the temporary need. The team will specify which records it needs.

5. Hiring history

Your U.S. recruiting efforts, prior H-2B filings if any, and questions about applicants or returning workers.

6. Budget categories

Plan for service fees, government charges, wages, transportation, applicable reimbursements, and operating costs.

7. Employer contact

Choose the person who can gather records, review job details, and coordinate employer signatures.

8. Questions for the call

Ask about timing, included services, your responsibilities, non-refundable payments, and what happens if visas are unavailable.

Use the secure client portal for case records when requested. Do not send passports, identity records, or tax documents through a general marketing form.

Discuss your season with Connecting Labor USA. <https://www.h2bvisa.com/consultation>