Connecting Labor USA

H-2B employer preparation checklist

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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.

Owner: Operations lead

Example: Signed opening calendar, dated contracts and monthly sales.

2. Crew size and job duties

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

Owner: Operations and hiring leads

Example: A role description with duties, weekly hours and headcount.

3. Work locations

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

Owner: Site or project manager

Example: A spreadsheet with each address, assignment and planned dates.

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.

Owner: Payroll or bookkeeper

Example: Monthly payroll summaries linked to contracts or booking records.

5. Hiring history

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

Owner: Hiring contact

Example: Applicant contact log and copies of prior case notices, if applicable.

6. Budget categories

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

Owner: Finance lead

Example: A season budget with quantities, sources and payment dates.

7. Employer contact

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

Owner: Business owner

Example: Name, business contact details and signing authority.

8. Questions for the call

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

Owner: Decision-maker

Example: A written list of unresolved scope, timing and cost questions.

When your case team requests records, it tells you how to send them securely. 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