



Overview: VISANOW's Full Service Offerings

- Consulting to streamline processes and advise on immigration strategies.
- Act as the immigration specialist for the client and engage all hiring managers, candidates, recruiters, HR, etc.
- Responsible for all compliance issues regarding foreign nationals.
- On-boarding the company to the outsourced program.
- Recruiting duties as U.S. laws permit including job search postings.
- Create email templates, marketing materials, etc. for client.
- Deliver quarterly analysis of client's immigration program.
- Navigate through VISANOW's online system for client including posting Q&A.
- Advise HR leaders on all immigration policy implications.
- Entering data into the client's ERP.
- Preparing foreign nationals' I-9's.
- Pre-Audits for Workplace Enforcement.
- Representing the client regarding workplace enforcement issues.
- Evaluating education certificates.
- Consulting foreign nationals on tax laws.
- Verifying employment eligibility.
- Executing background checks.
- Consulting on job descriptions.
- Staffing personnel onsite.
- Prepare and process all applications for U.S. immigration benefits.
- Prepare and process all applications for global work permission and travel.
- Monitor all filing, expiration and deadline dates for global immigration.
- Assist employees and management in assembling and maintaining necessary supporting documents.
- Assist with relocation including moving, culture training, etc.

