Advertising and Recruitment Feedback Requirements Policy

Name:	Advertising and Recruitment Feedback Requirements Policy	
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Last Review Date:	November 18th 2026	
Authorising Post:	Director of WORC	
Relevant Laws:	Immigration (Transition) Act (2022 Revision) Immigration Regulations (2025 Revision) Immigration (Transition) (Amendment and Validation) Act, 2025 Caymanian Protection Act (2022 Revision)	
Key Topics:	• Mandatory advertising requirements for work permit applications • Recruitment feedback obligations • Advertising in a locally printed newspaper • Caymanian recruitment considerations • Employer compliance obligations	

Advertising and Recruitment Feedback Requirements Policy

PART I – ADVERTISING REQUIREMENTS

1. Purpose

This policy consolidates the advertising and recruitment feedback requirements for all work permit grant, renewal and (annual) amendment applications, in accordance with the Immigration (Transition) (Amendment and Validation) Act, 2025, Immigration (Transition) Act (2022 Revision), and Immigration Regulations (2025 Revision).

The purpose of this policy is to:

- Ensure Caymanians and other qualified residents have equitable access to employment opportunities;
- Promote transparency, fairness and accountability in recruitment practices;
- Ensure employers demonstrate genuine efforts to recruit suitably qualified Caymanians and holders of Residency and Employment Rights Certificates prior to seeking overseas labour; and
- Enhance the ability of decision-makers to assess compliance with the requirement to give preference to local labour.

2. Policy Statement

In keeping with the Government's commitment to maximise employment opportunities for Caymanians, all work permit grant, renewal and (annual) amendment applications must be supported by evidence of advertising in both:

- the WORC Electronic Jobs Portal; and
- a locally printed newspaper,

unless specifically exempted under Section 4.7 of this policy.

For the purposes of this policy, "**a locally printed newspaper**" means a locally licenced company that provides a service of printing newspaper articles available for public consumption.

3. Legal Basis

This policy is grounded in Section 58(2)(b) of the Immigration (Transition) Act (2022 Revision) as read with the Immigration (Transition) (Amendment and Validation) Act, 2025 and Regulation 4 of the Immigration Regulations (2025 Revision).

Prior to submitting an application for a work permit grant, renewal or an amendment to an annual work permit, an employer must demonstrate that the position has been advertised for a minimum of twenty-one (21) consecutive calendar days in both:

- the WORC electronic Jobs Portal; and

- a locally printed newspaper,

for the purpose of determining the availability of:

1. a Caymanian;
2. the holder of a Residency and Employment Rights Certificate; or
3. a person legally and ordinarily resident in the Islands who is qualified and willing to fill the position.

Transitional Grace Period

A transitional grace period shall apply whereby work permit applications submitted up to and including May 21st 2026, may rely on advertisements that complied with the previous fourteen (14) day advertising requirement.

After May 21st 2026, all annual work permit applications must fully comply with the twenty-one (21) day advertising requirement outlined within this policy.

4. Advertising Requirements

4.1 Mandatory Advertising Platform

All vacancies relating to work permit grant, renewal and (annual) amendment applications must be advertised in **BOTH** of the following prescribed media:

- the WORC electronic Jobs Portal; and

- a locally printed newspaper.

Advertising on additional platforms, such as recruitment agencies, company websites, social media, or third-party job boards, **is optional but does not replace the mandatory advertising requirements** outlined above.

4.2 Duration of Advertising

The vacancy must be advertised for a minimum of twenty-one (21) consecutive calendar days prior to the submission of a work permit application.

For locally printed newspaper advertisements, employers must provide proof of advertising for three (3) consecutive weeks, with a minimum of one advertisement appearing per week.

Applications submitted up to and including May 21st 2026, may rely on advertisements that satisfied the previous fourteen (14) day requirement under the applicable transitional grace period.

4.3 Content of Advertisements

Below is a list of details which are required to be published in advertisements, based on the method of advertising:

Advertisements on WORC Jobs Portal	Advertisements in a Local Newspaper
- Job title and summary of duties - Minimum education and experience requirements - Salary range and all benefits - Deadline for application submission - Number of vacancies - Job location (including mobile positions) - Hours of work - Job type (e.g., full-time, part-time, shift, etc.) - Working conditions - Any language or special skill requirements (must be justified)	- WORC electronic Jobs Portal ID - Job title and description - Required skills and experience - Base salary or salary range with benefits - Work hours per month - Employer contact information

Employers are expected to ensure that advertisements accurately reflect the genuine requirements of the role and are not drafted in a manner that would unfairly and unreasonably exclude Caymanians.

4.4 Temporary Work Permits – Voluntary Advertisement Rules

Temporary Work Permit (TWP) applications are currently not legally required to be advertised. However, where an employer voluntarily advertises a TWP position, whether on the WORC Portal, local newspaper or through any other medium, the employer shall adhere to the same standards and expectations applicable to work permit grant advertisements, including:

- compliance with the applicable advertising duration;

- inclusion of complete and accurate advertisement content; and

- provision of recruitment outcomes and feedback documentation where Caymanian or RERC/PR Holder applicants applied.

4.5 Evidence of Advertising

Employers must submit the following with the work permit application;

- Confirmation of the WORC Portal posting ID;

- Copies of all newspaper advertisements, demonstrating publication for three (3) consecutive weeks;

- Copies of any additional advertisements published externally;

- a list of all applicants who applied for the position; and

- Recruitment outcome details and feedback documentation as required under Part II of this policy.

4.6 Validity of Advertisements

Unless otherwise restricted by a condition imposed by the Director or the Business Staffing Plan Board, advertisements may generally be relied upon for a period of up to three (3) months from the initial date of advertisement publication.

4.7 Exemptions from Advertising

The following categories are exempt from mandatory advertising requirements. However, advertising remains encouraged where feasible.

Category A: Personal Employers

Positions employed by a personal employer, including:
- Domestic Helper;
- Caregiver;
- Nanny;
- Butler;
- Gardener;
- Handyman; and
- Farm Hand.

Category B: Religious Occupations

- Pastors; and

- Ministers of Religion

Category C: Approved Advertisement Waivers

Positions where a waiver of advertisement has been approved by the Director or relevant Board prior to submission of the work permit application.

All other positions, including part-time roles, must be advertised as outlined in Section 4.

PART II – RECRUITMENT OUTCOMES & FEEDBACK PROCESS

5. Recruitment Process After Advertising

Once the advertisement period has ended, the employer is responsible for managing and documenting the recruitment process and ensuring that all recruitment decisions are fair, objective, and capable of review by WORC and the relevant Board.

5.1 Applicants Applying Through the WORC Jobs Portal

Employers must record the recruitment outcome of each applicant within the WORC electronic Jobs Portal using the system's standard recruitment outcome options.

For each applicant, employers will be required to indicate whether the applicant was successful or unsuccessful by selecting the applicable option within the portal (pictured below):



5.2 Structured Feedback for Caymanian/RERC Applicants Through the Portal

For every Caymanian or Residency & Employment Rights Certificate ("RERC") applicant who was unsuccessful in the recruitment process, the employer must provide comments and feedback explaining the reason(s) for non-selection.

This feedback will be accessible to:

- the respective Caymanian or RERC applicant;

- the Director of WORC and delegates; and

- the relevant Board.

5.3 Rebuttal Opportunity for Portal Applicants

Caymanian and RERC/PR Holder applicants applying through the WORC electronic Jobs Portal may submit a rebuttal through the portal within three (3) business days of receiving notification that feedback has been entered.

In the absence of a rebuttal, the Director of WORC and the relevant Board reserve the right to independently verify the accuracy and fairness of the employer's recruitment feedback.

5.4 Applicants Applying Through Newspaper Advertisements (or outside the Portal)

Where applicants apply directly through a newspaper advertisement or outside of the WORC electronic Jobs Portal, the employer must submit recruitment feedback documentation with the work permit application.

Where a Caymanian applied for the position, the employer shall provide:

- the names of all applicants for the post;
- the qualifications, working experience, and background of all applicants;
- the reasons for selecting the successful applicant and refusing the unsuccessful applicants;
- copies of refusal letters and interview reports for each unsuccessful Caymanian applicant; and
- copies of the job description and resumes of the non-Caymanian applicants.

Employers remain responsible for ensuring that all recruitment decisions are fair, objective, and capable of review by the Director of WORC and the relevant Board.

5.5 System of Record (for Portal Applicants)

The WORC electronic Jobs Portal remains the official system of record for recruitment activities conducted through the portal.

Feedback or outcomes provided solely through cover letters or attachments, without completion of the portal process where applicable, may be deemed non-compliant.

5.6 Documentation Required with Work Permit Submissions

When submitting a work permit application, employers must include, where applicable:

- Resume(s) of Caymanian applicants;
- Interview reports and/or assessment results for applicants interviewed;
- Rejection letter(s) issued to unsuccessful Caymanian or RERC applicants;
- Resume and qualifications of the selected non-Caymanian applicant;
- Copies of all newspaper advertisements;
- Explanation where language proficiency or special skills were listed as essential requirements; and
- Any additional recruitment documentation requested by the Director or the relevant Board.

PART III – COMPLIANCE & REVIEW

6. Compliance and Enforcement

Employers are expected to comply fully with all requirements outlined in this policy. The following consequences may apply in cases of non-compliance:

- Attempts to submit applications without evidence of mandatory advertising or an approved advertising exemption will be deemed incomplete and not accepted.
- Applications submitted before the expiration of the twenty-one (21) day advertising period may be refused by the Director or Board.
- Applications lacking required recruitment outcomes or feedback documentation may be refused by the Director or Board.
- Applications containing false, misleading, or incomplete advertising or recruitment records may be referred to WORC's Compliance team and may result in listing within the WORC Offenders Registry.

The Director of WORC and the relevant Boards reserve the right to request additional recruitment evidence where necessary to assess compliance with the Immigration legislation and policy objectives.

7. Review and Amendments

This policy will be reviewed every 12 months to ensure its continued alignment with:

- the Immigration (Transition) Act and Regulations;

- the Caymanian Protection Act and Regulations;

- labour market conditions; and

- Government policy objectives.

Amendments may also be implemented earlier in response to legislative changes, operational requirements, or policy directives.

8. Version History

Version	Date	Change Summary
1.0	August 19th 2025	Initial Advertising Policy
2.0	November 1st 2025	Consolidated policy including Recruitment Outcome and Feedback Process
3.0	May 12th 2026	Updated policy to incorporate mandatory 21-day advertising period, mandatory newspaper advertising requirements, transitional grace period, revised advertisement content requirements, and expanded recruitment feedback obligations under the Immigration Regulations (2025 Revision).
3.1	November 18th 2026	Added the definition of “a locally printed newspaper” to Section 2 and updated references throughout Parts I and II for consistency, including the provisions on advertising, proof of publication and recruitment feedback.