

Advertising and Feedback Requirements for Work Permit Applications

Issued by: Workforce Opportunities and Residency Cayman (“WORC”)

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WORC



WORKFORCE OPPORTUNITIES & RESIDENCY CAYMAN
CAYMAN ISLANDS GOVERNMENT

Advertising and Feedback Requirements for Work Permit Applications

PART I – ADVERTISING REQUIREMENTS

1. Purpose

This policy consolidates the advertising and recruitment feedback requirements for all work permit grant and renewal applications, in accordance with Section 58(2)(b) of the Immigration (Transition) Act (2022 Revision). It aims to:

- Ensure Caymanians and other qualified residents have equitable access to employment opportunities.
- Promote transparency and fairness in recruitment practices.
- Enhance the ability of decision-makers to evaluate whether employers have complied 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 and renewal applications must be supported by evidence of advertising on the WORC Online Portal, unless specifically exempted under [Section 4.6](#) of this policy.

3. Legal Basis

This policy is grounded in Section 58(2)(b) of the Immigration (Transition) Act (2022 Revision), which states:

“...the prospective employer, unless the prospective employer has been exempted by the Cabinet, the Board or by the Director, has registered the vacancy to which the application relates in an electronic portal established and managed by WORC for fourteen days before the submission of the application in order to ascertain the availability of any one or more of the following in the order in which they are listed —

- (i) a Caymanian;***
- (ii) the holder of a Residency and Employment Rights Certificate;***
- (iii) a person legally and ordinarily resident in the Islands who is qualified and willing to fill the position.”***

4. Advertising Requirements

4.1 Platform

All vacancies must be posted on WORC's official Online Portal.

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4.2 Duration

The vacancy must be advertised for a minimum of fourteen (14) consecutive calendar days prior to the submission of a work permit application.

4.3 Content of Advertisement

Each advertisement must clearly state the following:

- 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 (e.g., confined spaces, outdoor exposure, etc.)
- Any language or special skill requirements (must be justified)

4.4 Temporary Work Permits – Voluntary Advertisement Rules

Temporary Work Permit (TWP) applications are not legally required to be advertised. However, if an employer voluntarily advertises a TWP position (whether on the WORC Portal or through any other medium), the same standards and expectations as permanent work permit postings apply. This includes:

- Adhering to the 14-day minimum advertisement period;
- Providing complete and accurate advertisement content as listed in [Section 4.3](#);
- Logging outcomes and structured feedback in the portal for Caymanian or RERC applicants.

4.5 Evidence of Advertising

Employers must submit, with their work permit application:

- Confirmation of the WORC Portal posting ID;
- Copies of any other advertisements published externally (e.g., newspaper, agency site);
- A list of all applicants who applied;
- Reasons for not hiring each applicant.

4.6 Exemptions from Advertising

The following categories are exempt from mandatory advertising. However, advertising is still encouraged where feasible:

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Category A: Positions employed by a personal employer, including:

- Domestic Helper
- Caregiver
- Nanny
- Butler
- Gardener
- Handyman
- Farm Hand

Category B: Pastors and Ministers of Religion

Category C: A waiver of advertisement approved by the Director or relevant Board prior to submission.

All other positions, including part-time roles, must be advertised as outlined in [Section 4](#).



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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 using the WORC Online Portal. This includes recording applicant outcomes and providing feedback and documentation for unsuccessful Caymanian or RERC applicants.

5.1 Logging Applicant Outcomes

Employers must log the outcome of each applicant in the WORC Online Portal using the system's standard outcome options for recruitment (by selecting either “Yes” or “No”). Please find an example of the portal options below:

A screenshot of a web form from the WORC Online Portal. The form is titled "Recruited" and contains two radio button options: "Yes" and "No". The "Yes" option is selected. The form is overlaid on a background image of the Cayman Islands coat of arms, which features a green turtle on a shield, with a banner below it that reads "FOUNDED IT UPON". The text "WORC" is also visible in large, light blue letters in the background.

Recruited

☒ Yes

☐ No

5.2 Structured Feedback for Caymanian/RERC Applicants

For every Caymanian or RERC applicant that was **not** successful in the recruitment process, the employer must provide comments/feedback regarding the reason for non-hire.

This feedback will be available for viewing by the respective Caymanian or RERC applicant, the Director of WORC (and delegates) and the Boards.

5.3 Rebuttal Opportunity for Applicants

Caymanian and RERC applicants will receive a notification once feedback is entered. They may submit a rebuttal via the portal within three (3) business days.

In the absence of a written rebuttal from the Caymanian or RERC applicant(s), the Director of WORC (and delegates) and the Boards reserve the right to further verify the accuracy of the employer's feedback.

5.4 System of Record

The WORC Online Portal is the official system of record for all recruitment activities. Feedback or outcomes provided only in cover letters or attachments will be deemed non-compliant.

5.5 Documentation Required with Work Permit Submission

When submitting a work permit application, employers must include:

- Resume(s) of Caymanian applicants;
- Interview reports and/or assessment results for all candidates;

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- Rejection letter(s) issued to Caymanian or RERC applicants;
- Resume and qualifications of the selected non-Caymanian applicant;
- Explanation if language proficiency or specific skills were listed as essential in the ad.

PART III – COMPLIANCE & REVIEW

6. Compliance and Enforcement

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

- Applications submitted without proof of advertising (unless exempt) will be rejected.
- Applications submitted before the 14-day advertisement period ends will be rejected.
- Applications lacking required recruitment outcomes and feedback will be rejected.
- Submitting false or misleading advertising or recruitment records will result in referral to WORC's Compliance team and listing in the WORC Offender's Registry.

7. Review and Amendments

This policy will be reviewed every 12 months to ensure its continued alignment with the Immigration (Transition) Act, the needs of the labour market, and Government policy objectives. Amendments may also be made earlier in response to legislative changes or operational improvements.

8. Version History

Version	Date	Change Summary
1.0	August 19 th 2025	Initial Advertising Policy
2.0	November 1 st 2025	Consolidated policy including Recruitment Outcome and Feedback Process