

YOUR WORKING CHECKLIST

Employment evidence: a job-offer record index

How should a worker index job-offer records without equating an offer with immigration authorization?

A job-offer index should distinguish the employer, proposed duties, terms and any associated government process. It makes the actual commercial proposal reviewable without treating an employer's hiring decision as immigration permission.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Index employing entity with its source and event date.
- ☐ Index actual duties with its source and event date.
- ☐ Index offer history with its source and event date.
- ☐ Index agency matter with its source and event date.
- ☐ Mark missing or conflicting information without inventing an answer.
- ☐ Compare the finished index with current official instructions before relying on it.

Notes and questions to follow up

Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

USCIS: Form I-129: petition structure for temporary workers

<https://www.uscis.gov/i-129>

USCIS: Form I-140: immigrant worker petition and the evidence structure

<https://www.uscis.gov/i-140>

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

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<https://immigrantinsider.com/checklists/job-offer-record-index/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.