

Compass Classifieds

Client guide to work permit-compliant job ads

About this guide

This guide explains the minimum advertising standards and recommended ad sizes for job advertisements placed with Compass Classifieds where advertising is required for Cayman Islands work permit applications and renewals.

It is designed to help employers:

- Meet WORC advertising requirements
- Avoid delays or rejections due to non-compliant ads

When advertising in a local newspaper is required for full/annual work permits (including renewals) submitted on or after 1 May 2026, employers must advertise the position for a minimum of 21 consecutive days:

- On the WORC Jobs Portal (JobsCayman), and
- In a locally printed newspaper (such as Cayman Compass)

For newspaper advertising, employers must be able to show:

- Three consecutive weeks of print advertising
- At least one advertisement per week

Minimum standard of information for job advertisements

When advertising a role to support a work permit renewal, the guide book requires that the advertisement clearly includes at least the following information:

1. **WORC** electronic jobs portal ID
2. **Job title** – accurately reflecting the role being performed
3. **Job description** – duties and responsibilities with sufficient detail to allow Caymanians to assess suitability
4. **Base salary or salary range, with benefits** – the actual remuneration offered (not ‘competitive’ or vague terms)
5. **Work hours per month** – including whether the role is full-time or part-time
6. **Employer contact information**
7. **Location of employment** – where the job will be based
8. **Required qualifications, skills and experience** – only those genuinely needed for the role
9. **How to apply** – clear application method and contact details
10. **Closing date for applications**
11. **Statement encouraging Caymanian applicants** – confirming the role is open to suitably qualified Caymanians
12. **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.

For further information please refer to the Immigration Reform Guidebook

See section on ‘Work Permits’ and ‘Advertising Requirements’

<https://gov.ky/w/immigration-reform-guidebook>

