

B1. Good Example of Expanded Job Description

Capture requirements, Sprint Planning & Execution: 10%

- Capture business and application requirements, brainstorm requirements.
- Document functional requirements and operations (calculations, technical details, data manipulation and processing etc.).
- Sprint-planning:
 - Participate in meeting held on first day of each sprint involving Scrum Master, Product Owner, and Team, where Product Owner presents the set of features to be achieved in the sprint.
 - Work estimates are reviewed to see the team has sufficient time to complete all the requested features in the sprint and team commits to the sprint.
 - The lower priority features added back into the product backlog, until the workload for the sprint is enough to obtain the team's commitment.

Analysis, Design, Maintenance, Performance Tuning, Documentation and Testing– 20%

- Create design documents for defining process, Quality and Information analyzer jobs
- Analysis and study of existing systems.
- Identify low performance jobs and rewrite/redesign to improve performance.
- Identify the underperforming queries and rewrite.
- Create appropriate indexes for the relevant columns of the tables in database.
- Documentation of test cases and workflow instructions
- Unit test of DataStage Jobs for extraction, transformation and loading of client data.

Technical Design Documentation and Data Migration – 50%

- Create low level design documents for Parallel jobs, batch jobs and Sequence jobs
- Handle database server backups appropriately, and data recovery.

- Export / Import wizard to move the data between different servers - Development, QA, and Production.
- Execute parallel jobs, batch jobs or sequencers for data migration.
- Extract client data with IBM DataStage from Oracle and map the data into target business warehouse.
- Monitor errors and warnings using IBM DataStage Director.
- Track Slowly Changing Dimensions (SCD) using Surrogate Keys.
- Implementation of Naming Conventions, Parameterizing the variables from Global Environment to stage level.
- Extraction and transformation of data using Parallel Extender for parallel processing.
- Work with various stages of Parallel Extender like Sequential file, Dataset, Lookup, Transformer, Merge, Aggregator, Row generator, Surrogate key generator and many more to design jobs and load the data in to Fact and Dimension tables.
- Design and create User-Defined SQL queries for extracting the data from source systems.
- Work on Error Handling in IBM DataStage.
- Develop automated and scheduled load processes using Unix Shell scripting.

Organize, Manage Development – 10%

- Code deployment to Development, QA and Production environments.
- Share the functional requirements document and work on test plan development.
- Create unit test cases for different application functions and SQL procedures.
- Provide inputs on the test data preparation phase
- Review of Test cases with the client team and provide a sign-off
- Perform integration and smoke test in development before deploying application to QA.
- Support QA team with testing till code is deployed to production.
- Track defects information in HP Quality Center tools.

Onsite-Offshore coordination – 10%

- Knowledge transfer from the client to the team – Obtain the necessary technical knowledge and share, train the team.
- Communicate timelines, progress, delays of the work assigned on daily basis from the team to the client and vice versa.
- Conduct review meetings with the concerned development and support teams on daily assignments, management of Development and testing tasks.

B2. Good Example of Expanded Job Description

Develop and maintain Web application- 40%

- Capture business and application requirements, brainstorm requirements.
- Create design documents based on the business requirements.
- Develop new user interface screens depending on business requirements using ASP.Net MVC, C# and other Microsoft technologies.
- Build responsive web pages using Bootstrap.
- Create store procedures and required database scripts using SQL Server 2012
- Design and create new tuned SQL procedures to retrieve, process and store data for application based on designs, business requirements.
- Create database triggers for automation, views, stored procedures and user defined functions
- Maintain referential integrity, domain integrity and column integrity by using the available options such as constraints etc.
- Involve in the SQL code walk through and reviews with the team.
- Create and implement DB data encryption procedures using hashing and key encryption.
- Create/Update Entity Relationship (ER) Diagrams to the proposed database changes.
- Analyze and implement the code to integrate various functional workflows of all the modules.

Unit and Smoke test - 20%

- Develop unit test cases for the implemented requirements and all modules.
- Write unit test cases for different application functions and SQL procedures.
- Perform unit testing using developed test cases.
- Perform basic integration and smoke testing in dev environment before deploying application to QA environment.
- Support QA team with testing till code is deployed to production.

Performance Tuning - 15%

- Monitor application performance using various open source, HP performance monitoring tools.
- Identify the underperforming procedures and redesign the high-performance procedures to retrieve or persist information in database tables.
- Identify the low performance queries and joins and create indexes for the relevant columns of the tables and improve performance.
- Perform performance testing to measure application response times using HP Performance Center.

Project Planning and Management – 15%

- Identify the scope of projects and deliveries of the proposed system on iterations base.
- Create multiple phases of system and deliver the relevant modules and meet the deadline.
- Establish milestones for various Sprints of Agile development.
- Analyze, develop modules and train project team.
- Establish project budget based on the estimates to full fill project requirements.
- Track the project implementation progress status for each module's functionality by the tracking tools.
- Resolve the technical implementation issues in technologies and deployment issues in production.
- Publish various weekly, monthly project progress reports and recommendations to achieve project targets, milestones.

Documentation and Support - 5%

- Develop and maintain user documentation.
- Develop and maintain reference cards for help desk support.
- Create and maintain user manuals for the application and its modular functions.

- Provide help desk support to resolve the issues faced by end users.

Analysis and Enhancements – 5%

- Collect and document the feedback from end users who are using the proposed system.
- Prepare the technical summary report document to improve the system by compiling end-users feedback.
- Analysis and study of existing systems.
- Documentation of business requirement for enhancing applications features.
- Identify new advance technologies of implementation to improve the system performance and do the performance test by creating performance test cases.
- Implement the integrated work flows for the relevant modules.

B3. Good Example of Expanded Job Description

Original Job duties in Support letter:

- Design and develop solutions for complex applications problems
- Provide system administration support
- Address network concerns and create a network map for the organization
- Perform systems management and integration functions.
- Provide technical support and assist with troubleshooting of system issues
- Manage system, network incident and support infrastructure
- Maintain Business Continuity Planning (BCP);
- Provide support to the training program

Expanded Duties while responding RFE:

Design and develop application **25%**

- Participate in the Software Development Life Cycle (SDLC) from conceptual analysis to implementation based on the customer requirements.
- Provide quality assurance, quality control and production support
- Analyze, design and development of the code to integrate the functional workflow.
- Identify the scope of projects and deliver the proposed system in Agile methodology.
- Plan phased development and deliver the relevant modules meeting deadline.
- Resolve the technical implementation issues in technologies or deployment issues in production.

Provide System administration and support **25%**

- Handle queries of IT system to provide onsite support for installation.
- Resolve problems regarding performance tuning, networking & application conflicts for site & client VPNs
- Ensure to achieve change management goals as per client's requirements.

- Install & configure Domain Host Control Protocol (DHCP), Domain Name Server (DNS) & Internet Information Services (IIS) on windows servers.
- Maintain Active Directory to Create and Configure domain user accounts, group accounts and Assigning User Permissions.
- Fix Domain logon problems and grant access to resources throughout the network.
- Create and manage shared folders, and troubleshoot share permissions

Address network concerns and create a network map for the organization **15%**

- Forecast service delivery functions to ensure end-to-end ownership of incidents and service requests adhering to SLAs.
- Migration of Microsoft Active Directory and Exchange Server Migrations for large corporations.
- Implement security policy and virus protection.

Provide Technical support **10%**

- Provide technical support and troubleshoot systems.
- Communicate with external & internal customers for reported incidents and ensure proper resolution.
- Handle servers using VMware, terminal services, RDP, PC, VNC viewer meeting SLAs.
- Manage trouble ticket queue, configure monitoring alerts, performance monitoring and system diagnostics.

Manage system and network infrastructure **10%**

- Maintain and manage system and network incident and support infrastructure
- Administer systems involving design of network layouts (switches, wireless routers, firewalls, VPN, load-balancers & file servers).
- Configuration & maintenance of auto backups.

Maintain Business Continuity Planning (BCP) 5%

- Support Data Center Migration, inventory of systems, retire and decommission old infrastructure.
- Plan and coordinate for Disaster Recovery.

Provide Training 10%

- Create and maintain user manuals for the application and network infrastructures.
- Train support and develop new team members.
- Provide help desk support to fix the issues faced by end users.

B4. Good Example of Expanded Job Description for Level 1

TASKS	% of time per week	Managed by
<p>Capture and Analyze user requirements and Design</p> <ul style="list-style-type: none"> • Capture and document business requirements from end to end business functions and design business analytics architecture. • Responsible for reviewing and mapping of business requirements and preparation of functional design document and Technical design documents 	25%	Team Lead
<p>Design, Develop and Test</p> <ul style="list-style-type: none"> • Validate, build and deploy analytical solutions across the business functions. • Design and develop Tables, Views, and Stored Procedures and Partitioned Tables for large tables. • Create sequences and views. • Create and maintain stored procedures, PL/SQL and SQL statements, and triggers to be used in Oracle environment and created standardized exceptions handling. • Identify UI (User Interface), functionality defects and caveats in the Functional Requirements that were addressed prior to User Acceptance Testing (UAT). • Handle all designing, developing, debugging and testing of reports in SQL Server Reporting Services (SSRS). • Maintain data integration to unite data from existing system using SSIS and perform transformations on MS SQL 2008. • Generate lookup reports using SSRS. • Migrate data from various data sources using OLE DB connection by creating various SSIS packages, loading the data 	55%	Team Lead

H-1B Uncovered

<p>into flat file or Excel file formats.</p> <ul style="list-style-type: none"> • Handle performance tuning of SQL queries and fix long running queries to decrease package execution time. • Troubleshoot issues and errors using SQL Server Integration Services (SSIS). • Conduct Unit Testing of various functionalities and perform defect analysis during the pre-production stage. • Migrate deliverables such as PL/SQL packages to different environments. 		
<p>Document and Implement</p> <ul style="list-style-type: none"> • Adhere to strategies, polices and standards associated with the assignment being performed must be documented. • Document the daily, monthly and yearly activities from a functional standard to handle the smooth transition. • Coordinate with the Business Analysts to create new reports and update existing report as per business requirement and practices. 	10%	Team Lead
<p>Project Management and Coordination</p> <ul style="list-style-type: none"> • Analyze processing requirements, workflows and Schedule limitation to plan systems per requirements. • Involve in project meetings/design groups with other team members to get weekly status reports. • Organize meetings with client to maintain Defect Detection Efficiency, Release scope and other statistics. • Participate in high level business meetings and analyze and plan user stories. • Publish periodical project status reports to Management. 	10%	Team Lead
TOTAL	100% (40 hrs. /week)	

B5. Good Example of Expanded Job Description and mapping courses

Tasks	% of time spent per week	Courses used and Experience
Implement an automated software engineering delivery/development.	5%	Studied subjects like Data Structures through C language while pursuing his Bachelors of Technology .
Identify, Analyze different toolsets and implementing various practices across an internal open source community.	5%	Undertook courses on cloud computing, programming languages and software engineering while pursuing his Master of Science .
Coordinate with other application feature teams to ensure implementation of integrated design and testing.	10%	Studied subjects like real time systems and software engineering while pursuing his Master of Science .
Implement continuous integration/continuous delivery pipelines.	10%	Studied courses on cloud computing, programming languages and software engineering while pursuing his Master of Science .
Support development, test and production phases during production implementation.	10%	Studied subjects like cloud computing, programming languages and software engineering while pursuing his Master of Science .
Design applications for automated monitoring & alerts.	10%	Subjects like cloud computing, programming languages, software engineering, compiler design, operating systems and database systems were studied in his Master of Science program .

H-1B Uncovered

Maintain integrity of the software build & deploy processes and improve version control and integration across development, test and production environments.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design, operating systems and database systems while pursuing his Master of Science .
Implement and support DevOps tools for configuration management, build, deploy continuous integration, automated testing and automated self-service release management.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design while pursuing his Master of Science .
Analyze emerging build/deploy technologies and tools including cloud based development.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design while pursuing his Master of Science .
Code, debug, revise and document intricate objects or systems, design solutions based on functional area assigned.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design, mobile app programming while pursuing his Master of Science .
Technologies used in the projects, such as: Linux/Unix, CIT/Github/RTC AWS, Ansible, Vagrant, Puppet, Chef or an equivalent, uDeploy, Circle CI, Jenkins, Travis, and Red Hat's EAP, Java, Message Broker, and WebSphere.	10%	Studied subjects like cloud computing, programming languages, software engineering, compiler design, mobile app programming while pursuing his Master of Science .
TOTAL	100% (40 hrs./week)	

B6. Example Job Description

Job duties as a Software Developer

Project Overview

Client Name: Name of the Client

Project Name: Put Your Project Name

Project Role: Senior .Net Developer (Software Developer)

Project Objective:

Description of Project Objectives here.

Tools and Technologies:

ASP.NET, C#, MVC 5, Entity Framework 6.0, Web API, Angular JS, JavaScript, JQuery, AJAX, Autofac, SQL Server 2012, Visual Studio 2015, WCF, OKTA, Cloud Computing, Windows Azure, SharePoint 2013, Google Analytics.

Job Duties:

1. To develop the web based software using computer programming languages such as C#, MVC and MS SQL Server.
2. Perform application design, development and deployment based on industry's best practices.
3. Work with Technical Architects, Project Managers, System Analyst and come up with solutions that meet the requirement.
4. Perform code review for all internal deliverables and formulate best practices.
5. Analyze the code and suggest potential improvements on performance as needed.

6. Participate in client meetings involving Technical Architects, Project Managers and System Analyst.
7. Continuously evaluate the industry best practices and educate customer.
8. Work closely with quality assurance team to ensure delivery of high quality and reliable web applications.
9. Understand Agile methodologies.
10. Develop databases including queries, triggers and stored procedures.
11. Monitor application performance at post-deployment stage and make required changes if and where needed.
12. Resolve application defects and issues in a timely manner.
13. Monitor everyday activities of system and provide necessary support.

Work Hours / Week: 40

Approx.

Percent

Job Duty

20%

Develop the business requirements and defining the scope and key objectives of the project.

Duty Details: This requires the beneficiary to interact with business owner or users, to determine the overall system requirements. He should perform the project gap analysis, establish and evaluate the functional requirements gathered for validity and feasibility and communicate the same to the business users. It is his job to understand requirements and provide technical recommendation of the most suitable approach. He is responsible for implementing proof of concepts wherever necessary to supplement the solution option. Furthermore, he is responsible for creating high-level design documents - logical, physical and network models. He is involved in technical design and data mapping document for all the functional and nonfunctional requirements.

Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required:

In order to accurately document all the requirements (functional and nonfunctional) and convert the functional requirements to technical design requires someone who can understand and analyze the whole system. It also requires someone who has the analytical skill necessary to translate the requirements into feasible specifications. The technical knowledge and analytical skill necessary to successfully evaluate the requirements and implement them precisely for new or modified products and the related documentation are gained in a limited number of ways, including advanced (at least Bachelor's degree, or the equivalent) levels of studies in technical areas including Computer Engineering.

Why the job is Complex and Unique: This application is critical in nature as it has huge number of users and we needed to concentrate more on application performance in both front end and back end level. To understand the functional requirements and translate it to low level design is really a challenging process. This needs expertise and experience on application performance tuning and good exposure to database technologies.

20% Software Design the develop complete framework

- Duty Details: This requires the beneficiary to design rich and responsive User Interface (UI). He will work closely with User Experience (UX) designer and other design specialists. He is responsible for overall vision created by UX designers. He is responsible for design and shape unique, user-centric product and experiences. Responsible for designing all the web pages up to the industry standards. He is also responsible for SPRINT delivery and demo to the customer as part of agile project management practice. He will participate in SCRUM calls and ensure the tasks recorded in JIRA are completed by the team. Conducting code walkthroughs and review peer code. He will also responsible for improved performance by following the coding standards.

Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required: This requires someone with the technical knowledge associated with front end design that accompanies advanced studies, at least the Bachelor's degree or the equivalent level of studies. It also requires someone who has strong user interface development capability and can overcome the technical and performance challenges associated with developing enterprise level applications to create an acceptable solution for given design specifications. They should also have a good analytical skill necessary to understand the current product architecture and technical skills necessary to incorporate new enhancements into the current system. The technical and user interface skills are needed in advanced (at least Bachelor's degree level or the equivalent) studies in technical areas including Computer Engineering.

Why the job is Complex and Unique:

- As a front end developer will need to provide rich user experience, which should work well across all the devices like desktop, mobile, iPad and other devices. This kind of development needs advanced level of skills like HTML, CSS, Bootstrap, JavaScript, JQuery, AJAX and AngularJS. All requirements and wish list items of the research phase have been addressed and documented.

30% Develop the Architectural framework

Duty Details: Developing the web based software using computer programming languages such as C#, MVC and MS SQL Server. Work with Technical Architects, Project Managers and System Analyst and come up with solutions that meet the requirement. Responsible for code review for all internal deliverables and formulate best practices. He is also responsible for analyzing the code and suggest potential improvements on performance as needed. He will be responsible for continuously evaluate the industry best practices and educate customer. He is working closely with quality assurance team to ensure delivery of high quality and reliable web applications. Responsible for developing databases including queries, triggers and stored procedures. Resolve application defects and issues in a timely manner. Responsible to provide user authentication for secure access through OKTA identity and access management cloud.

Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required: To understand the issues or bugs from the current system and quickly resolve them with minimal impact on production environment, the beneficiary relies on his technical knowledge as well as his analytical ability to examine the issues. Additionally, to address any concerns related to the functional changes deployed to production, he would need a thorough understanding of the design specification. The analytical skill required to prioritize and address issues and technical knowledge required to resolve them swiftly. To do all of these, an individual requires a degree in advanced studies (at least Bachelor's degree or equivalent) in technical areas including Computer Engineering.

Why the job is Complex and Unique: Fixing issues related to the environment are not the easiest of the tasks. For example, a particular functionality is operating as expected in lower environment but the same is not operating as expected in higher environment (Production). It demands strong analytical thinking and bug fixing skills. It also requires an individual who can monitor the system daily and provide necessary support.

15% Presenting insights and recommendations to the client.

Duty Details: This duty requires the beneficiary to share all the intermediate and final deliverables with the client in order to establish cadence and seek timely feedback for the same. He is responsible for collating and presenting the recommendations and insights that would enable continuous measureable improvement in the client's business decisions. Furthermore, he is also responsible for preparing executive summary of the results for the senior management.

Why a Bachelor's Degree in Computer Science, Engineering or Science or Its Equivalent or any related field with relevant work experience is required: This duty requires an individual who has good communications and presentation skills. The position also calls for good analytical skill and technical knowledge in order to easily understand a client's requirements and recommendations and fix them in a timely manner. In order to demonstrate such high level of skill and performance, an individual must have advanced studies (at least Bachelor's degree or equivalent) in areas including Computer Science and Systems Engineering.

Why the job is Complex and Unique: The employee will undertake absolute responsibility and ownership of the entire application, which is never going to be an easy task. In order to be able to this, he also requires an in-depth knowledge of analytical report preparation and presentation.

You can download these samples from <http://www.edu-evals.com/samples>

B7. Example Affidavit from Co-Worker

AFFIDAVIT

I, [Co-worker Name here] do hereby solemnly state and affirm as hereunder:

1. I am over twenty-one years of age and otherwise competent to make this affidavit.
2. I am/was employed with [Company Name] as a [Job title of Co-worker] since 12-APRIL-2011 to TILL DATE. My degrees are [co-worker degrees List].
3. For this reason, I know that [H-1B- Beneficiary] is/was also employed with [Company Name], since 12-APRIL-2011 on a full-time basis as a [Job title of H-1B Beneficiary].
4. I certify that as a [job title] with [Company Name], perform the following detailed duties:

[Detailed Job duties here]

- WebLogic Administration and Support
- WebSphere Administration and Support
- Tomcat Administration and Support
- NDM Support

Date: [Todays Date]

I hereby declare under penalty of perjury pursuant to the laws of the United States of America (28 U.S.C. '1746) that the foregoing is true and correct.

Executed on: [Notary Date]

Co-worker Name

Co-worker Email

Co-worker Phone number

Notary Signature/Date

B8. Example Affidavit from Co-Worker

Affidavit for [H-1B Beneficiary]

THE STATE OF [State where Notary]

COUNTY OF [State where Notary]

Before me, the undersigned notary, on this day, personally appeared, known to me to be the person whose name is subscribed below, and who, after being sworn testified as follows:

“My name is [H1 b Beneficiary] I am over 18 years of age, of sound mind and capable of making this Affidavit. The facts stated in this Affidavit are within my personal knowledge and are true and correct.

I have worked in the position of [Job Title] as an employee of [Company Name]. I am signing this Affidavit to confirm that I have worked for 40 hours/week (Jan 2013 – April 2016).

I have performed the following duties

- Tested black box testing working with large real time datasets ranging from 5GB to 100GB
- Developed Cost/Benefit Priority Programming Optimization resulting in decrease of 30% in life cycle costs
- Performed Box-Cox transformations and Principal Component Analysis on the Physical Features to minimize the non-normality and correlation of the dependent variables respectively
- Analyzed dependent variables that clear hypothesis test at 95% confidence using Stepwise Regression
- Coded in MATLAB, a Graphical User Interface for predicting the pavement condition deterioration

- Coded using data mining techniques like Artificial Neural Networks, Decision Trees and K means Clustering over the of 200 miles of Brockton road network to develop a Repair & Maintenance Strategy algorithm
- Developed regression and probabilistic predictive models using extreme weather (from NOAA database) and typical weather such as precipitation, temperature, freeze thaw cycles, etc. (from LTPP database)

This work includes the practical and theoretical application of data science, data analysis, research, business intelligence and pavement management systems.”

Should you have any questions, please do not hesitate to contact me.

....., **Affiant**

Dated this [Notary Signing Day/Date]

SUBSCRIBED AND SWORN TO BEFORE ME on the [Notary Signing Day/Date]

Notary Public, State of [Notary State]

B9. Checklist for Experience Letters

Please see <http://blog.cyrusmehta.com/2015/02/the-ao-on-credential-evaluations-and.html>

1. Make sure Employee Name, Dates of employment (format of the date such as MMDDYY), and title of the job on the letter.
2. Obtain extremely detailed experience letters from former employers, which describe each position that the foreign national has held such that the progressively responsible nature of the positions is evident and indicates the foreign national's level of expertise in the specialty.
3. The description of the foreign national's duties and responsibilities should clearly state that the nature of his work included both theoretical and practical application of specialized knowledge required by the Specialty Occupation.
4. The letters must also mention the potential worker's peers, supervisors and subordinates who have degrees in the Specialty Occupation.
5. The H-1B petitioner must also demonstrate that the foreign national has recognition of expertise in the specialty evidenced by at least one type of a list of five types of documentation previously discussed.
6. By submitting two expert opinion letters from two college professors along with contemporaneous evidence of their ability to grant college-level credit will help the prove the Specialty Occupation.

B10. List of documents that can be included to prove Specialty Occupation

<http://knowingimmigrationlaw.com/overcoming-h-1b-challenges-how-to-prove-specialty-occupation-eligibility/>

Here are a few documents that can be used in addition to the one discussed in the book to ascertain Specialty Occupation by the petitioners for H-1B visa:

1. Letters procured from other employers working in the industry affirming the need for a bachelor's degree in a certain field for the occupation in question;
2. Job announcements or postings for the proposed job position suggesting that the employer needs at least a bachelor's degree qualification in the field in question;
3. Job announcements or ads for similar job positions demanding at least a bachelor's degree in a particular field by other employers in the trade;
4. Evidence suggesting that the job in question was formerly undertaken by an individual with an associated degree;
5. Online biographies or background information about other people employed in a similar position by other employers, which will also include information regarding their education;
6. A comprehensive summary of the duties that will be performed and an indication that it would require at least a bachelor's degree qualification. Through this document, it can be argued that the certain job duties are so specialized and complicated that a minimum college-level coursework in a related field is a necessity.
7. Using a qualified source for expert opinion like for e.g. a professor in the field, who would be able to articulate with reason that the proposed job position is one that requires the incumbent to hold a bachelor's degree in the domain.
8. Documents such as an organizational chart, which illustrates the employer's hierarchy and employee levels, and explicitly shows how the position in question fits within the unit's structure. This would help illustrate the complexity of the job.

9. A sample of the complicated projects or assignments that the prospective employee will be expected to work on in the position; and
10. Materials like program catalogs, printouts of webpages, marketing materials, news articles, and other materials to demonstrate the potential employee's project size and complexity.