**LABOUR MARKET IMPACT ASSESSMENT (LMIA) – CHECKLIST OF PROCEDURES FOR HIRING NON-CANADIAN**

**Step 1 ­­­­\_\_\_\_** Vacancy should be posted. LMIA-compliant advertisement must include:

* + - company name (University of Winnipeg)
		- business address
		- title of position
		- job duties (provide as much detail as possible when it comes to specific skillsets you are seeking)
		- skills requirement (education, experience)
		- terms of employment (project based, term, probationary)
		- benefits package (if applicable)
		- location of work (local area, city, town)
		- hiring manager, contact information (phone, fax, email address, mailing address)
		- the following government required statement: **“All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.”**

* Advertising must run continuously for a reasonable length of time (no less than 30 days) and should remain open until position is filled
* Positions must be advertised on the National Job Bank **(HR to post on Job Bank)** plus additional sources (UW website) (proof of posting will be required for LMIA application),
* Must be posted in AUCC & CAUT (must provide copies of advertising payment)

* **ADVERTISING MUST BE CONSISTENT ACROSS ALL VENUES**

**Step 2 \_\_\_\_\_** Search Committee identifies top-ranked candidate as non-Canadian

 Must complete the Foreign Academic Recruitment Summary – information required:

* + - # of total applications broken down by Canadian & Foreign, details on how the Canadian applicants not interviewed screened out of interview list (this would be a brief statement why a candidate was not selected utilizing the same verbiage from the advertisement.  For example, “Failed to demonstrate strong potential/experience in research”).
		- # of Canadian & Foreign applicants interviewed,
		- # of Canadians applicants offered a positions,
		- # of foreign applicants offered a position,
		- # of applicants who declined a position.

**Step 3 \_\_\_\_\_\_** DPC chair completes DPC recommendation form to forward to the Dean and Vice-President Academic for approval.

* + - should also include Foreign Academic Recruitment Summary for VPA signature
		- CV of candidate
		- written summary supporting Foreign Academic Recruitment Summary

**Step 4 \_\_\_\_\_\_** Vice-President approves and support search

* all DPC documentation sent to Human Resources

**Step 5\_\_\_\_\_\_** Department Head/Dean negotiates offer with candidate

* should be clearly advised to candidate offer is contingent on successful LMIA application and candidate successfully obtaining a work permit

**Step 6 \_\_\_\_\_\_** Offer is accepted by candidate

**Step 7 \_\_\_\_\_\_** Letter of offer prepared by Provost and Vice-President, Academic Office; forwarded to President’s office for signature

**Step 8 \_\_\_\_\_\_** Once letter of offer signed, copy forwarded to Human Resources to include in LMIA application

**Step 9**\_\_\_\_\_\_\_ All supporting documents from the DPC search should be sent to Human Resources to support the LMIA application.

**Step 10\_\_\_\_\_\_\_ Human Resources** obtains *Certificate of Registration* from Government of Manitoba

* application made through Employment Standards website
* complete form, print off completed form, fax to number listed on application form
* (confirmation from Employment Standards can take 7 – 14 days, certificate will be mailed to Human Resources)

**Step 11\_\_\_\_\_\_ Human Resources** completes Labour Market Impact Assessment application form

* contact hiring department to obtain account number to charge $1000 application fee
* fax application form and all supporting documentation to ESDC (NOTE: application processing timelines can take approximately 10 – 25 weeks)

**Step 12 \_\_\_\_\_\_** Application approval

* + - Human Resources will receive approval/denial information
		- Human Resources to contact department to advise outcome
		- Human Resources to contact candidate and provide them with confirmation details
		- Advise candidate to apply for work permit

**Step 13\_\_\_\_\_\_** Candidate applies for Work Permit at nearest Canadian Visa Office or on-line at www.cic.gc.ca/english/information/applications/work

* upon attainment of Work Permit, candidate to provide copy to Human Resources candidates apply for SIN card (can be done either in advance of arrival to Wpg or upon arrival at Service Canada office)

**Questions? Please contact Gina Schiak – Human Resources**