

# Guidelines for Completing A Labour Market Impact Assessment Application

- ✓ Attach LMIA [Checklist](#) Coversheet to top of completed LMIA application, along with other required information.

FIELD	REMARKS	
<b>SECTION 1: BUSINESS INFORMATION</b>		
Leave this section blank		
<b>SECTION 2: EMPLOYER CONTACT INFORMATION</b>		
Leave this section blank		
<b>SECTION 3 THIRD - PARTY INFORMATION</b>		
Leave this section blank		
<b>SECTION 4 LABOUR MARKET IMPACTS</b>		
1	How many....business number?	Leave blank
2	Did the business...last tax year?	Yes
3, 4	Will hiring....residents?	Normally, “No” is indicated. If “Yes” is the appropriate answer, provide details in adjacent field (# 4).
5, 6	Will hiring...residents?	<u>Academic positions:</u> Yes. In adjacent field (#6), type: <i>TFW will impart knowledge and skills to University students through mentoring/teaching.</i> <u>Non-academic positions:</u> Answer appropriately
7, 8	Will hiring....labour shortage?	Yes. In adjacent field (#8) type: <i>Unsuccessful in locating suitable Canadians/permanent residents.</i>
9	Please describe...to a TFW:	Completion of this field is optional.
10	Were any....past 12 months?	No (If employees, in the <b>SAME OCCUPATION</b> as the LMIA, were laid off, contact Immigration Services)
11	If yes,.... many TFW’s?	Leave blank.
	What was the reason.....affected?	Leave blank
12	Will the hiring....utilizing a TFW?	No
13	If yes,.....more generally:	Leave blank
14	Does the business....program?	No
15	If yes, provide details:	Leave blank
16	Is there a labour dispute in progress?	No
17	If yes, provide details:	Leave blank

FIELD		REMARKS
<b>SECTION 5 JOB OFFER DETAILS</b>		
1	How many TFW's .....occupation?	<i>One</i>
2	What is the job...TFW(s)?	List job title. (Must match job title listed in the ads for this position.)
3	Describe, in your.....to the TFW(s):	List job duties (verbatim) as they appear in job ads. Do <u>not</u> list job qualifications in this field.
4	How is the position.....remain vacant?	List: <i>"The position will enhance the growth of research and study programs, as well as the University's global competitiveness. Should the position remain vacant, the growth of research and study programs will remain static. Students will find enrolment at U of A to be a less attractive option. Canadian students will graduate with education that is less attractive in the labour market."</i>
5	What is the expected (YYYY-MM-DD)?	List expected start date by year, month and day.
6	What is the ....duration?	List only one duration.
7	Why does the employer require the TFW for this duration?	For continuing positions: <i>"Long-term commitment required to enhance long-term growth of research &amp; study programs."</i>  For temporary positions: <i>"Such positions are funded on a temporary basis only."</i>
8	Indicate the language ....employment:	Check appropriate boxes for oral <u>and</u> written language requirements. (If the job requires a language that is neither English nor French, check the last box. List the language that is needed and provide a rational for this need.)
9	Minimum education....job:	Check appropriate box(es).
10	Minimum experience.....P.Eng.):	Describe the experience/skill requirements (verbatim) as they appear in job ads. Do <u>not</u> list job duties in this field.
11, 12	Is the occupation...registration?	"No" is normally indicated. If certification, licensure or registration is mandatory, indicate "yes" and then, list the name of the governing body in the adjacent field (#12).
<b>SECTION 6: WORK LOCATION</b>		
1	Business Operating....location:	<i>University of Alberta</i>
2	Describe, in your own...work location:	List: <i>"The University of Alberta in Edmonton is one of Canada's top teaching and research universities, with an international reputation for excellence across the humanities, sciences, creative arts, business, engineering and health sciences."</i>
3	Describe, in your own.....at the primary work location:	Complete only if applicable.

4, 5, 6, 7	Address of the primary location where the TFW will work	List the street address of foreign national's U of A office. *If foreign national will work in additional locations, contact Immigration Services.
FIELD		REMARKS
SECTION 7: HOURS, PAY AND BENEFITS		
1	What is the wage.....location?	Leave blank
2	How many hours.....each day?	<i>Approximately 8</i>
3	How many hours....each week?	<i>Approximately 40</i>
4, 5	Will the TFW have.....weekly hours?	<u>Academic positions:</u> Check "Yes". In adjacent field (#5), type: <i>With the exception of teaching classes, academics typically set their own hours. These hours average out to a minimum of 40 per week.</i>  <u>Non-Academic positions:</u> Normally, "No" is indicated. If hours are not standard, check "Yes" and provide an explanation in adjacent field (#5).
6, 7	Is the employer's.....this LMIA?	Normally, "Yes" is indicated. Leave #7 blank. *If the position is for less than 30 hours per week, contact Immigration Services.
8	What is the regular....to the TFW?	<u>Academic positions:</u> Insert hourly wage. Use this formula: $\text{annual salary (plus market supplement, if applicable)} \div 52 \text{ weeks} \div 40 \text{ hours}$ . <b>Do not round up.</b>  <u>Non-Academic positions:</u> Refer to the appropriate staff agreement.
9	What is the overtime... requirements)	<u>Academic positions:</u> "N/A". Leave remainder of spaces blank.  <u>Non-Academic positions:</u> Consult staff agreement for overtime rate. Also, complete right side of field.
10	Was the wage....or both?)	"Yes"
11	If yes, provide calculations...wage:	<u>Academic positions WITHOUT market supplements:</u> "Annual salary in Canadian currency (Insert annual salary amount) $\div 52 \text{ weeks} \div 40 \text{ hours}$ "  <u>Academic positions WITH market supplements:</u> "Annual salary plus annual market supplement in Canadian currency (Insert sum of annual salary plus annual market supplement) $\div 52 \text{ weeks} \div 40 \text{ hours}$ "  <u>Non-Academic positions:</u> "Annual salary in Canadian currency (Insert annual salary amount) $\div 52 \text{ weeks} \div$ (Consult staff agreement and then insert number of hours per week.)"

12, 13	Will the TFW....overtime)?	<u>Academic positions; contingent positions (such as Faculty, FSO and Librarian) and support positions: "No"</u>  If "Yes" is applicable, provide details in adjacent field (#13).
14	Is the position part of a union?	"Yes". In adjacent field, list" <i>Please see attachment.</i> " (Attach salary page of the applicable staff agreement.)
15	Benefits.....requirements):	Consult staff agreement and check all boxes that apply.
16	Vacation.....requirements):	Consult staff agreement and answer accordingly.
<b>SECTION 8: RECRUITMENT</b>		
1	Is the position.....Facilitated Process?	<u>Academic positions: "Yes"</u>  Type: " <i>Academics. The duties of the position are primarily (Insert either: teaching and research or: research).</i> "  If requesting an <u>LMI renewal for a tenure-track position</u> , add: " <i>This is a (Insert either: second, third or fourth) request for a tenure-track position and is exempt from advertising.</i> "  <u>Non-Academic positions: "No"</u>
2	Did the employer.....for this job?	"Yes" Complete items i, ii, iii, iv. If required, include a separate sheet.
3 - 8	How many.....?	Answer <u>each</u> question accordingly. Do not leave any fields blank. If there were no Canadians/permanent residents, type: "0"
9	For each unsuitable....journeyperson).	List reasons that <u>each</u> Canadian/permanent resident applicant didn't meet advertised requirements. Reasons must be <u>only those requirements listed in the ad OR write "See attached"</u> . <b>Complete the template below.</b>
<b>SECTION 9: SEASONAL OCCUPATIONS</b>		
1	Is the application.....occupation?	"No" If job is seasonal, contact Immigration Services.
2	Provide the specific....Year:	Leave blank.
3	What was ....peak season?	Leave blank.
4	What was the....peak season?	Leave blank.
<b>SECTION 10: TRANSITION PLAN FOR HIGH-WAGE POSITIONS</b>		
1	Number of Canadians....work location:	Leave blank.
2	Number of TFW's....location:	Leave blank.
3	Would the employer.....Transition Plan?	<u>Academic positions: "Yes"</u> and select "unique skill" At bottom of field, type: " <i>Data will be provided to Universities Canada. In turn, Universities Canada will collate data and provide ESDC with an annual report.</i> "

		<u>Non-Academic positions</u> : “No”
4	Has a Transition Plan....before?	<u>Academic positions</u> : “No” Leave remainder of Transition Plan (pages 9, 10, 11, 12) blank. <u>Non-Academic positions</u> : Do not complete remainder of Transition Plan until after contacting Immigration Services.
5	Describe the .....plan activities:	<u>Academic positions</u> : Leave remainder of Transition Plan (pages 9, 10, 11, 12) blank. <u>Non-Academic positions</u> : Contact Immigration Services for guidance. Leave remainder of pages 9, 10, 11, 12 blank.

**SECTION 12: DOCUMENTATION CHECKLIST – HIGH-WAGE POSITION**

Leave this section blank

**SECTION 13: DECLARATION OF THE THIRD-PARTY REPRESENTATIVE (IF APPLICABLE)**

Leave this section blank

**SECTION 14: APPOINTMENT OF THIRD PARTY (IF APPLICABLE)**

Leave this section blank

**SECTION 15: SIGNATURE OF EMPLOYER**

Leave this section blank

The application is submitted online and therefore will not require this signature  
Ensure the coversheet is signed by the Dean, and that these application forms are saved and sent to Immigration Services in the writeable format

**FIELD**

**REMARKS**

**TEMPORARY FOREIGN WORKER INFORMATION TEMPLATE**

WORKER #1

First name:

Insert foreign national’s first (given) name as it appears on his/her passport.

Last name:

Insert foreign national’s last (family) name as it appears on his/her passport.

Date of Birth (YYYY-MM-DD)

Insert foreign national’s date of birth by year, month and day.

Country of Residence

Insert name of country where foreign national **currently** lives.

Leave remainder of page 16 - 18 blank.

**INSERT LETTERHEAD**

**EMPLOYER ATTESTATION**

[Click here to enter a date](#)

To Whom It May Concern,

For the position of Title, in the Department/Faculty of Title, there no employment ended due to the end of contracts or dismissals that specialized in this area of required expertise. The Department of Title confirmed there were no layoffs for the preceding year due to reduction of employment for academic staff at the professional or instructional ranks (NOC 4011).

Sincerely,

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Name  
Title

**SECTION 8: RECRUITMENT**

**Page 7, Block 9 Continued**

**EXPLANATION for Not HIRING CANADIAN/PERMANENT RESIDENT APPLICANTS**

<b>Applicant#</b>	<b>Explanation of why each of the Canadian/permanent resident applicants did not meet the advertised requirements of the position</b>
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## **SECTION 12: DOCUMENTATION CHECKLIST – HIGH-WAGE POSITION**

### **Job Bank Rationale**

We have demonstrated that the advertising medium used for an academic position - web, print or electronic - is effective in attracting appropriate candidates for the position and meets all other ESDC requirements.