LMIA Application Summary

August 12, 2022

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|  | Employer is expected to get familiar with below information to get best chance to have their LIMA application approved. |

# Part I: Business Information

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|  | This part will be used to answer ESDC officer’s verification questions |

|  |  |
| --- | --- |
| Employer Information | |
| Legal Name | {{general.legal\_name}} |
| Operation Name | {{general.operating\_name or “”}} |
| CRA# | {{general.cra\_number}} |
| Employee number (under same CRA number) | Full-time: {{general.ft\_employee\_number}}  Part-time: {{general.pt\_employee\_number}} |
| Established date | {{general.establish\_date}} |
| Recruiting Email | {{ general. recruit\_email }} |
| Business brief | {{general.company\_intro}}  {{general.business\_intro}} |

## Part II: LMIA Application Rationale

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| --- | --- |
|  | Key points: Urgent, Bona fide business needs |

1. **Why does the company need to hire a TFW**

{{ general[‘company\_intro’] }}

{{ general[‘business\_intro’] }}

{{ position[‘why\_hire’] }}

1. **Who is currently filling the duties of this position?**

{{ position[‘who\_current\_fill’] }}

1. **What’s the benefit from hiring the foreign worker?**

In general, the benefit are: {{ lmi[‘brief\_benefit’] }}, specifically:

{%p for b in lmi\_benefits %}

* {{ b }}

{%p endfor %}

1. **Why needs 2 Years work permit? (may request 3 years）**

If we would like to internally train a Canadian to be the {{joboffer[‘job\_title’]}}, we believe it should take around {{duration }}.

{%- if ‘permanent resident’ in lmiacase[‘purpose\_of\_lmia’].lower() -%}

And we are in support of the foreign worker for applying permanent resident, and it also could take around {{lmiacase[‘duration\_say’]}}.

{% endif %}

## Part III: Job Offer and Position Details

|  |  |
| --- | --- |
|  | Include major points and identify the opportunity. Restate the client’s project goals you identified previously (such as via RFP, interview, etc.). |

1. **Recruitment timeline**

* Interview conducted on {{ recruitmentsummary. interview\_date }} by {{recruitmentsummary. interview\_way}}
* Interviewer: {{ recruitmentsummary[‘interviewer\_name’] }}
* Job offered date: {{ joboffer[“offer\_date”]}}
* Hiring email: {{ general[‘recruit\_email’] }}

1. **Job Offer details**

| NOC: | {{joboffer[‘noc’]}} |
| --- | --- |
| Title: | {{ joboffer[‘job\_title’] }} |
| Rate: | {{ joboffer[‘wage\_rate’] }} {{ joboffer[‘wage\_unit’] }} |
| Hours: | {{ joboffer[‘hours’]}} H/W |

*Get familiar with the job duties listed on job ad and job offer. Make sure you can describe the job duties and keep align with the duties listed on the job offer. If the ESDC officer think the job should have a different NOC, that will be a problem. The job duties listed on the job offer are as the following:*

{%p for d in joboffer[‘duties’] %}

* {{ d }}

{%p endfor %}

1. **Is there same position in your company and justify the proposed salary different or higher than others.**

{%p if position[‘has\_same’]%}

Yes. The lowest rate is {{ position [‘lowest’]}}, and the highest is {{ position [‘highest’]}}

{%p else %}

No. There is no same position

{%p endif %}

## Part IV: Recruitment Process

1. **Is the employee（TFW） your friend or relative? ）How，when，where did you get to know the TFW? Did your company, or any other third party, charged the employee for securing the job offer?**

* The employee is not my friend or relative. No one charged the employee for securing the job offer.
* {{ position[‘how\_did\_you\_find’] }}

1. **why do you think he/she is qualified?**

|  |  |
| --- | --- |
|  | Key points: work experience, education experience, language abilities, and other skills (communication, interpersonal, leadership, etc.) |

{%p for w in why\_qualified %}

* {{ w }}

{%p endfor %}

1. **What medias did you post your job ads on? For how long? Please check the expiry date, and make sure there must be at least one job advertisement is still valid**

Totally we did {{ num\_of\_job\_posts }} advertisements as the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Post date | Expiry date | Media | Days to LMIA submission |
| {%tr for a in adv\_summary%} | | | |
| {{a[‘start\_date’] }} | {{ a[‘end\_date’] }} | {{ a[‘media’] }} | {{ a[’days’] }} |
| {%tr endfor %} | | | |

*Pursuant to ESDC policy, there must be at least one advertisement still valid before the decision made. So, you must tell the processing officer that there is at least one still available during the interview. Otherwise, the application will be refused. Check the abovementioned media list and expiry date and find one or more still valid.*

1. **Did you invite candidates in Job bank who match your requirements?**

Yes. we proactively use Job Bank’s matching function to invite potential candidates to apply.

1. **How did you screen the candidates?**

The screen criteria are based on the job advertisement and qualification requirement. The qualification requirement is as the following:

* {{ joboffer[“specific\_edu\_requirement”] }}
* {{ joboffer[“skill\_experience\_requirement”] }}

{%p for w in joboffer[“other\_requirements”] %}

* {{ w }}

{%p endfor %}

1. **Interviewing**

Please get familiar with your Recruitment Summary, especially for why those interviewed Canadians were not qualified. VERY IMPORTANT

# Part V: Administration

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| --- | --- |
|  | Make sure to know what you did and what the Immigration Consultant did |

1. **What did your company do for the LMIA application?**

* Set up job requirements， briefed job duties
* Posted job ads.
* Screened
* interviewed, and recorded.
* drafted the recruitment summary

(You briefed the job duties and qualification requirements and asked your assistant to draft and post the job). Please refer to “Recruitment Summary”.

1. **About the Immigration Consultant (third-party)**

* Name: {{rcic.first\_name}} {{rcic.last\_name}}
* Email address: {{rcic.email}}
* Professional Fee: {{rcic.rcic\_rate}}
* How did you get to know the consultant: {{ rcic.how\_client\_know\_rcic }}
* What did the consultant do:
  + introduced the regulations, requirements, and the process of applying LMIA.
  + provided us a document list and collected all the documents, filled forms,
  + review the job ads, posted and maintain the job ads on jobbank
  + review documents and submit the LMIA application.

1. **What did the recruiting agency do? (If applicable)**

* Communicate with us regarding the details of the job
* Drafting and posting the job ads.

**Appendix- ESDC interview question samples**

1. Can I confirm your position/what’s your position in the company?
2. Can I confirm with you the business’s CRA number?
3. What is the principal business activity?
4. What is the total number of employees under this CRA number? How many full-time employees? How many PR and foreign workers?
5. What is the reason of your request/why do you want to hire a xxx(position name )?
6. Who is doing the work now?
7. Why do you think this TFW is qualified to do this job?
8. When is the last time you saw the applicant? where?
9. Is the TFW still willing to take this job?
10. Do you still have any job ad ongoing? Which one?
11. Did you receive any new resumes after you submitted this application?
12. What job duties will the foreign worker be performing? (2022-06)
13. Why do you think the TFW is qualified for this position?
14. Any other company staff can do the job? Did you ever consider promoting your current Canadian employees to this position?
15. What’s your representative’s name and email address?