

HIRING FOREIGN WORKERS IN ALBERTA: INFORMATION FOR EMPLOYERS

LIVE LINKS

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Useful Websites

Alberta Immigration Promotion: www.alberta-canada.com/immigration/employers

Alberta Provincial Nominee Program: www.alberta-canada.com/pnp

Jobs in Alberta (Provincial website): www.alberta-canada.com/jobs

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Option 1 Temporary Foreign Worker Program

Step 1 Gather Information

A) Determine the skill level of the occupation

Useful Websites

NOC Codes: <http://www23.hrdc-drhc.gc.ca/>

B) Determine if assessment of foreign credentials is required.

Useful Websites

Health Profession Associations & Regulatory Bodies: www.hsa.ca/links/profassoc

Internationally Educated Engineers: www.apegga.org

Professions and Occupations: www.employment.alberta.ca/profsandoccs

Working in a Trade: www.tradesecrets.gov.ab.ca/working_in_alberta.html

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C) Determine if a Labour Market Opinion is required

Useful Websites

LMO exemptions: www.cic.gc.ca/english/work/apply-who-permit.asp

TFW Unit in Calgary: www.cic.gc.ca/english/work/employers/tfw-units.asp

TFW FAQ: www.cic.gc.ca/english/information/faq/work/employers-faq03.asp

Step 2: Apply for a Labour Market Opinion

Useful Websites

Download Foreign Worker/LMO Application form #EMP239B from:
www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/fwp_forms.shtml

National Job Bank (Federal website): www.jobbank.gc.ca

Step 3: Submit your application

Useful Websites:

Complete instructions for electronic submission of LMO applications:
www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/fwp_application.shtml

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Step 4: Receive a Labour Market Opinion

Step 5: Hire or Find Foreign Workers

Useful Websites

Instruction sheet and sample employment contract for semi-skilled workers:
www.hrsdc.gc.ca/en/epb/lmd/fw/PilotProject/annex2-e.pdf

Jobs in Alberta Website (Provincial website): www.alberta-canada.com/jobs

Step 6: The Foreign Worker Obtains a Work Permit

Useful Websites:

Work Permit Application Forms:
www.cic.gc.ca/english/information/applications/work.asp

Canadian Visa Offices: www.cic.gc.ca/english/information/offices/missions.asp

Countries and Territories Requiring Visas: www.cic.gc.ca/english/visit/visas.asp

Medical Examination Requirements:
www.cic.gc.ca/english/information/medical/medexams-temp.asp

Concurrent Processing: www.cic.gc.ca/english/work/processing.asp

Option 2

International Mobility and Exchange Programs

Mobility Programs

Useful Websites:

Citizenship and Immigration Canada – Foreign Worker Manual – review appendices on NAFTA: www.cic.gc.ca/english/resources/manuals/fw/fw01e.pdf

Jobs that require a work permit but not a LMO: www.cic.gc.ca/english/work/apply-who-permit.asp

Temporary Foreign Worker Unit in Calgary:
www.cic.gc.ca/english/work/employers/tfw-units.asp

Exchange Programs

Useful Websites:

Citizenship and Immigration Canada – Foreign Worker Manual – review appendix on International Student and Young Worker Employment:
www.cic.gc.ca/english/resources/manuals/fw/fw01e.pdf

Work & Travel programs for German citizens: www.dfait-maeci.gc.ca/canada-europa/germany/visa-internD-en.asp

Option 3

Alberta Provincial Nominee Program

Alberta Provincial Nominee Program

Useful Websites:

Provincial Nominee Program: www.alberta-canada.com/npn

PNP Application Forms: www.alberta-canada.com/npn/workerforms

PNP International Graduate Program: www.alberta-canada.com/npn/graduates

Other Resources:

Using Labour Brokers To Recruit Foreign Workers

Useful Websites:

Using Employment Agencies in Alberta & Canada: www.alberta-canada.com/immigration/employmentagencies

Using a Lawyer or Other Immigration Representative:
www.cic.gc.ca/english/information/representative/index.asp

Extension of Employment

Useful Websites:

Applying for an LMO Extension – Foreign Worker Application Form:
www.hrsdc.gc.ca/en/workplaceskills/foreign_workers/forms/emp5354e.pdf

Instructions/Application to Extend Your Stay in Canada as a Worker – Vegreville Processing Centre: www.cic.gc.ca/english/information/applications/extend-worker.asp

Programs and Services for Immigrations to Alberta

Useful Websites:

Immigration Programs and Services: www.employment.alberta.ca/immigration-services