



Labour Market Impact Assessment (LMIA)

Contact the Office of the Vice-Provost, Faculty & Academic Life (faculty.immigration@utoronto.ca) or Integrated HR (hr.immigration@utoronto.ca) (for RA / SRA / other staff) **prior to initiating a search** and provide:

- A position description that includes:
 - Job duties
 - Required education
 - Required experience
 - Other required qualifications

Once the ads are approved and the search is concluded, provide:

- A copy of a job advertisement that has been posted on at least 3 Canadian job boards
Note: some positions may require ESDC job bank posting.
- Evidence that the job has been posted for at least 30 days (60 recommended)
- Proof that no Canadians or Permanent Residents (PR) who applied are even remotely qualified (i.e. it is not about the “best” hire)
- *For faculty hires, provide:* a Completion of Offer Form, Foreign Academic Recruitment Summary form, Signed Letter Of Offer

Do

- ▶ Ensure advertisement copies include the hyperlink and posting date.
- ▶ Contact VPFAL or iHR (RA / SRA) if you are not sure if a Canadian or PR meets the qualifications.

Don't

- ▶ Submit advertisement copies that are incomplete or illegible



Labour Market Impact Assessment Exemptions

Contact the Office of the Vice-Provost, Faculty & Academic Life (faculty.immigration@utoronto.ca) or Integrated HR (hr.immigration@utoronto.ca) (for RA / SRA / other staff) **and provide the following information:**

- passport information (date of birth, gender, name on passport)
- citizenship & residency status
- CC / CFC / Fund / Order
- the type of exemption that is being sought (i.e. the category of exemption)
- a copy of the signed Letter of Offer / Invitation

Do

- ▶ Use approved templates for invitations
- ▶ Do contact the appropriate unit for assistance and guidance
- ▶ Comply with the Employment Standards Act and University employment policies

Don't

- ▶ Have the worker pay the **Employer** compliance fee or recover the fee from the worker
- ▶ Pass on employer compliance responsibilities to the worker
- ▶ *Be creative*