

Glossary of Key Terms Related to International Recruitment

Please note: this information is meant as a helpful primer, but it should not be substituted for visiting the appropriate Government Website or contacting employer supports through NS Immigration. Recruiting foreign workers takes time, expect a minimum of three to six months, to complete all the steps depending on the stream. Information can change quickly, and websites are a challenge to navigate. Terms are used in very particular ways. The best way to get the information you need is call the appropriate government official.

Atlantic Immigration Pilot

The Atlantic Immigration Pilot is a partnership between the Government of Canada and the four Atlantic Provinces. It helps Atlantic businesses of all sizes attract international graduates and skilled foreign workers to fill job vacancies. You do not need a Labour Market Impact Assessment to hire employees under the pilot. There is an **employer support team** available through NS Immigration to guide you through the process. Call: (902) 424-5230 or toll Free in Nova Scotia: 1-877-292-9597. Email: nsnp@novascotia.ca. For more details visit: <https://novascotiainmigration.com/help-for-employers/atlantic-immigration-pilot/> The Atlantic Immigration Pilot functions as a nominee program for people who are interested in becoming permanent residents of Nova Scotia. The advantage to the foreign worker is that they can apply directly for permanent residency with an endorsed job offer from a designated employer and can access a work permit while they wait for permanent residency.

Express Entry System (Portal)

The express entry portal is a free online assessment tool for foreign nationals interested in emigrating to Canada. Qualified individuals are assigned a score based on many characteristics that are valued by the Canadian government. Qualifying individuals are placed in a pool and those with the highest scores are periodically invited to apply for permanent residence status. Provinces can also draw on candidates in the pool to fill their employment needs. Candidates in the pool are invited to create a job match profile. One way that applicants can increase their total point value is to have a job offer from a Canadian employer.

Foreign (International) Student

Foreign students can work in Canada for up to 20 hours a week while on their student Visa and can work full time during school breaks.

High-wage or low-wage?

A wage at or above the provincial median hourly wage is considered high-wage, a wage below the median is considered a low-wage position. Employers have different responsibilities to Temporary Foreign Workers based on whether or not the job offer is deemed high or low wage. Currently the median hour wage across all occupations in Nova Scotia is \$18.85. <https://careers.novascotia.ca/wages-benefits>

Immigration Medical Exam

Teachers of small children are among the groups requiring a medical by a panel physician who is approved by Immigration, Refugees and Citizenship Canada. Nova Scotia currently has two approved

panel physicians. All permanent resident applicants and their families require a medical by an approved panel physician. Medical exams are valid for one year. <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/medical-police/medical-exams/requirements-temporary-residents.html>

Job Bank - Job Match Service

The Government of Canada Job Bank has a service, called Job Match, that matches job advertisements posted by Canadian employers with job seekers who are registered with the Job Bank. Matches are assigned a star rating out of five based on how compatible the seeker is with the job posted. Employers who want to hire a Temporary Foreign Worker (TFW) must use job match as part of their recruiting efforts prior to obtaining a Labour Market Impact Assessment (LMIA). Permanent residents and applicants in the express entry pool are encouraged to sign up for job match too. Job Match is a good way to identify qualified candidates. https://www.jobbank.gc.ca/pieces_jointes-fra.do?cid=6463

Labour Market Impact Assessment (LMIA)

A **LMIA** is a document that proves that hiring a foreign worker will not hurt the Canadian labour market, and that the employer tried to find a Canadian citizen or permanent resident to fill the position. The provision of a **LMIA** serves as proof that no Canadian citizen or permanent resident was ready, willing, and able to perform the job. There is a **\$1000 Service Canada processing fee** for each **LMIA** application. One form can be submitted for multiple positions, but the fee is due for each position. An **LMIA** can include the name of the candidate or be unnamed. An un-named LMIA is valid for up to six months. There is no processing fee for an **LMIA** in support of a permanent residence application. An **LMIA** application requires proof of business legitimacy and proof of recruitment activities. A Nova Scotia Employer Registration Certificate is also required. An **LMIA** is not required of employers approved under the Atlantic Immigration Pilot. Contact the Employer Contact Centre 1-800-881-9874 for assistance. **LMIA**s can be processed in as few as 10 business days for high demand occupations. <https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-foreign-worker/permanent/skilled/make-job-offer.html>

National Occupation Classification (NOC code)

The [National Occupation Classification \(NOC\)](#) is a nationally accepted reference for classifying and understanding Canadian occupations. Over 40,000 job titles are organized into 500 group descriptions. Description items include duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market. Early Childhood Educators and Assistants fall under the NOC 4214. Early Childhood Education is considered a skilled occupation with a B level classification.

Permanent Resident (PR)

An immigrant is selected as a permanent resident based on their education, work experience, knowledge of English and/or French, and other criteria that have been shown to help people succeed in the Canadian labour market. Spouses and children are included on the application.

A permanent resident is someone who has been given permanent resident status by immigrating to Canada but is not a Canadian citizen. Permanent residents are citizens of other countries. A person in

Canada temporarily, like a student or temporary foreign worker, is not a permanent resident. Permanent residents do not require a work permit.

Provincial Nominee Programs (PNP)

NS skilled worker stream is designed for those with a full-time job offer. The decision to nominate an immigrant is dependent on labour market needs and the province's economic situation. Applicants must meet many criteria and the potential employer must demonstrate that conventional recruitment efforts have been exhausted. The applicant must also have at least 12 months of relevant work experience in the past five years, meet language requirements, etc. The Atlantic Immigration Pilot focuses on this stream.

Nova Scotia Employer Registration Certificate

Required as part of the Atlantic Immigration Pilot application and for any LMIA application. Required if you hire any temporary foreign worker in Nova Scotia. Obtained free of charge from the Labour Standards Office <https://novascotia.ca/lae/employmentrights/FW/EmployerRegistrationHowTo.asp>

Nova Scotia Department of Labour & Advanced Education

Regulates the workplace for foreign workers. (See also Nova Scotia Employer Registration Certificate) https://novascotia.ca/lae/employmentrights/FW/ForeignWorker_Fact_Sheet.asp

Nova Scotia Express Entry Streams

The Nova Scotia Nominee Program is an immigration recruitment and selection program that allows the Government of Nova Scotia to nominate to the Canadian government individuals who can meet provincial labour market and economic needs and who intend to establish themselves permanently in Nova Scotia. A nominee, along with his or her spouse or common-law partner and dependents, approved under this program may become permanent residents of Canada following approval by the Canadian government.

Nova Scotia demand express entry has two categories. Category A applicants must have a full-time job offer with an employer who has completed an LMIA as required. There are several other criteria including a demonstration that the applicant has the financial resources to settle successfully (minimum \$12,475 which increases with each family member). Category B opens sporadically through the year for short windows of time and requires applicants to have 1 year of skilled work experience in one of the target occupations. Early Childhood Education does not currently appear on this list.

<https://novascotiainmigration.com/move-here/nova-scotia-demand-express-entry/>

Nova Scotia Works

Provides free employer services. They provide links to job boards to help employers meet their required recruitment activities. <https://novascotia.ca/works/>

Required Recruitment Activities

To get a position endorsed under the Atlantic Immigration Pilot or to have a position screened for an LMIA the employer must pursue required recruitment activities for the designated period to ensure no qualified Canadian or permanent resident is available for the job. For an LMIA application these recruiting efforts must have occurred in the past three months for at least four consecutive weeks.

Under the Atlantic Immigration Pilot, a copy of the job advertisement that appeared in three different publications, one being national in scope i.e. Job Bank Canada is required. All advertisements must occur in the six months prior to the date of the job offer to the applicant. Each advertisement must be publicly available for no less than four consecutive weeks. The employer must be able to demonstrate that the print media and websites used to advertise the job, target an audience in Canada that has the appropriate education, professional experience, language ability and skill level required for that job. Certain data pertaining to your recruitment activities must also be collected and shared.

Temporary Foreign Worker Program (TFWP)

View the PDF, *The Employer's Roadmap to hiring and retaining internally trained workers*
<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-foreign-worker.html>

Work Permit

An open work permit allows an immigrant to accept employment in Canada without the need of a LMIA. Once applicants have been nominated by the NSNP, their spouses can apply for an open work permit. The permit allows them to work for any employer and in any occupation.

A Post Graduate Work Permit which is given to international students who have successfully completed their studies in Canada. The students apply for a Post Graduate Work Permit of up to 3 years. This work permit allows them to work for any employer and in any occupation without the requirement of an LMIA. This is the work permit that is currently available only to graduates of public colleges and universities. <https://novascotiainmigration.com/help-for-employers/faqs/>

Finding Help

- Email IRCC.INExpressEntry-EntreeExpressRI.IRCC@cic.gc.ca to get contact information for the Federal Employer Liaison Officer in your region.
- A good place to get an overview of the hiring process is:
<https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/hire-foreign-worker/permanent.html>
- Atlantic Immigration Pilot (902) 424-5230; 1 (877) 292-9597