

Checklist for Employer Self-Assessment When Hiring Foreign Workers for the First Time

This checklist helps employers new to hiring foreign workers decide if it's right for them.

Why do you consider hiring a foreign worker?

- ☐ Expansion of the company's operational scope.
- ☐ Reorganization of existing organizational structures.
- ☐ Entry into nascent or previously untapped markets.
- ☐ Fulfillment of substantial client orders or contractual obligations.
- ☐ Mitigation of elevated employee turnover rates.
- ☐ Requirement for personnel possessing specialized expertise.
- ☐ Keeping a current foreign worker who is essential for continued business.
- ☐ Other factors, as may be specified.

What actions were undertaken to fulfill the position?

- ☐ Advertising on multiple job boards, including Job Bank and specialized platforms.
- ☐ Engagement of a professional recruiter.
- ☐ Participation in relevant events, such as job fairs.
- ☐ Collaboration with educational institutions and professional organizations.
- ☐ Other actions:

Is the business capable of meeting the specified requirements to employ a temporary foreign worker for the proposed duration of employment?

- ☐ Payment of a competitive hourly wage (subject to program-specific variations).
- ☐ Guarantee of full-time employment, at least 30 work hours per week.

If, upon evaluation, the position is a legitimate business necessity and no suitable Canadian citizens or permanent residents can be found, the organization can prepare to hire temporary foreign workers. The **next steps** will involve:

- Job description and employment terms evaluation.
- Program selection.
- Labour Market Impact Assessment (LMIA) application or online offer submission (if LMIA exempt).
- Issuance of confirmation to the temporary foreign worker (TFW).
- TFW's application for a work permit.

For professional assistance with initiating the temporary foreign worker hiring procedure, please contact us at info@leromlaw.com

Disclaimer: This information is provided for informational purposes only and does not constitute legal advice. It is recommended that you consult with a lawyer for advice regarding your particular situation.