

# Manitoba – Foreign Worker Destination

## INTRODUCTION

It is no secret that one of the biggest challenges Manitoba employers will face in the future, is the ability to recruit and retain skilled workers. The Manitoba Hog Industry has already experienced these challenges over the last few years, and it is fully expected to be even more challenging in the foreseeable future. Although Manitoba is fortunate to have a relatively good number of qualified “Canadian” skilled workers employed in the Hog Industry today, unfortunately there are not nearly enough to fulfill the needs across Manitoba. Many employers have already begun to utilize programs like “Temporary Foreign Worker” and “Manitoba Provincial Nominee Program” to fill their vacancies with foreign workers.

## WHERE DO WE START

For many companies, when a decision is reached to engage in foreign recruitment, the need for workers has reached a critical stage. Unfortunately that has often led to “rushing” the process, and usually that will mean a “higher cost” or a “foreign worker selection” that is not as good as it could be. Planning ahead is critical. The ability to predict employee needs at least one year in advance, will be very helpful. Although many business owners are capable of managing the foreign recruitment process, it can be quite time consuming. Since time management is critical for most business owners/managers, perhaps engaging a consultant that specializes in foreign recruitment, will be an advantage, and may help to avoid errors that can slow or halt the process. Keep in mind that not all consultants are fully qualified, and you will need to carefully select a reputable consultant who knows your business, is familiar with foreign recruitment programs, and will be able to represent you with integrity. For those who would like to manage this process on their own, you should include the following steps:

1. Planning & Preparation
2. Service Canada - Foreign Worker Application
3. Manitoba Provincial Nominee Program
4. Selection of Foreign Workers
5. Settlement of Foreign Workers

## 1. PLANNING & PREPARATION

Advance planning is certainly one of the keys to success. It will be important to predict an actual number of positions you may need to fill with foreign workers, taking into account predictions of turnover, new positions, and the availability of suitable domestic applicants. It is understood that if there are sufficient suitable domestic applicants available, the foreign recruitment process is not necessary and will not be supported by

Service Canada. A demonstration of ongoing domestic recruitment efforts will be required by Service Canada as part of the foreign worker application for a “Labour Market Opinion”, which is required before a job offer can be presented to a foreign applicant. When local and domestic recruiting has failed to fulfill the needs, it is time to broaden the recruitment efforts to include foreign applications. Web based advertising is widely used, and there are many organizations that can provide this service. Perhaps the first consideration is placement of employment opportunities with your company, on the Manitoba Pork Council website [www.manitobapork.com](http://www.manitobapork.com) .

## 2. SERVICE CANADA – FOREIGN WORKER APPLICATION

(Information provided by Service Canada)

### **I own a hog barn and would like to hire temporary foreign workers who are Farm Supervisors and Specialized Livestock Workers. What do I need to do?**

As an employer, you need to decide if the Foreign Worker Program is your best choice. You should consider the following:

- the process to approve a temporary foreign worker may be affected by visa posts’ processing times, which vary from country to country

If you would like to apply for a temporary foreign worker, here are some steps to assist you:

#### **Step 1: Determine the skill level required to do the job**

The NOC defines skill levels. For more details, please see the following Web site: [www23.hrdc-drhc.gc.ca/2001/e/generic/matrix.pdf](http://www23.hrdc-drhc.gc.ca/2001/e/generic/matrix.pdf).

The **skilled** worker category (NOC categories O, A and B) includes managerial, professional or technical occupations that require post-secondary training (e.g. farm supervisors and specialized livestock workers).

#### **Step 2: The FWP Application Form**

Obtain a copy of the Foreign Worker/Labour Market Opinion application from the following Human Resources and Social Development Canada (HRSDC)/Service Canada Web site: [www.hrsdc.gc.ca/en/epb/lmd/fw/forms.shtml](http://www.hrsdc.gc.ca/en/epb/lmd/fw/forms.shtml).

Complete the application and include the following information:

- proof that you have made reasonable efforts to hire or train Canadian citizens/residents for the position, which includes advertisements in electronic or print media. In addition, you may use the job postings on the National Job

Bank ([www.jobbank.gc.ca](http://www.jobbank.gc.ca)) Advertisements must show occupation, job duties, education and experience requirements, and wages;

- a job description that includes the working conditions (hours of work, wage rates, etc.) and the qualifications required to do the job;
- an offer of employment that respects federal and provincial legal and regulatory requirements and collective agreements; and

If you know the name of the person you want to hire, please include his/her name as well as birth date and country of birth on the application.

### **Step 3: Send Application to HRSDC/Service Canada**

**FAX** your completed Foreign Worker/Labour Market Opinion application and supporting documents to HRSDC/Service Canada at 204-984-4630 or Toll free 1-866-9981

or

**Mail** to Foreign Worker Program, Service Canada Centre at 3338 Portage Avenue, Winnipeg Manitoba, R3K 0Z1

### **Step 4: Labour Market Opinion (LMO)**

HRSDC/Service Canada's role is to assess the temporary foreign worker's impact on the labour market and to provide an LMO. If your application for a temporary foreign worker is approved, you will receive confirmation in writing. This confirmation letter permits a specific position to be filled by a foreign worker for a specific time period. It is **not** a work permit.

### **Step 5: LMO Confirmations and Job Offers**

- **Send** a copy of the HRSDC/Service Canada **confirmation letter** (LMO – Labour Market Opinion) to the recruited temporary foreign worker, along with the **job offer** covering the specific period for which the application for an LMO was approved.

### **Step 6: Work Permit, Visas, Medicals**

Once a job offer has been made and accepted, employers should advise temporary foreign workers to apply for a work permit. In most situations, the foreign worker must apply for a work permit from outside of Canada. Applications can be made at a visa office at a Canadian embassy, high commission or consulate. In some instances, the temporary foreign worker may apply for a work permit at a port of entry upon his/her arrival in Canada. For more information, please go to Citizenship and Immigration Canada's (CIC's) Web site at [www.cic.gc.ca/english/work/worker-3.html](http://www.cic.gc.ca/english/work/worker-3.html).

Temporary foreign workers from some countries must also obtain a Temporary Resident Visa (TRV) before arriving in Canada. Applications for TRVs must be made at a visa

office at a Canadian embassy, high commission or consulate. A list of countries whose citizens require TRVs can be found at [www.cic.gc.ca/english/visit/visas.html](http://www.cic.gc.ca/english/visit/visas.html).

Temporary foreign workers are responsible for proving that they are qualified to meet the job requirements. They must also meet CIC's requirements regarding admission to Canada, including health and security checks. In some cases, temporary foreign workers require an immigration medical examination before coming to Canada. More information on immigration medical requirements can be found at this Internet address: [www.cic.gc.ca/english/visit/medexams.html](http://www.cic.gc.ca/english/visit/medexams.html).

### **3. MANITOBA PROVINCIAL NOMINEE PROGRAM**

(Taken from MB PNP Website)

#### **Information for Employers**

##### **MPNP and Employer Direct**

The Manitoba Provincial Nominee Program (MPNP) is an immigration program that allows the Province of Manitoba to nominate skilled workers with a demonstrated potential to contribute to the economic development of the province for Permanent Residence in Canada. There is no fee for applicants or employers to apply to the MPNP but approved applicants will be required to pay federal immigration fees.

Manitoba recognizes that employers play a critical role in the successful establishment of newcomers in Manitoba, and that immigrants can provide a valuable source of skilled workers to our labour force. MPNP Employer Direct is a process through which:

- employers can apply for pre-approval of employment offers to foreign skilled workers and

- skilled workers can apply for permanent status in Canada on the basis of a pre-approved employment offer or if they have a valid temporary work permit and long-term job offer. A skilled worker who is approved through the MPNP Employer Direct stream is eligible to:

  - receive faster processing of his/her application for permanent resident visa by a Government of Canada visa office

  - apply for a Temporary Work Permit from a Government of Canada Visa Office without requiring confirmation from Human Resources Skills Development Canada (HRSDC).

##### **Who Can Apply**

Consideration will be given to employers who can demonstrate that they have made a genuine effort to recruit in Manitoba for the position, have thoroughly pre-screened the applicants to ensure they have the required skills and are 'job-ready', and who are

offering a wage and benefit package compatible with employment standards and sufficient to retain the worker in Manitoba.

Employers can apply to the MPNP for pre-approval of employment offers for foreign workers which:

- are for permanent, full-time position(s) in Manitoba (not for seasonal employment)
- meet provincial employment standards and prevailing salary/wage rates;
- are made to an individual who meets the required qualifications for the position;
- do not conflict with existing collective bargaining agreements.

### **How It Works**

Employers whose applications to the MPNP are successful receive a Letter of Pre-Approval providing details about the number and type of positions which have been pre-approved, as well as any conditions attached to the pre-approval(s). Applicants who provide a copy of this pre approval letter along with a detailed offer of employment written on company letterhead are eligible to apply for permanent resident status through the Provincial Nominee Program. Employers are not required to apply for pre-approval of employment offers for applicants who are currently employed full-time in Manitoba on a valid temporary work permit.

### **MPNP Employer Direct Application Process**

Note: Any applicant who is currently employed full-time on a valid Temporary Work Permit in Manitoba, and has an offer of permanent employment from the same employer, can proceed directly to Step 3.

**Step 1: Employer submits application to MPNP for employment offer pre-approval**

**Step 2: Employer provides copy of Letter of Pre-Approval to the applicant.**

**Step 3: Applicant submits a complete application to the MPNP**

**Step 4: MPNP assesses eligible applications by qualified skilled workers**

**Step 5: Approved Provincial Nominee applies for a Temporary Work Permit**

**Step 6: Approved Provincial Nominee applies for a Permanent Resident visa**

**Step 7: Employer and/or applicants inform MPNP upon arrival in Manitoba**

### **For More Information**

Manitoba Labour and Immigration - Immigration Promotion and Recruitment Branch,  
9th Floor - 213 Notre Dame Avenue Winnipeg, Manitoba Canada,  
R3B 1N3

Telephone: 204 945 2806 / Fax: 204 948 2256

E-mail: [immigratemanitoba@gov.mb.ca](mailto:immigratemanitoba@gov.mb.ca)

Website: <http://www.immigratemanitoba.com>

#### 4. SELECTION OF FOREIGN WORKERS

After you have received an approval from Service Canada or Manitoba Provincial Nominee Program, to hire a foreign worker, you are ready to make an objective decision regarding which applicant(s) to choose. If your advertising campaign has been successful, you may have numerous applicants to choose from. If you are using the “skilled worker” category, you will have to look for the education and experience components that were specified in your original application. Citizenship & Immigration Canada will not approve a visa and work permit for anyone who does not meet the requirements approved in your application. It is always important to test the education and experience of each applicant by asking for a detailed explanation of their experience. In addition, a reference check with a recent employer, as well as the educational institution given on the application, is recommended. Although a personal interview may not be feasible, a telephone interview, together with reference checks, may be sufficient in order to make an informed decision.

#### 5. SETTLEMENT OF FOREIGN WORKERS

Perhaps one of the most critical steps in the process of hiring a foreign worker, is the preparation for receiving and settling the foreign worker into their new job. In conjunction with the requirements set out by Service Canada and Manitoba Provincial Nominee Program, it will be essential to make advance preparation for a challenging transition, the foreign worker must make, into a new environment. This should include preparation for lodging, transportation, and a network of company & community support. A representative of your company should be prepared to take the responsibilities associated with all settlement challenges, before the foreign worker arrives, and also in follow up after the foreign worker has started their job.

#### CONCLUSION

In one sense, many of us could be considered “immigrants”. In many cases, our forefathers arrived in Canada in the last century. Over the years, Canada and the citizens of Canada, have provided tremendous opportunity for many people from many countries around the world, to find a new life in Canada. In fact, Canada remains the “first” choice for many people around the world, who seek a destination for a new life. Every part of Canada is unique, and each province offers immense beauty and opportunity. In addition, Manitoba offers relative “Peace and Comfort”, an easygoing lifestyle, along with opportunity for the future, sought after by so many. Manitoba is a **destination of choice**.