

Job Referral Service Overview

Prepared by:
Labour Market Skills Division
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Acronyms and Definitions

- **Manitoba Entrepreneurship, Training and Trade (METT)** – METT is a department within the Provincial Government of Manitoba
- **Labour Market Skills Division (LMSD)** - is a Division within the Department of Entrepreneurship, Training and Trade
- **Employment Manitoba (EM)** – EM is a branch within the Labour Market Skills Division
- **Job Referral Service (JRS)** – JRS is the referral service which has been developed by the Province of Manitoba and is currently administered by the Employment Manitoba Branch. The service matches qualified job seekers with employment opportunities
- **Burntwood Nelson Agreement (BNA)** – agreement between *Hydro Project Management Association (HPMA)* and the *Allied Hydro Council (AHC)* to conduct construction work on northern generating station projects. It defines the service's delivery terms and conditions and the project's time-bound hiring provisions
- **Hydro Projects Management Association (HPMA)** – designated body to represent Manitoba Hydro, employers and their subcontractors engaged in work on northern generating station projects
- **Allied Hydro Council (AHC)** – the body that represents the unions for the purpose of bargaining collectively, negotiating and entering into the BNA.
- **Advisory Committee on Employment (ACE)** – Stakeholder committee that monitors overall job referral process and makes recommendations to Wuskwatim project site representatives.
- **Advisory Group on Employment (AGE)** – Stakeholder group that monitors overall job referral process and makes recommendations to Keeyask project site representatives
- **Hydro Northern Training and Employment Initiative (HNTEI)** – the initiative provided funding to prepare northern Aboriginal residents for skilled labour positions

What is the Job Referral Service?

- The Job Referral Service (JRS) was developed by the Province of Manitoba to refer qualified individuals for employment opportunities specific to construction of Hydro's northern generating station projects
- The JRS has also been designed to expand its capability beyond Hydro's requirements in order to provide services for some of Manitoba's other large construction projects, such as the Red River Floodway Expansion project
- The JRS matches qualified job seekers to job opportunities utilizing an electronic system

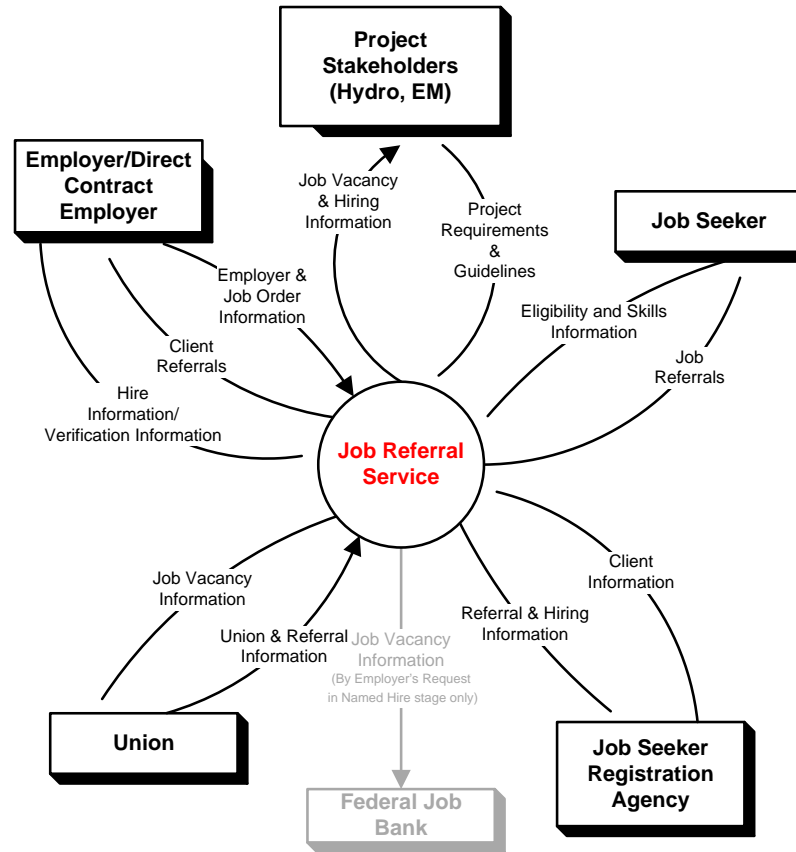
Objectives of the Service

- To be a responsive and effective technology-enabled job registration and referral service that addresses employment requirements for major economic developments
- To facilitate the process of employers hiring workers from defined groups; such as Aboriginal, Northern, Union and Manitoban in a preferential hiring order and within specific timeframes

Benefits of the Service

- Job seekers can register through multiple channels (on-line, in-person, by mail/fax, or through authorized registration agencies)
- JRS “impartially” provides a pool of qualified candidates for referral to Employers
- The JRS can incorporate other projects that may wish to utilize this type of service

JRS Overview Diagram



Registration

- Job Seekers
- EM
- Registration Agencies/ Job Seeker Managers
- Unions
- Employers

Referral

- Employers
- EM
- Unions

Reporting

- EM
- Hydro
- Registration Agencies/Job Seeker Managers

Manitoba's Role

- Labour Market Skills Division will:
 - Liaise with Hydro to discuss questions and concerns regarding the JRS
 - provide reports to various stakeholders
- All Employment Manitoba Centers will:
 - assess job seekers skills and experience
 - verify job seeker's personal data, credentials and project specific information such as Residency, Aboriginal Ancestry and Union Membership
 - where necessary, provide assistance in completing registrations
 - advise job seekers to renew their registration every six months to confirm interest in seeking work
 - provide communication material
- Thompson Centre will:
 - facilitate job matching and referral process in providing a pool of qualified candidates for referral to employers
 - administer the northern Aboriginal verification process for direct contract employers
 - work closely with Unions and authorized Registration Agencies (Job Seeker Managers)
 - triage inquiries from all parties; job seekers, unions, employers, job seeker managers, other Employment Manitoba Centres
 - provide training when applicable to third parties; unions, employers, job seeker managers
 - triage complaints

Job Seeker's Role

- Job Seeker will:
 - provide accurate and honest information
 - provide documents for verification purposes relating to identity, Aboriginal Ancestry, Residency, occupation credentials etc.
 - advise JRS of updates to recorded information
 - renew registration every six months
 - be ready, willing and able to accept employment

Manitoba Northern Generating Station Projects

Wuskwatim

Keeyask

Keewatinoow

Registration Agency's Role

- Registration Agency – aka Job Seeker Manager (JSM) will:
 - sign a partnership agreement to act on Manitoba's behalf as a Registration Agency for their community for the Wuskwatim project and Keeyask project
 - attend JRS training
 - assist members to complete JRS registration/renewal
 - ensure members' registration is up-to-date
 - provide copies of required documents for verification to JRS
 - act as a conduit, when required, between the employer and the member should the employer want to interview the individual
 - Provide reports on Registration Agency activity as required in the Agreement

Employer's Role

- Employer will:
 - complete a registration form when awarded contracts and update the information when necessary
 - inform JRS of contracts awarded to subs
 - attend JRS training
 - submit job orders identifying bonafide job requirements
 - contact, interview and hire job seekers
 - report hiring results/rejection reasons to JRS in a timely manner
 - report all laid off trainee/apprentices to JRS
 - report Laid-off Subject to Recalls
 - provide Named Hire Registration Information to JRS
 - if applicable, provide Direct Hire information to JRS for verification of Northern Residency and Aboriginal Ancestry
 - contact JRS to discuss questions and concerns

Union's Role

- Union will:
 - complete a union registration form and update the information as required
 - attend JRS training
 - refer one or more members per position for Regular and Trainee/Apprentice Job Orders
 - refer “Out of Work” list for Foreperson Job Orders
 - advise members to register/pre-register with the JRS
 - ensure any member who is referred has provided required documentation for verification purposes within a timely manner
 - verify northern union members who are in good standing
 - contact JRS to discuss questions and concerns

Hiring Processes

- **BNA Article 2.9 Direct Contract**

A Northern Aboriginal Contractor who is engaged by Manitoba Hydro on a non tendered direct contract basis may waive the provisions of BNA Article 12.1 and hire a Northern Aboriginal whose qualification as a Northern Aboriginal has been confirmed by Employment Manitoba

- **BNA Article 12.3.5 Transfer Provision**

When a person is transferred, Manitoba Hydro notifies Employment Manitoba of the name and classification. The Employer will provide Employment Manitoba with the transferree information such as the telephone number and reporting date

- **BNA Article 12.1 Hiring Procedure and Referral System**

All Contractors shall recruit their trade workers in accordance with the following procedure, except for in Articles 12.3, 12.4.2, 2.7 and 2.9

BNA Article 12.1 Hiring Procedure and Referral System

Job Matching & Referral Procedure

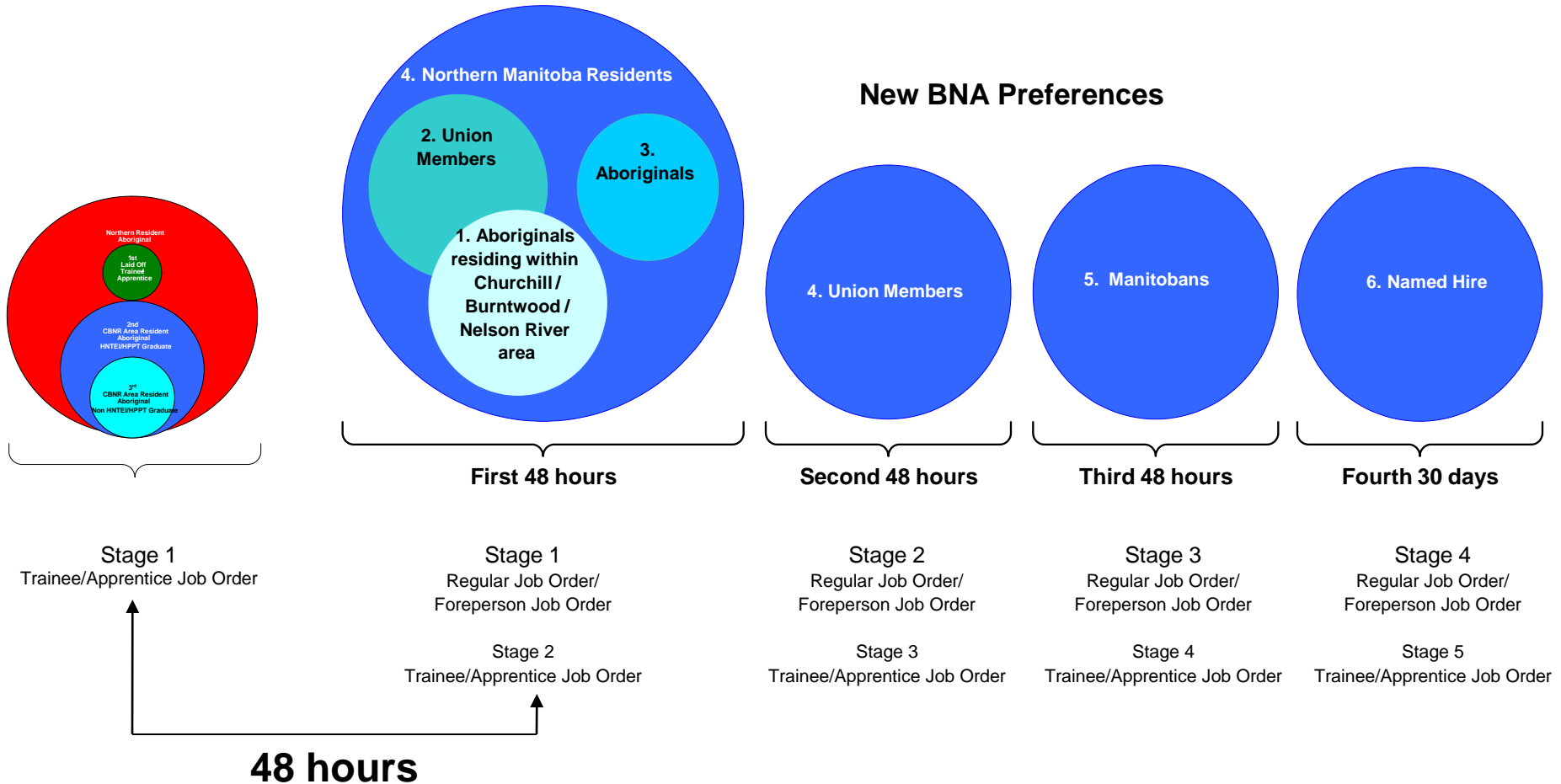
- There are three types of job orders, i.e. Regular, Trainee/Apprentice and Foreperson
- The Employer will choose the appropriate job order to complete and submit to the JRS
- Each job order consists of a job order form and a job profile form. The job profile form is almost identical to the skills profile form the job seeker fills out
- Prior to approving the job order, the JRS will review and perform a pre-match. This process allows the JRS to determine if there are any immediate matches in the system. If there are little to no matches, the JRS will contact the employer to discuss the results.
- The employer will advise the JRS if they wish to make changes to the job order or proceed as is
- Once the job order is approved, notifications are generated to appropriate parties, i.e. Allied Hydro Council, appropriate union and employer advising the job order is in progress
- Based on the results of the match, JRS also generates a list of qualified names in a random, unbiased order and then ranks the names based on the BNA's preferential hiring order
- If there are any individuals names placed on the list, who are represented by a JSM, a notification will be generated and forwarded to the JSM to advise them of the possibility of one or more of their members being contacted for an interview by the Employer
- Depending on the type of job order, the Employer will begin at the top and work their way down the referral list by contacting, interviewing and hiring qualified candidates
- Employers must notify the JRS of their hiring and rejection results. Positions will not move to another stage in the job order until this information is received

BNA Article 12.1

Preferential Hiring Order

- Based on the BNA's hiring preferences; the JRS will refer workers to employers in the following order:
 - qualified northern Aboriginals who live within the Churchill/Burntwood/Nelson River (CBNR) area and communities listed in the BNA, or
 - Wuskwatim Project – qualified members of the Nisichawayasihk Cree Nation who live in Manitoba
 - Keeyask Project – qualified members of the Fox Lake Cree Nation, Tataskweyak Cree Nation, War Lake First Nation, York Factory First Nation who live in Manitoba
 - qualified northern residents living north of the Northern Affairs boundary line who are members of a union involved in the project
 - qualified northern Aboriginals living north of the Northern Affairs boundary line but NOT within the CBNR area and NOT within the communities listed below
 - qualified northern Manitobans living north of the Northern Affairs boundary line
 - qualified Manitoba union members
 - qualified Manitoba workers living south of the Northern Affairs boundary line
 - qualified Employer Named Hire

BNA Preferences/ Job Order Stages



Regular Job Order

Consists of Stages 1-4

- Stage 1 – JRS performs a search and generates a random list of qualified job seekers. List is sent to employer for interview and potential hire. Employer must process the Referral List in a top-down fashion. JRS loops every six hours and searches for other job seekers who match until the 48 hours has expired. Job seekers who have matched will be appended to the bottom of the previous list and sent to the Employer.
- Stage 2 (Union) – union refers one or more referrals per position to Employer
- Stage 3 – Same as Stage 1
- Stage 4 – Employer hires a qualified job seeker of their choosing and provides registration information to the JRS. The JRS then performs a match between the named hire qualifications and the job order requirements before the candidate is recorded.

Match Stage 1- Northern (48 Hour Timeline)

- CBNR (qualified northern Aboriginals who live within the Churchill/Burntwood/Nelson River area or in the communities as listed in the BNA, or
 - Wuskwatim project - qualified members of the Nisichawayasihk Cree Nation who live in Manitoba
 - Keeyask project – qualified members of the Fox Lake Cree Nation, Tataskweyak Cree Nation, War Lake First Nation, York Factory First Nation who live in Manitoba)
- Union (qualified northern residents living north of the Northern Affairs boundary line who are members of a union involved in the project)
- Aboriginal (qualified northern Aboriginals living north of the Northern Affairs boundary line but not within the CBNR area)
- Other Northern Residents (qualified northern Manitobans living north of the Northern Affairs boundary line)

Match Stage 2 - Union (48 Hour Timeline)

- Union (qualified Manitoba union member – one or more referrals per position)

Match Stage 3 - Manitoban (48 Hour Timeline)

- Manitobans (qualified Manitoba workers living south of the Northern Affairs boundary line)

Match Stage 4 – Named Hire (30 Day Timeline)

- Employer Named Hire (qualified workers directly hired by the employer)

Trainee/Apprentice Job Order

Consists of Stages 1-5

- Stage 1/Stage 2 – JRS performs a search and generates a random list of qualified job seekers. List is sent to employer for interview and potential hire. Employer must process the Referral List in a top-down fashion. JRS loops every five hours and searches for other job seekers who match until the 48 hours has expired. Job seekers who have matched will be appended to the bottom of the previous list and sent to the Employer.
- Stage 3 (Union) – union refers one or more referrals per position to Employer
- Stage 4 – Same as Stage 1
- Stage 5 – Employer hires a qualified job seeker of their choosing and provides registration information to the JRS. The JRS then performs a match between the named hire qualifications and the job order requirements before the candidate is recorded.

Match Stage 1 – Trainee/Apprentice (Stages 1 & 2 – 48 Hour Timeline)

- Laid-off Northern Aboriginal Trainee/Apprentice
- CBNR Northern Aboriginal (HNTEI/HPPT Completed) or
 - Wuskwatim project – qualified members of the Nisichawayasihk Cree Nation who live in Manitoba (HNTEI/HPPT Completed)
 - Keeyask project – qualified members of the Fox Lake Cree Nation, Tataskweyak Cree Nation, War Lake First Nation, York Factory First Nation who live in Manitoba (HNTEI/HPPT Completed)
- CBNR Northern Aboriginal or
 - Wuskwatim project – qualified members of the Nisichawayasihk Cree Nation who live in Manitoba
 - Keeyask project – qualified members of the Fox Lake Cree Nation, Tataskweyak Cree Nation, War Lake First Nation, York Factory First Nation who live in Manitoba

Match Stage 2 - Northern

- Union (qualified northern residents living north of the Northern Affairs boundary line who are members of a union involved in the project)
- Aboriginal (qualified northern Aboriginals living north of the Northern Affairs boundary line but not within the CBNR area)
- Other Northern Residents (qualified northern Manitobans living north of the Northern Affairs boundary line)

Match Stage 3 - Union (48 Hour Timeline)

- Union (qualified Manitoba union members – one referral per position)

Match Stage 4 – Manitoban (48 Hour Timeline)

- Manitobans (qualified Manitoba workers living south of the Northern Affairs boundary line)

Match Stage 5 – Named Hired (30 Day Timeline)

- Employer Named Hire (qualified workers directly hired by the employer)

Foreperson Job Order

Consists of Stages 1-4

- Stage 1 – JRS performs a search and generates a random list of qualified job seekers. List is sent to employer for interview and potential hire. Employer can select a name from anywhere on the list. JRS loops every six hours and searches for other job seekers who match until the 48 hours has expired. Job seekers who have matched will be appended to the bottom of the previous list and sent to the Employer.
- Stage 2 (Union) – union refers one or more referrals per position to Employer
- Stage 3 – Same as Stage 1
- Stage 4 – Employer hires a qualified job seeker of their choosing and provides registration information to the JRS. The JRS performs a match between the named hire qualifications and the job order requirements before the candidate is recorded.

Match Stage 1 - Northern (48 Hour Timeline)

- CBNR (qualified northern Aboriginals who live within the Churchill/Burntwood/Nelson River area or in the communities as listed in the BNA, or
 - Wuskwatim project - qualified members of the Nisichawayasihk Cree Nation who live in Manitoba
 - Keeyask project - qualified members of the Fox Lake Cree Nation, Tataskweyak Cree Nation, War Lake First Nation, York Factory First Nation who live in Manitoba)
- Union (qualified northern residents living north of the Northern Affairs boundary line who are members of a union involved in the project)
- Aboriginal (qualified northern Aboriginals living north of the Northern Affairs boundary line but not within the CBNR area)
- Other Northern Residents (qualified northern Manitobans living north of the Northern Affairs boundary line)

Match Stage 2 - Union (48 Hour Timeline)

- Union (qualified Manitoba union members – “Out of Work” list)

Match Stage 3 – Manitoban (48 Hour Timeline)

- Manitobans (qualified Manitoba workers living south of the Northern Affairs boundary line)

Match Stage 4 – Named Hire (30 Day Timeline)

- Employer Named Hire (qualified workers directly hired by the employer)

Failed to Report

- Employer may report a hired job seeker as failed to report when:
 - The hired job seeker did not report to site on the reporting date without prior agreement with the Employer
 - The hired job seeker refused job offer prior to the reporting date

Lay-off and Recall

- As per Article 12.4.1 of the BNA, “...the Contractor shall lay-off employees, by classification, as follows:
 - Firstly, employees who at the time of hire were not residents of the Province of Manitoba;
 - Secondly, residents of the Province of Manitoba, other than the Manitoba residents set out in (c), (d) & (e) below;
 - Thirdly, Northern Residents, other than Northern Residents set out in (d) & (e) below
 - Fourthly, Northern Aboriginals other than those Northern Aboriginals set out in (e) below;
 - Northern Aboriginals referenced in Article 12.1.1.3 a
- Employer reports Northern Aboriginal employed as an apprentice or trainee who has been laid off and is eligible for rehire in the trade in which he was training
- An Employer may initiate the recall of a lay off subject to recall worker within the specified time

Questions?

