## 7. Application Intake and Screening

### 7.1 Detailed Status Report

The Detailed Status Report is an Excel spreadsheet that is regularly maintained by designated OIM staff. The designated staff populate the spreadsheet with pertinent information so that a point-in-time status report (inventory) can be obtained from the date of receipt to the date of approval or refusal of an application. The Clerk Typist III will save a new Detailed Status Report each day.

If the Clerk Typist III is absent, the Departmental Coordinator will assume the duties of the Clerk Typist III.

### 7.2 Clerk Typist III Pre-Screening

The Clerk Typist III monitors the online application portal daily for applications with the status "Completed – Application Submitted".

If upon pre-screening, it appears the applicant does not have an employment offer or invitation to apply, the Clerk Typist III will select "No Employer or Applicable Invitation" in the Detailed Status Report. If this selection is made, the Clerk Typist III will only populate the following fields in the Detailed Status Report:
- File #;
- Applicant Last Name;
- Applicant First Name;
- File Status; and,
- Employer (no employer or applicable invitation to apply).

If upon pre-screening, it appears there is a valid job offer or invitation, the Clerk Typist III **will** populate the following fields in the Detailed Status Report:
- Online/manual;
- File #;
- Applicant Last Name;
- Applicant First Name;
- Citizenship;
- Category;
- NOC;
- TEER Category Level;
- File Status: select *Unscreened;*
- Employer;
- Date Received;
- Work Permit Expiry Date;
- # of Dependents;
- Total Persons;
- IELTS/CELPIP/TEF/TCF;
- Location;
- PA graduated from post-secondary institutions in NL;
- Representative; and,
- Comments (if applicable).

The Clerk Typist III **will not** populate the following fields, as these are updated by the Departmental Coordinator, once the application has been confirmed to be complete:
- Date Screened;
- IPDO Assigned; and,
- Date Assigned.

## 7.3    Departmental Coordinator Screening

The Departmental Coordinator will monitor the Detailed Status Report daily for *Unscreened* applications. Departmental Coordinator will update status in the Detailed Status Report to "Undergoing Screening". The Departmental Coordinator will go into the online portal and assign the applicable file to themselves.

Each work day, the Departmental Coordinator will:
- Review Application Details in online NLPNP portal, and:
  - Provide details of the application category, contact information, number of family members, Express Entry Profile Number and Job Seeker Validation Code, representative, and details of previous immigration applications;
- Review supporting documents in the online NLPNP portal, including:
  - Screening applications for required documents based on the NLPNP Document Checklist, as posted on the OIM website; and,
  - If documents are missing, reject the applicable section of the application and request that the required documents be submitted by the applicant. Applicant will receive an email generated by the PNP Portal which will prompt them to upload missing documents.
- Record the NLPNP file number in the employer's JVA file (if applicable);
  - A JVA is only required if an employer is offering a position to an individual who <u>does not currently hold a valid work permit</u>. If an individual has a valid open work permit or a valid closed work permit for the employer/position/location, a JVA is not required.
  - <u>If a JVA is required</u>, the Departmental Coordinator will update the number of received NLPNP applications from the employer and add the file number to the received line. This information is all updated in the public notes section of the JVA file. If this is the first NLPNP application for an employer, Departmental Coordinator will add in the received, nominated and closed lines.

## 7.4    Incomplete Applications

If the Departmental Coordinator notes missing documents or information, the applicable sections will be rejected and required documents will be requested. A note will be added by the Departmental Coordinator to the public notes section of the online NLPNP portal stating that outstanding documents must be uploaded within ten (10) business days.

If the Departmental Coordinator notes an expiring document or an item that should be reviewed further, they will add this in the *Activities* section of the online application to ensure that this review is completed by an IPDO, once assigned for processing.

In extenuating circumstances, the Departmental Coordinator may assign a file to an IPDO that is deemed **incomplete** on the direction of OIM Management. OIM Management may make this request when an application is deemed critical and waiting for third-party documents would further

delay addressing an urgent or emergent labour market need. This request must only be made when engagement has occurred directly with the employer to confirm that the labour market need is urgent or emergent.

7.5    Ineligible Applications at Screening Stage

**If an application does not have an NL employment offer or invitation from a successful Express of Interest, the Departmental Coordinator will complete the following activities by section:**

1. Employment Section (online portal)
   o Reject section, and add a note to the client stating "No Newfoundland and Labrador employment offer or Invitation to Apply".

2. Online Portal
   o Change the application status to "Closed – Rejected"; and,
   o Closed the reason will be "Not Eligible".

3. Detailed Status Report:
   o Change the application status to "Closed".

4. The Public Notes in the online portal will be updated to state:
   o "Application ineligible: No Newfoundland and Labrador employment offer or Invitation to Apply".

**If an application does not provide a language test (when required), includes expired language test or has scores that do no meet minimum requirements, the Departmental Coordinator will complete the following activities by section:**

1. Proof of Language Proficiency section (online portal)
   o Reject section, add a note to the client stating the reason for language test ineligibility (e.g., expired test results, scores do not meet minimum, etc.).

2. Online Portal
   o Change application status to "Closed – Rejected";
   o Update the closed reason to "Not Eligible";
   o Under the Detailed Status Report, change the status to "Closed";
   o In the Public Notes in online portal, add the following statement: "This application is ineligible" and then state the reason for the language test ineligibility (e.g., expired test results, scores do not meet minimum, etc.), and the language test scores required and the duration of eligibility of scores required.

**If a permit submitted with an application is expiring in less than four (4) months, the Departmental Coordinator will update the system as required in the below.**

Permits submitted with the NLPNP application must have at least four (4) months remaining prior to expiry date at the time of application to OIM. This is a requirement of the NLPNP as it ensures that the applicant remains legally eligible to be in Canada for the duration of processing of their nomination application, which is a requirement of the program.

Applications submitted when there are fewer than four (4) months remaining on the work permit may be returned to the applicant. In exceptional circumstances, OIM may accept applications with fewer than four (4) months remaining on the applicant's work permit. OIM Management may accept applications where the accompanying work permit has fewer than four, but not less than three months remaining on the applicant's work permit when an application is deemed critical and waiting for the individual to receive a new longer duration work permit would further delay addressing an urgent or emergent labour market need. This acceptance of a work permit with fewer than four months, but not less than three months remaining on the work permit, must only be made when engagement has occurred directly with the employer to confirm that the labour market need is urgent or emergent.

There is no guarantee that the application will be processed before the expiry of the applicant's work permit, given delays in third-party confirmation of documents and due diligence may push the review process of an application beyond the twenty-five (25) day service standard. This requirement will be reviewed during the screening stage, and the Manager of Immigration Programs will discuss with the Director how to proceed with applications that have fewer than four (4) months remaining on the work permit.

In the case where an applicant has less than four (4) months remaining on their work permit at the time of application, the Departmental Coordinator will add the following information to the application under the Public Notes section:
- "We have flagged your expiring work permit. We will make every effort to process your application prior to the expiry of your work permit. However, it is your responsibility to ensure you remain in-status in Canada, meaning legally eligible to be in the country, throughout the entire processing of your application by OIM. If your current work permit is due to expire and your NLPNP application is still in progress, we recommend you apply to remain in Canada as a visitor. If you apply to extend your stay in Canada as a visitor before the expiry of your existing permit, you will remain in-status in Canada. The online visitor record applicant can be found on the IRCC website at: https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/extend-stay.html."
- Prior to uploading this message, the Departmental Coordinator will confirm that this weblink is still active.

**Refugee Claimants:**

Refugee claimants (at any stage of claim, including active, denied on appeal) with an open work permit stating it does not imply temporary resident status, are not eligible to apply to the NLPNP <u>from within Canada as a result of requirements of the Government of Canada</u>.
These applications will not move past screening.

In the case where a refugee claimant applies for the NLPNP from within Canada, the Departmental Coordinator will update the following sections as follows:

1. Online Portal
   o Change the application status to "Closed – Rejected"; and
   o Update the closed reason to "Not Eligible".

2. Detailed Status Report:
   o Change the status to "Closed"; and,

- o Update the Public Notes in the online portal to state: "This application is ineligible. For further information on why this application was deemed ineligible, please review the following policy: https://www.gov.nl.ca/immigration/in-canada-refugee-claimants/."
- o Prior to updating the Public Notes with this information, the Departmental Coordinator will ensure that this weblink is active.

7.6    Assigning an Application to an IPDO

Once the Departmental Coordinator confirms the application is complete, the Departmental Coordinator **will** populate the following fields in **Detailed Status Report**:
- Date Screened;
- IPDO Assigned; and,
- Date Assigned.

Once the Departmental Coordinator confirms the application is complete, the Departmental Coordinator **will** also update the following fields in the **online portal**:
- Status: Assigned to Officer; and,
- Primary Staff: IPDO Name.

If Departmental Coordinator is absent for an extended period of time, Immigration Program Development Officers may assist with the application screening and database entry process. The Manager of Immigration Programs is responsible for ensuring that sufficient resources are dedicated to application screening and database entry processes to ensure that no backlogs develop.

7.7    Paper-Based Applications

OIM may occasionally receive a paper-based NLPNP application. The applicant will be notified by email that they must submit an electronic application via the Online Application Portal. In this case, the application will be returned to the applicant by mail.

In exceptional circumstances, OIM may accept a paper-based application, if the applicant is unable to apply online. The applicant may need to contact OIM to attain the list of required forms and supporting documents. The Manager of Immigration Programs will direct the Clerk Typist III to manually enter some aspects of the application into the online portal in such a situation.

For accepted paper-based applications only, upon receipt of the NLPNP paper application, the Clerk Typist III will:

- Stamp the date of receipt;
- Send an email to the applicant, stating the application has been received;
- Begin the initial screening and pre-assessment of application by reviewing the NLPNP Document Checklist;
- Manually create a new NLPNP application and enter the "Application Details" into the external NLPNP online portal. Once complete, this will generate a Web Access Code. On the internal portal, the Clerk Typist III must select "yes" to the paper-based application question under the details tab. This action creates a file number;

- Create a physical file with the submitted application forms. The physical files label will include the file number (generated by the portal) and the applicant's LAST NAME, First name. When assigned to an IPDO, the physical file will be given to them for review. All processing activities and email correspondence will be documented in the online portal. While a physical file is in the custody of an IPDO, it must be secured in a locked location when not under active review by the IPDO, including outside of work hours.