

7.0 Job Vacancy Assessment Process Roles and Responsibilities

7.1 LABOUR MARKET DEVELOPMENT OFFICERS

Employers facing labour market challenges should connect with regional Labour Market Development Officers (LMDO) in the Programs Division of the Regional Service Delivery Branch of the Department of Immigration, Population Growth & Skills.

The LMDOs will assess the employer's labour market challenges, ensure employers have exhausted all local hiring strategies, and determine if there is an identified need to explore the recruitment of foreign workers under the NLPNP. If a need has been determined, the LMDO will assist the employer in completing a Job Vacancy Assessment Application.

The LMDO will:

- Upon submission, review the application for completeness and collect all necessary supporting documentation
- Use the JVA assessment tool/checklist to assess the employer and position eligibility, ensure the appropriate recruitment efforts were made by the employer and make a recommendation as to whether the position could have been filled locally.
- Encourage the employer to offer settlement supports that are adequate and suitable for the position being offered.
- Make recommendation for approval or non-approval to the Workforce Development Secretariat of the [Immigration and Population Growth Branch](#) of the Department of Immigration, Population Growth & Skills (IPGS).
- Communicate with employers to indicate the JVA positive or negative assessment, based on ISL's (LMDOs and WDS) analysis.

7.2 WORKFORCE DEVELOPMENT SECRETARIAT

The Workforce Development Secretariat (WDS) of the Department of Immigration, Population Growth & Skills will:

- Support LMDOs in gathering/identifying the most up-to-date labour market information.
- Support LMDOs in guiding employers through the Job Bank Match process.
- Review the LMDO's JVA assessment recommendation and determine whether the position could have been filled locally:
 - If the position could not have been filled locally and meets all JVA assessment criteria, WDS will provide a positive JVA; or

- If the position could have been filled locally or does not meet all JVA assessment criteria, WDS will provide a negative JVA.
- Notify LMDOs and OIM of the positive or negative assessment results, providing a rationale along with the JVA form. The rationale will assist LMDOs in communicating the results of the assessment to employers electronically, in a PDF format (formal letterhead not required).

7.3 OFFICE OF IMMIGRATION AND MULTICULTURALISM/IMMIGRATION PROGRAM DEVELOPMENT OFFICER (IPDO)

Once IPGS(LMDOs and WDS) has determined the final status of the JVA (approval or rejection), they will advise OIM of the results and forward supporting documentation for filing as per OIM document retention schedule, and to inform OIM tracking of approved numbers of workers for individual employers.

If the JVA produced a positive result, the IPDO will add the employer to the Approved Employers list. The employer's JVA approval for the identified/approved position(s) will remain valid for two years, after which time the employer will need to complete a new JVA.

Once the employer receives a positive JVA assessment, they are then able to provide a prospective international worker with an official letter of offer using the NLPNP Employment Offer Form (<http://www.nlppn.ca/pdf/EmploymentOffer.pdf>). The employer should then encourage the foreign worker to apply to the NLPNP program.

7.4 STEPS TO APPLY FOR A JVA: FOR EMPLOYERS

Once you are ready to apply, you may contact your local Labour Market Development Officer (LMDO). If you do not know who your local LMDO is, you may [contact your local Employment Centre](#) to find out. The LMDO will review local hiring strategies with you first, to ensure that you have exhausted the local labour market for hiring. If you cannot reach anyone at your Employment Centre, you may contact the [Office of Immigration and Multiculturalism \(OIM\)](#).

Once the LMDO has identified a need for you to complete a JVA, they will set up an account for you on the [online application portal](#). Note: You will not be able to log in until your LMDO provides you with a Web Access Code.

Once you have access, you will upload all applicable documentation to the online system. You will notify the LMDO when you have completed uploading all requested documentation. Should you need to upload additional information, please request that the LMDO allow you to do so. Should you have any technical difficulties, please contact your LMDO and they will relay the issue to the proper channel.

Your LMDO may ask additional questions or wish to speak with you by phone to clarify documents. They may also request additional documentation during the process. Once they have assessed your application, they will send you a JVA Approval Letter (PDF format) by e-mail. You will then send a copy of this letter to your prospective worker and they will include this in their application to the [NLPNP](#).

7.5 AT A GLANCE: JVA ASSESSMENT ROLES AND RESPONSIBILITIES

