

LMIA Checklist

Step 1: The job ad

An LMIA-compliant job ad must have all of the following:

- Company operating name
- Business address
- Title of the position
- Job duties (for each position, if advertising is for more than one vacancy)
- Terms of employment (for example, project based, permanent position)
- Language of work
- Wage (must include any incremental raises, performance pay or bonuses) a wage range can be used for the purposes of complying with the advertisements; however the minimum wage in the range must meet prevailing wage
- Benefits package offered (if applicable)
- Location(s) of work (local area, city or town)
- Contact information, including telephone number, cell phone number, email address, fax number, or mailing address
- Skills requirements (includes education and work experience)

Step 2: Advertising

The following are the advertising process requirements. The ads must be posted on Job Bank and 2 other sites for a minimum of 4 consecutive weeks within 3 months prior to submitting the LMIA.

- Advertise on Job Bank <https://www.jobbank.gc.ca/intro/recruitandhire>
- Advertise on 2 other national sites
- Save copies of advertisements on sites, making sure to include the date posted
- Repeat as necessary as job ads expire

Step 3: Candidates

In terms of candidates, it's required to use Job Match. Later in the process, you will be asked to provide proof of your recruitment efforts. It's a good idea to create a file to track your Canadian applicants and their progress.

- Utilize Job Match https://www.jobbank.gc.ca/pieces_jointes_fra.do?cid=6463
- Create candidate tracking list for Canadian candidates

Full information on the LMIA requirements for high-wage positions can be found here:
<https://www.canada.ca/en/employment-social-development/services/foreign-workers/median-wage/high/requirements.html>