# Foreign Academic Recruitment Summary for LMIA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name of Appointee | |  | | | |
| Last Name of Appointee | |  | | | |
| Date of Birth ((YYYY-MM-DD) | |  | | | |
| Country of Residence | |  | | | |
| Citizenship | |  | | | |
| Attach bio-data page of passport (usually the page with the picture) | |  | | | |
| **Unit Contact Information** | | | | | |
| Form completed by | |  | | | |
| Phone | |  | | | |
| Email | |  | | | |
| **Job Offer Details** | | | | | |
| Job Title | |  | | | |
| Expected employment start date | |  | | | |
| Address of work location | |  | | | |
| Salary | |  | | | |
| Is registration with a licensing body required? If yes, please indicate name of licensing body. | |  | | | |
| Minimum education level (PhD, Doctor of Medicine) | |  | | | |
| Is the above certification in hand? If not, when is it expected? | |  | | | |
| Minimum skills/experience level required | |  | | | |
| **Credit Card Authorization** | | | | | |
| Please provide corporate credit card information in order to process the $1, 000.00 CAD LMIA Application fee. The payment will be requested by Service Canada once it has determined the application submission is complete. **Completing this section and initial to authorize a single transaction of $1, 000.00.** | | | | | |
| Name of Cardholder: (*as shown on Queen’s corporate credit card*) | |  | | | |
| Credit Card #: | |  | | | |
| Expiry Date (MM/YY): |  | CCV# (back of card) |  | **Initial:** |  |
| **Recruitment** | | | | | |
| How many applications were received from Canadians and Permanent Residents? | |  | | | |
| How many Canadians/P.R.s were interviewed? | |  | | | |
| How many Canadians/P.R.s were offered the position? | |  | | | |
| How many Canadians/P.R.s were hired? | |  | | | |
| How many Canadians/P.R.s declined a job offer? | |  | | | |
| How many Canadians/P.R.s applied but were not interviewed or offered the position? | |  | | | |
| For each unsuitable Canadian/P.R. applicant, provide a detailed explanation below as to why the candidate did not meet the requirements of the position as specified in the position advertisement. DO NOT provide the names of candidates, but list applicants by # on the following list. Submit the list as a Word or Excel file, NOT protected. | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **List of Canadian/PR applicants who were not offered a position** | | |  | Candidate did not fulfill the following requirement stated in the advertisement: | | Applicant 1 |  | | Applicant 2 |  | | Applicant 3 |  | | Applicant 4 |  | | Applicant 5 |  | | Applicant 6 |  | | Applicant 7 |  | | Applicant 8 |  | | Applicant 9 |  | | Applicant 10 |  | | Applicant 11 |  | | Applicant 12 |  | | Applicant 13 |  | | Applicant 14 |  | | Applicant 15 |  | | Applicant 16 |  | | Applicant 17 |  | | Applicant 18 |  | | Applicant 19 |  | | Applicant 20 |  | | Applicant 21 |  | | Applicant 22 |  | | Applicant 23 |  | | Applicant 24 |  | | Applicant 25 |  | | Applicant 26 |  | | Applicant 27 |  | | Applicant 28 |  | | Applicant 29 |  | | Applicant 30 |  | | Applicant 31 |  | | Applicant 32 |  | | Applicant 33 |  | | Applicant 34 |  | | Applicant 35 |  | | Applicant 36 |  | | Applicant 37 |  | | Applicant 38 |  | | Applicant 39 |  | | Applicant 40 |  | | Applicant 41 |  | | Applicant 42 |  | | Applicant 43 |  | | Applicant 45 |  | | Applicant 46 |  | | Applicant 47 |  | | Applicant 48 |  | | Applicant 49 |  | | Applicant 50 |  | |

# Proof of Advertising for the LMIA

Advertising must be done according to the requirements of Service Canada in case a foreign national is the final choice. Insufficient proof of advertising will result in the refusal of a Labour Market Impact Assessment (LMIA).

The position must be posted on at least 2 **Canadian** advertising platforms in addition to the Queen’s site.

To ensure sufficient advertising “in Canada” as required by Service Canada, you could use the site <https://allstarjobs.ca/>. Post under “All Locations” (requires a small fee).

For each ad, there must be clear proof of posting for at least one month. To provide proof of posting for online ads, print out the entire ad on the first and last day it was posted. Ensure that a computer-generated date is clearly visible on each printout. Ensure that the invoice indicates length of posting and submit with the ad printouts.

Abbreviated ads with a link to the full text are not accepted by Service Canada.

All documentation of advertising efforts must be kept for 6 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Method**  (Online, Print) | **Name of Advertising Platform**  (at least 2 must be headquartered in **Canada**) | **Website**  (If applicable) | **Canadian**  **Site**  **Yes/no** | **Date ad first published**  (attach computer dated printout) | **Expiry Date**  (attach computer dated printout of ad and invoice with publishing dates) |
| online | Allstarjobs.ca | <https://allstarjobs.ca/> | yes |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |