



SASKATCHEWAN IMMIGRANT NOMINEE PROGRAM

SASKATCHEWAN COMPANY GUIDELINE – Skill Shortage Identification

This document is to assist Saskatchewan companies in identifying a skill shortage for possible designation under the Saskatchewan Immigrant Nominee Program (SINP). The SINP is available to employers interested in identifying skill shortages for the purposes of recruiting immigrants where domestic education, training and recruitment is unable to meet skill needs. The SINP can provide additional recruitment for employers who cannot meet their skilled labour needs in Saskatchewan or Canada.

DEFINITION OF A SKILL SHORTAGE

A skill shortage is when:

- There is **ongoing/sustained** demand for skilled labour that is too immediate to be met by training Saskatchewan or Canadian individuals.
- There are job vacancies that cannot be addressed through training **current** employees.
- The skill shortage is at a **provincial level** rather than at a community/regional level that could be addressed through relocation.
- The job is **highly skilled**, that is, a higher skill set is generally required rather than “short” skills that could be met through short-term training (i.e. under six months).

IMPORTANT: *For the position to be assessed, a detailed job description must be submitted.*

Examples: “Engineer” is not acceptable – it must be specific – electrical, mechanical, etc.
“Computer” is not acceptable – it must be specific – programming, systems analysis, etc.

HIGH SKILLED OCCUPATIONS WITH VACANCIES

Occupation: _____
(Position Title)

NOC: _____
(For Office Use Only)

Company Name: _____

1. How many **job vacancies** are you currently experiencing in this specific occupation? ____

2. Could the vacancies be met by training current employees? Yes: ____ No: ____

If no, provide brief explanation:

3. What are the **job requirements** of the occupation? (Attach a detailed job description)

The job description should include:

- **Required skill** sets (for example: technical skills, industry specific skills, communication skills, computer skills, basic skills, business skills, human resource skills, etc.):
- **Formal education** required (for example: diplomas, degrees, certificates, apprenticeship, journey, etc.):
- **Credentials** required (for example: license, journey person's ticket, professional designation, or membership):
- **Experience** needed: Yes: ___ No: ___
Indicate years and/or months required: ___years ___months

4. Do you have an **in-house training** program? Yes: ___ No: ___
(Please attach details of program.)

5. Do you have an **external training** program? Yes: ___ No: ___
(Please attach details of program.)

6. Do you have a **human resource management plan**? Yes: ___ No: ___
(Please attach details of plan.)

7. Is the **level of demand** for the skill shortage in your company limiting the company's growth or expansion; or, preventing the company from developing new products or new export markets.
(Please provide a brief description.)

8. Is the **skill shortage** a short-term shortage due to cyclical change (less than two years) or is it a continual, sustained demand for employees in this occupation. (Provide a history of the shortage.)

___ Short-term demand

___ Continual, sustained demand

9. How would your **working conditions** compare to **other companies in Saskatchewan?**
Use a scale of 1 to 5: (1 is very poor and 5 is excellent)

1 2 3 4 5 D/K
Provide any additional information pertinent to the review.

10. How would you rate the **working conditions** for this occupation in **other provinces?**
Use a scale of 1 to 5: (1 is very poor and 5 is excellent)

1 2 3 4 5 D/K
Provide any additional information pertinent to the review.

11. What would be the **type of employment** for a person hired for this occupation?
(Please note under the SINP only full-time positions qualify)

___ Full-time ___ Part-time ___ Seasonal

12. What is the **average wage or annual salary** for those employed in this occupation in your company?

Hourly Wage: _____ Annual Salary: _____ Overtime: _____
(List if a significant component of the occupation.)

Employee Benefits: (examples: dental, medical, profit-sharing, etc., please list.)

13. Have you **advertised** for employees across **Saskatchewan** for this occupation: Yes:___ No: ___
 Have you **advertised** for employees across **Canada** for this occupation: Yes:___ No: ___
- In the last six months ____ Within six months to a year ____ Over one year ____

What **methods** did you employ to advertise? (Attach copies of advertisement)

- ___ Newspapers/Magazines
- ___ Human Resources Development Canada
- ___ Canada - Saskatchewan Career Employment Centres
- ___ Internet
- ___ Personal Referral
- ___ Other (please specify)

How many applications did you receive from: Saskatchewan ____ Canada ____ International ____

How would you **describe the applicants**?

- ___ under skilled
- ___ over skilled,
- ___ lacked education
- ___ lacked experience
- ___ other _____

Were you **successful in recruiting** for the occupation? Yes: ___ No: ___

14. Have you applied to **Human Resources Development Canada (HRDC)** to obtain a **work validation** for international recruitment for the occupation? Yes: ___ No: ___

Date of Application: ___/___/___ Occupation: _____ HRDC Office: _____
D M Y

Was your HRDC **application approved**? Yes: ___ No: ___

Were your **overseas recruitment** efforts successful? Yes: ___ No: ___

If yes, how many? ____ Location: _____

15. Have you previously applied to the Saskatchewan Immigrant Nominee Program for a skill shortage designation? Yes: ___ No: ___

Date of Application: ___/___/___ Occupation: _____
D M Y

16. What would be the **impact on your company** by filling the vacancies?

17. What would be the **economic impact** on the **provincial economy** by being able to fill the vacancies? (Examples: New product, new export product, employment increase, new service, expanded service, etc.)

For further information, please contact:

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