

# STEP-BY-STEP GUIDE TO HIRING A TEMPORARY FOREIGN WORKER

Find out how the Government of Canada's immigration programs can help you fill skills gaps in your workforce



Employers can hire temporary foreign workers through two different programs. The program you use depends on whether or not you need a [Labour Market Impact Assessment \(LMIA\)](#).

If you are hiring in Quebec, please visit the [Immigration website for the Government of Quebec](#).

## TEMPORARY FOREIGN WORKER PROGRAM

This program helps employers fill labour shortages on a temporary basis when no qualified Canadian citizens or permanent residents are available.

### EMPLOYERS

- Step 1** Determine if you need an [LMIA](#)
- Step 2** [Apply to Service Canada for an LMIA](#) and pay the \$1,000 processing fee
- Step 3** Once a positive LMIA has been issued,
  - ✓ provide a copy of the confirmation letter to the worker
  - ✓ advise them to apply for a work permit

### FOREIGN WORKERS

- Apply for an [employer-specific work permit](#) online (recommended) or on paper
- Where to apply
- ✓ [Outside Canada](#)
  - ✓ [Inside Canada](#), or
  - ✓ [At a port of entry](#)
- There are [specific requirements](#) you need to meet depending on where you are when you apply for your work permit.

For more information, visit [Employment and Social Development Canada's Temporary Foreign Worker Program web page](#).

## INTERNATIONAL MOBILITY PROGRAM

This program lets employers hire temporary workers without an LMIA. Exemptions from the LMIA process are based on:

- ✓ broader economic, cultural or other competitive advantages for Canada
- ✓ reciprocal benefits enjoyed by Canadians and permanent residents

### EMPLOYERS

- Step 1** Determine if you are exempt from needing an [LMIA](#)
- Step 2** Create an Offer of Employment in the [Employer Portal](#) and pay the \$230 Employer Compliance Fee
- Step 3** Once you receive an Offer of Employment Number,
  - ✓ provide the number to the worker
  - ✓ advise them to apply for a work permit

### FOREIGN WORKERS

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For more information, visit [Immigration, Refugees and Citizenship Canada's International Mobility Program web page](#).

