



Ministry of Immigration
and Career Training

SINP Online Application Guide For Saskatchewan Employers

For more information, please contact:

Government of Saskatchewan
Ministry of Immigration and Career Training
International Recruitment Unit
7th Floor – 1945 Hamilton Street
Regina, Saskatchewan, S4P 2C8

Telephone: (Canada 001) 833-613-0485 option 1 ext 2
Email: employerservices@gov.sk.ca

Table of Contents

1.0	Register as a New Employer to Receive a Certificate of Registration.....	3
2.0	Passwords	9
3.0	Add Job Position	10
4.0	Create a Candidate	13
5.0	Adding a Contact/Third Party Representative	16
6.0	Attaching Documents	18
7.0	Request for Additional Information (RAI).....	20
8.0	Certificate of Registration Renewal	26
9.0	View/Maintain Information	28
10.0	Terms and Definitions	30

1.0 Register as a New Employer to Receive a Certificate of Registration

1.1 Click [here](#) to access the Online SINP Administration Web Application.

1.2 Select the **'Create an Account'** button

Saskatchewan
GOVERNMENT OF SASKATCHEWAN

SINP online

Saskatchewan Immigrant Nominee Program

Login to SINP online

User ID

Password

Forgot your password?

Log In

New to OASIS?

Create an Account

When prompted to select the registration type, choose 'Employers' and click the green **'Continue'** button.

Select a Create an Account Type

Employers

Continue

1.3 Complete all fields and select '**Submit**' on the bottom of the page. This action will return you to the login page. A username and password will automatically be emailed to the email address submitted.

Employers Registration

Welcome to the Saskatchewan Canada Immigration's Employer Online Services.

Please review [Registration Terms and Conditions](#) by clicking on this link

To register enter the fields below. Once you have successfully submitted your information an email containing your new temporary password will be sent to the address provided.

All items with a red icon are mandatory.

Please create a Username*
Must not contain spaces or any special characters other than '_'

Legal Company Name*

Operating Name*

Incorporation (and/or) Business

License Number*
Indicate your Corporation Number as per Saskatchewan Justice, includes expiry date

GST Number*

Email Address*
Password will be sent here.

I agree to the [Terms and Conditions](#) (link to document provided above):* ☒

Submit

1.4 Log-in using your temporary username and password provided in the email. You will be prompted to create a new password.

Password Expired

The password on your account has expired. Please use this form to change your password.

Password Standards

Account passwords must, at a minimum:

- have at least eight characters;
- contain characters from at least three of the following categories:
 - English uppercase letters (A – Z);
 - English lowercase letters (a – z);
 - Numbers (0 – 9);
 - Non-alphanumeric symbols (e.g.: !, #, \$, %)
- not contain your user's account name.

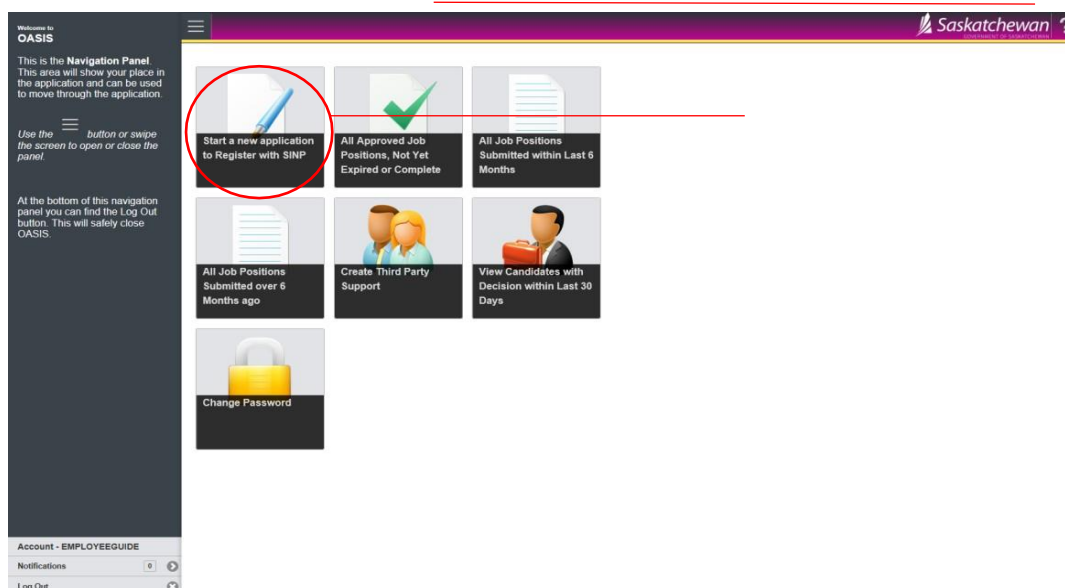
Current Password

New Password

New Password (Confirm)

Change Password **Cancel**

Once completed, this will bring you to your account homepage. To begin a new application, selection the icon on the top left titled **'Start a new application to Register with SINP'**



1.5 This will take you to an online form which will require you to complete **6 Steps**:

Step 1: General Company Contact Information

Step 2: Company Details

Step 3: Contact Information

Step 4: Disclosure Form

Step 5: Subscribe to SINP Services

Step 6: End of Application

The screenshot shows the 'Employer Self-Register' form, Step 1: General Company Contact Information. The left sidebar lists the steps: Step 1 (selected), Step 2: Company Details, Step 3: Contact, Step 4: Disclosure Form, Step 5: Subscribe to SINP Services, and Step 6: End of Application. The main form area has a title 'Employer Contact Information' and two buttons: 'Create a New Contact Record' and 'Confirm All Contact Information'. Below the buttons is a paragraph: 'There will be a place later in the application to enter specific contact information for the person(s) managing job position applications. Please complete all the fields on this screen. Once you are done click the 'Confirm All Contact Information' button above or at the bottom of the screen to validate your information. Once successful, click the Next button near the top, right corner of the screen to go to the next step in the application.' The form contains sections for 'Business Address' and 'Mailing Address', each with fields for Address Line 1, Address Line 2, Address Line 3, Address Line 4, City/Town, Province/State, Postal Code, and Country. There is also a checkbox for 'Is the mailing address the same as the Business Address?' with 'Yes' and 'No' options. A note states: 'Selecting 'Yes' will copy your business address into the mailing address.'



Do not submit your application until all fields are complete. Information submitted must be accurate and verifiable.

To continue on to the next section of information, click **'Next'** until all sections are filled. As the sections are being filled they will become green to indicate the step has been completed.

The screenshot displays the 'Employer Self-Register' interface for Step 3, 'Contact'. The sidebar on the left lists the steps: Step 1 (General Company Contact Information), Step 2 (Company Details), Step 3 (Contact), Step 4 (Disclosure Form), Step 5 (Subscribe to SINP Services), and Step 6 (End of Application). The main content area for Step 3 includes a 'Contact -' header, a home button, a text box for contact information, and buttons for 'Submit Employer Information' and 'Create a New Contact Record'. A red circle highlights the 'Next' button in the top right corner.



If you are working with a third-party representative, you are required to disclose them as a Third Party Representative in Step 3. Recruiters should not be listed as the authorization email. The authorization email should be the Company Owner/Key Company Representative, responsible for the overall account and foreign worker recruitment. The authorization email is also responsible for receipt of passwords to access the account.

Receipt of Correspondence: The account can identify multiple contacts who receive correspondence generated by activity in the account.

If multiple contacts will be using the account, you must return to step three and select **'Create a New Contact Record'**. Once selected, fill out the contact information for each individual contact.

The top screenshot shows the 'Employer Self-Register' portal at Step 1: 'Employer Contact Information for exampleemployer'. The left sidebar lists steps 1 through 6, with Step 1 currently selected. The main content area includes instructions and a form for business address. A red circle highlights the 'Create a New Contact Record' button in the top right corner.

The bottom screenshot shows Step 3: 'Contact -'. The left sidebar shows Step 3 selected. The main content area includes instructions and a form for contact type. A red circle highlights the 'Create a New Contact Record' button in the top right corner.

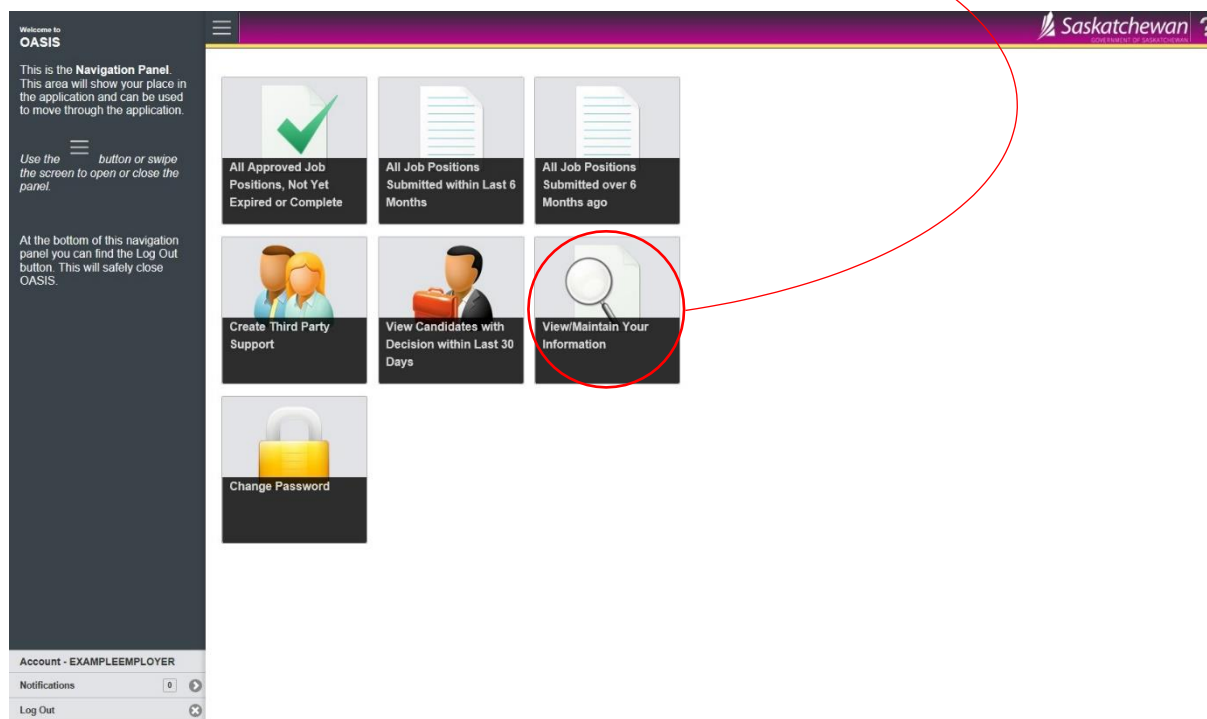
Once you have reached **Step 6 'End of Application'**, select **'Next'** to return to **Step 1**. If everything is complete, select **'Confirm all Contact Information'** followed by **'Submit Employer Information'**. This will submit your registration for review.

The top screenshot shows the 'Employer Self-Register' portal at Step 1: 'Employer Contact Information for exampleemployer'. The left sidebar lists steps 1 through 6, with Step 1 currently selected. The main content area includes instructions and a form for business address. A red circle highlights the 'Confirm All Contact Information' button in the top right corner.

The bottom screenshot shows Step 3: 'Contact -'. The left sidebar shows Step 3 selected. The main content area includes instructions and a form for contact type. A red circle highlights the 'Submit Employer Information' button in the bottom right corner.

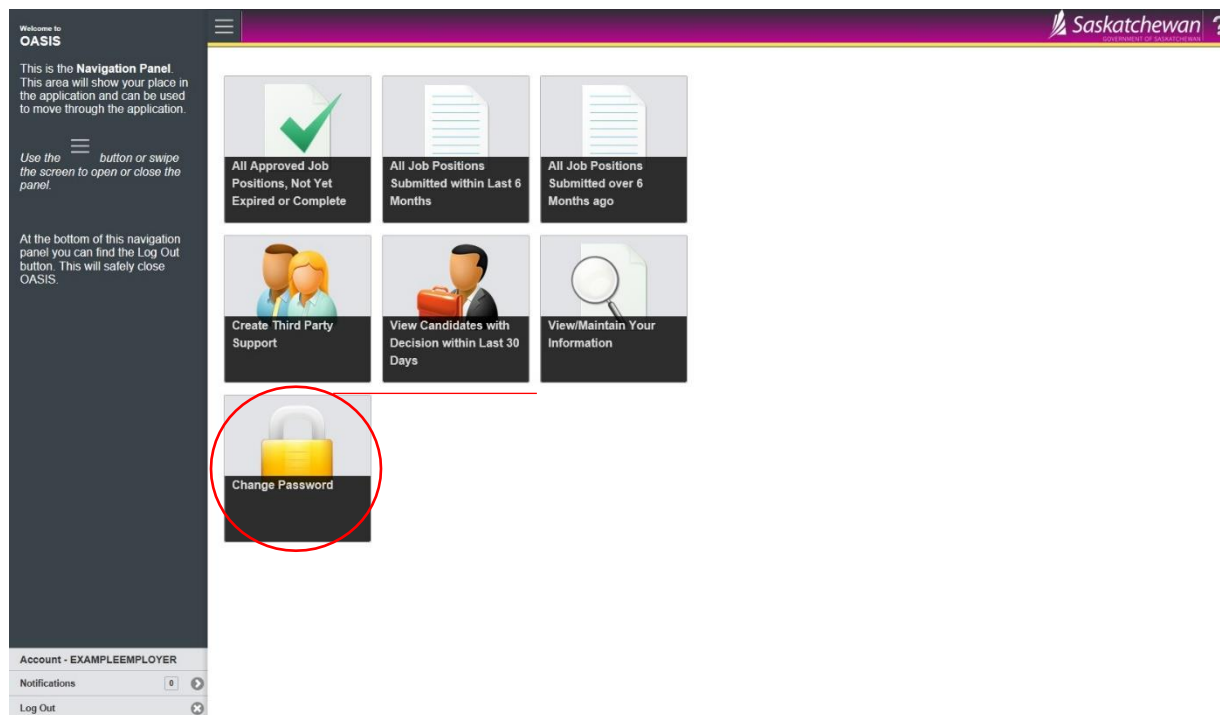
Additional Notes:

To check the status of your account, go to **'View/Maintain your information'**. Select **Step 2 'Company Details'** and your status will be listed at the top right hand side of the page.



2.0 Passwords

2.1 Go to the homepage and select 'Change Password'.



2.2 Enter your current password and a new password into the required fields and then select **'Change Password'**.

If you forget your password, go to the login page, select 'Forgot your password?' and enter your User ID. A password will be sent to you via your authorization email.

The screenshot shows the login page titled 'Login to the SINP Online Application'. It features two input fields: 'User ID' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot your password?', which is circled in red. Below the input fields is a large teal 'Log In' button. At the bottom, there is a link for 'New to OASIS?' and a 'Create an Account' button.

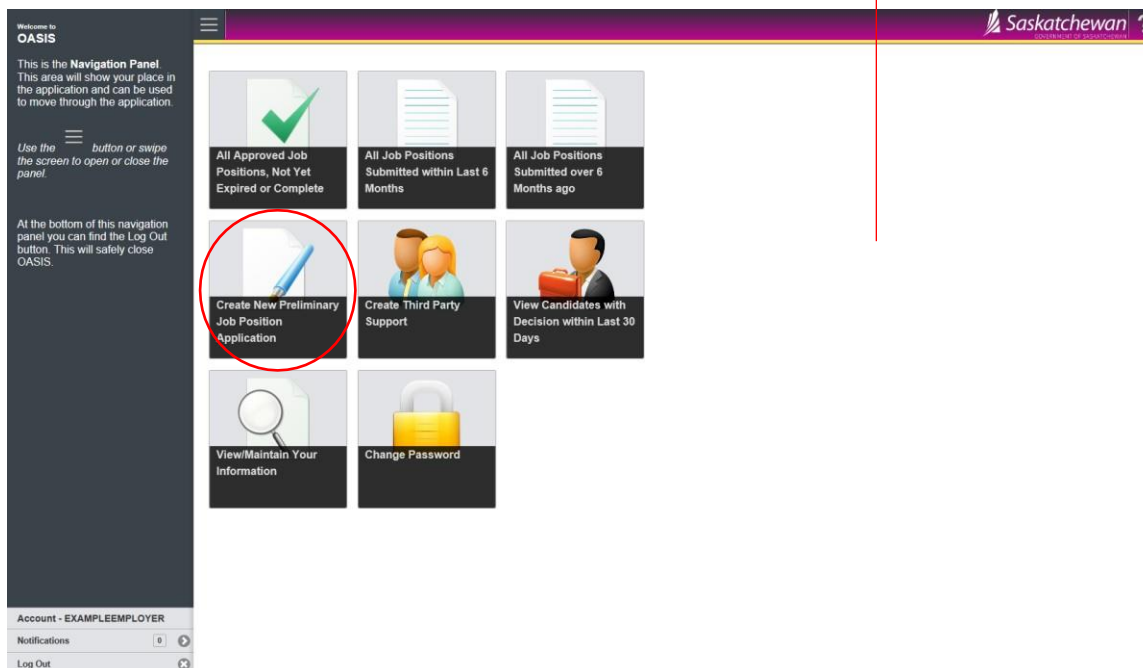
3.0 Add Job Position



Positions may only be submitted by employers who have received a Certificate of Registration.

3.1 Log in to your active employer account online.

3.2 On the employer account home screen, select the **'Create New Preliminary Job Position Application'** option.



3.3 Complete all questions under **Step 1 'Job Position'**. Once completed, **'Save'** (floppy disk icon) your responses and proceed by selecting the **'Next'** function located on the upper right hand side of the page.

Create Job Position

Step 1
Job Position -

In order for the SINP Applicant to be eligible for nomination, a job offer must:

- Be for a permanent, full time position(s) in Saskatchewan (non-seasonal)
- Meet prevailing regional wage standards and the wages indicated on this Job Approval Form
- Be made to persons who meet the required qualifications in terms of skills, experience and language abilities for the position
- Not conflict with existing collective bargaining agreements or labour disputes

Please complete this for each type of job you are interested in hiring for.

At any time you can click the to the right to save your responses.

Once you think have filled out all the questions, please click the Next Button in the upper, right corner to begin a SINP application.

What is the job title for the position you are filling?*

Indicate what job title you are looking to hire:

NOC ID*

Please note that semi and low skilled positions (NOC level C and D) are not eligible under the SINP's Skilled Worker Category, but may be eligible for the Hard-to-Fill Skills Pilot.

For more information about the Hard-to-Fill Skills Pilot, please see: <https://www.saskatchewan.ca/hard-to-fill-skills-employers>

If you need information regarding the national occupation code, please see the **National Occupational Classification (NOC) System**. Type your job title or anticipated code into the Quick Search field to see which NOC codes apply to your position. You can review each occupation's description and then choose the one that most closely matches your needs. Please note that the worker you hire must have education that corresponds with what is described under that NOC's Employment Requirements and work experience that corresponds with the Main Duties of the NOC.

For information on the SINP's categories, visit the SINP website: <http://www.saskatchewan.ca/sinp>

Enter total number of positions you are applying for on the Job Approval Form.*

Indicate whether the position is Permanent (minimum 2-year contract) and Full-Time (minimum 30 hours per week). Non Permanent Full-Time position will be deemed ineligible.

Physical Address of Job Location*

Employer must submit a new Job Approval Form for each location.
If the physical location is not available on the drop-down, please contact Ministry of Labour Relations and Workplace Safety (LRWS) at employer_registration@gov.sk.ca to add the location as a Business Address to your SINP Employer account.

Buttons:

Additional Notes:

If the job position is for a current employee who is working on a LMIA-supported work permit, you are required to attach a copy of the Labour Market Impact Assessment (LMIA) and a completed Employer Supports form.

The screenshot shows the 'Create Job Position' form for LMIA-supported work permit. The form includes the following sections:

- Step 1 Job Position -** (Left sidebar)
- Do you have a Labour Market Impact Assessment (LMIA) for this position?** (Yes/No buttons)
- Please attach a copy of the Labour Market Impact Assessment (LMIA).** (Text instruction)
- Labour Market Impact Assessment (LMIA)*** (Red circled label)
- Upload File** (Button)
- Is this position for a semi-skilled or low-skilled worker as part of the Hard-to-Fill Skills Pilot?** (Yes/No buttons)
- Recruitment through the Hard-to-Fill Skills Pilot requires employers to demonstrate efforts to recruit domestic workers and provide settlement supports to foreign workers. For more information, please see: <https://www.saskatchewan.ca/hard-to-fill-skills-employers>.** (Text instruction)
- You have completed the Employer Supports form?** (Yes/No buttons)
- If yes, please attach a completed Employer Supports form.** (Text instruction)
- Employer Supports form.*** (Red circled label)
- Upload File** (Button)

If the job position is for an employee who is not on LMIA-supported work permit OR for a foreign worker who is not a current employee, you are required to provide proof of domestic recruitment activities, SaskJobs ID for the position and a completed Employer Supports form. See the [Employers Guide to Printing SaskJobs Order Information](#) for how to print your SaskJobs order information.

The screenshot shows the 'Create Job Position' form for non-LMIA-supported work permit. The form includes the following sections:

- Do you have a Labour Market Impact Assessment (LMIA) for this position?** (Yes/No buttons)
- Is this position for a semi-skilled or low-skilled worker as part of the Hard-to-Fill Skills Pilot?** (Yes/No buttons)
- Recruitment through the Hard-to-Fill Skills Pilot requires employers to demonstrate efforts to recruit domestic workers and provide settlement supports to foreign workers. For more information, please see: <https://www.saskatchewan.ca/hard-to-fill-skills-employers>.** (Text instruction)
- You have advertised for this position on SaskJobs in the three months prior to submitting the Job Approval Form (for each position being recruited) for a minimum of four consecutive weeks in order to seek qualified Canadians and permanent residents?** (Yes/No buttons)
- The required job advertisement information includes:**
 - 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 (must be full-time (30+ hours), permanent position)
 - language of work
 - 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)
- Document Uploads**
 - Proof of Domestic Recruitment Activities**
 - Proof of Domestic Recruitment Activities*** (Red circled label)
 - Upload File** (Button)
 - Please upload a copy of the advertisement and any additional information to support where, when and for how long the position was advertised.** (Text instruction)
 - Please provide the SaskJobs ID for the position.*** (Red circled label)
- You have completed the Employer Supports form?** (Yes/No buttons)
- If yes, please attach a completed Employer Supports form.** (Text instruction)
- Employer Supports form.*** (Red circled label)
- Upload File** (Button)

3.4 Continue to complete all questions throughout **Step 2**. For mobility between each of the steps (Step 1 to 2), use the next and previous functions located at the upper right-hand side of the screen. Note that you may only proceed to the next step once the information on the current step has been completed.

- Step 2 – Administrative Details

3.5 Upon completing **Step 2 ‘Administrative Details’**, review responses throughout **Step 1 to 2** and proceed to **Step 3 ‘End of Application’**. Select the **‘Submit Job Position Application’** option. This activity will change the job status to Submitted for Review and will automatically return you to the employer account home screen.

3.6 To verify that you have submitted your job position application correctly, please choose the **‘All Job Positions Submitted within the Last 6 Months’** button located on the employer home screen. Find the corresponding job position that you have recently submitted. A successful submission will have the current status of **‘Submitted for Review’**.

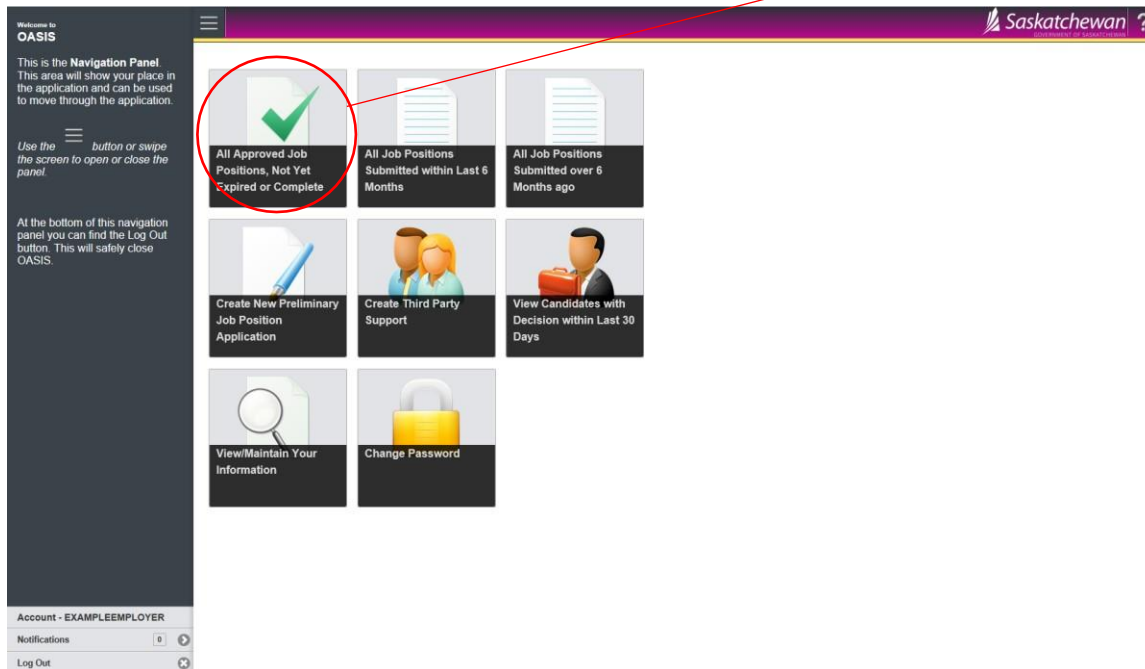
Additional Notes

- * A separate job position form for each different position must be completed and submitted.
- * Upon the successful submission of a job position, the position will be reviewed by an International Recruitment Officer and, if the position meets SINP criteria, may be approved. A letter will be emailed out to the employer that day – this is not a Job Approval Letter, just a receipt of the application.
- * When a position is approved, you are ready to proceed to the **‘Create a Candidate’** section.

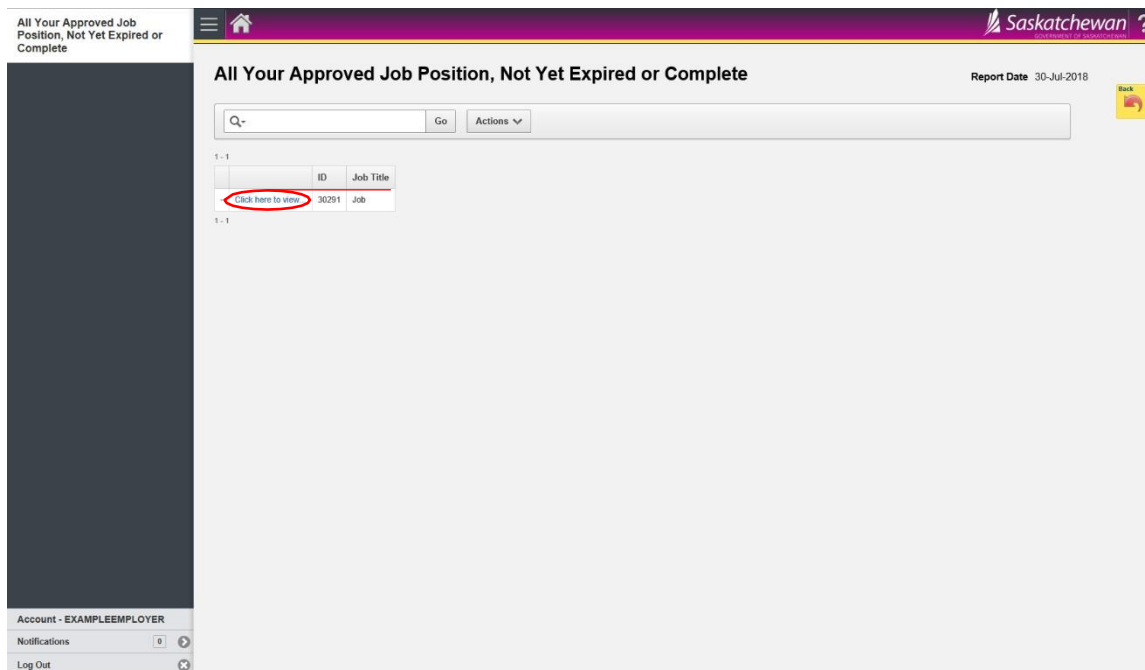
4.0 Create a Candidate

4.1 Log in to your online active employer account.

4.2 On the employer account home screen, select the **'All Approved Job Positions, Not Yet Expired or Complete'** option.



Locate the corresponding Job Position ID/Title for which you wish to add a candidate's name and proceed to choose the **'Click here to view'** option.



4.4 Select the 'Create a Candidate for this Job Position' option

Job Position: Job

Status: **Approved**

Create a Candidate for this Job Position

Submit ALL Candidates for this Job Position for Approval

In order for the SINP Applicant to be eligible for nomination, a job offer must:

- Be for a permanent, full time position(s) in Saskatchewan (non-seasonal)
- Meet prevailing regional wage standards and the wages indicated on this Job Approval Form
- Be made to persons who meet the required qualifications in terms of skills, experience and language abilities for the position
- Not conflict with existing collective bargaining agreements or labour disputes

Job Position ID: 30291

What job title you are looking to hire: Job

NOC ID: 6311 - Food service supervisors

Enter total number for available positions: 1

Is this a Permanent Full-Time position: Yes

Indicate the starting hourly wage you will pay the immigrant worker (s) for this job: \$14.00

Annual Salary Range: \$29,120

Benefits: 3 weeks of vacation annually

4.5 Complete the form with your candidate's information. You will require your candidate's full name and date of birth.

4.6 Upon completion, select 'Save' (floppy disk icon) located in the upper right hand side of the page.



If you accidentally save a blank candidates name, you will need to contact International Recruitment Unit to change this.

4.7 Select '**Submit only this Candidate for Approval**' option. If the candidate information has been submitted successfully, a status confirmation will appear on the next page on the top right hand side.

Candidate - Last Name, First Name

Status: **Not Yet Submitted**

Submit only this Candidate for Approval

Cancel only this Candidate

First Name*

Middle Name

Last Name*

Birth Date*

01-Jan-2000

Date must be entered as DD-Mon-YYYY
Example: 01-Jan-2015

4.8 The name of a candidate can be changed providing that the Job Approval Letter is valid and has not expired and the candidate has not applied for the SINP.

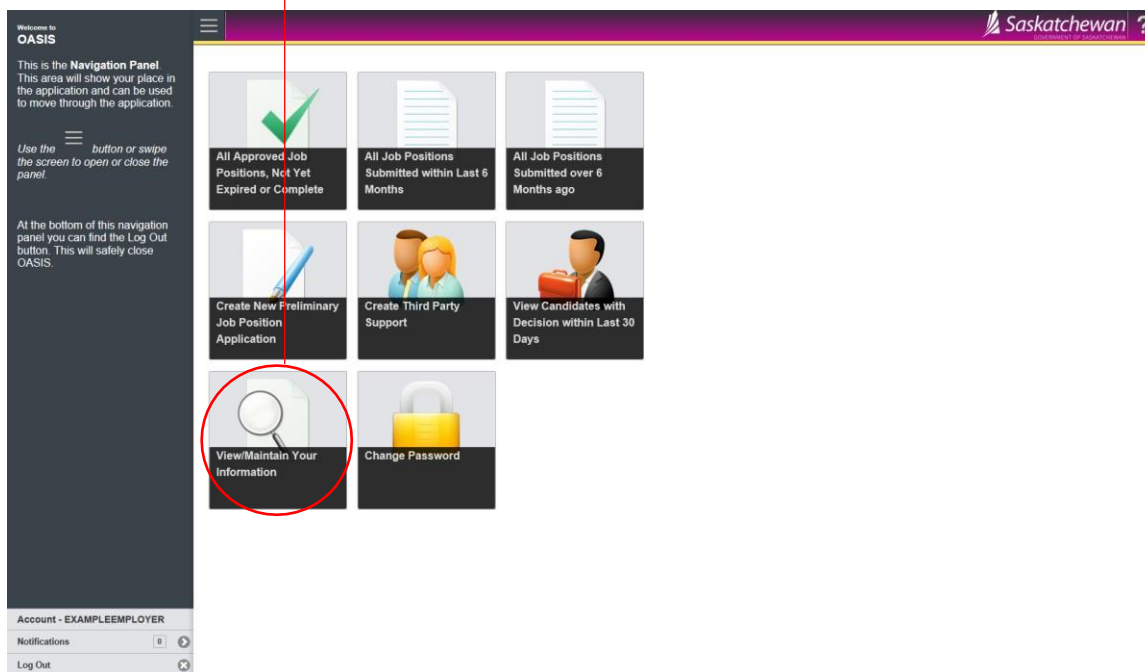
Additional Notes

- * If multiple candidates need to be added under one approved job form, repeat steps 4.4 to 4.7 for each candidate.
- * A successful candidate approval will automatically generate the **Candidate Specific Job Approval Letter** which will be emailed to the employer later on that day. The **Candidate Specific Job Approval Letter** must be provided to the candidate for their application to the SINP. The candidate requires the Candidate Specific Job Approval Letter AND Letter of Job Offer from the employer for their SINP application.
- * **All correspondence generated by SINP is electronic and automatically generated at 5:00 PM each day.**
- * If the candidate's application to SINP meets eligibility criteria, it may result in an SINP Nomination with applicable support documentation to apply for an IRCC work permit. The employer must pay a federal [IRCC Employer Compliance Fee](#) of \$230.00 prior to the candidate's application for the work permit. Please visit the [IRCC Employer Portal](#) for additional information.

5.0 Adding a Contact/Third Party Representative

5.1 Log in to your online active employer account.

5.2 Select **'View/Maintain Your Information'** on the homepage.



5.3 Select **'Create a New Contact Record'**.

The screenshot shows the 'Employer Self-Register' page, Step 1: 'Employer Contact Information for exampleemployer'. The 'Create a New Contact Record' button is circled in red. The form contains fields for Business Address, Mailing Address, and a checkbox for 'Is the mailing address the same as the Business Address?'. The left sidebar shows the progress of the registration steps.

Business Address	
Address Line 1	11
Address Line 2	
Address Line 3	
Address Line 4	
City/Town	11
Province/State	Saskatchewan
Postal Code	11
Country	Canada
Is the mailing address the same as the Business Address?	Yes <small>Selecting "Yes" will copy your business address into the mailing address.</small>

Mailing Address	
Address Line 1	11
Address Line 2	
Address Line 3	
Address Line 4	
City/Town	11
Province/State	Saskatchewan
Postal Code	11
Country	Canada

5.4 Choose contact type, then complete all required fields below.

5.5 Select **'Create a New Contact Record'** at the bottom of the screen.

Employer Self-Register

Step 2 Contact -

Create a New Contact Record

Delete Contact

Click the button at the top to return to the Home/Main screen.

If you received assistance with your employer application, you must enter the contact information for them.

Contact Type*

Create a New Contact Record

Delete Contact

Account - EXAMPLEEMPLOYER

Notifications 0

Log Out

5.6 This will create the new contact record. Fill out the required information and click on the **'Save'** button to ensure all changes are saved.

Additional Notes

*Please contact International Recruitment Unit to update or add any contact information at employerservices@gov.sk.ca.

6.0 Attaching Documents

6.1 For items where document inline upload is required, select **'Upload File'**.

Please attach the Job Offer Letter*



Select **'Browse'** and choose the file you want to upload, then click **Upload File**.

Click or tap here to enter text.

Organization Chart

Is this a unionized position?*

Please explain why international recruitment is required to fill this vacancy.

Attach a File

Browse... No file selected.

Upload File

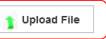
If you are submitting additional optional documents, you may also click **'Add an Additional Document'**.

Additional Documents, i.e. schedule:

Add an Additional Document

Clicking this button will open an inline upload section.

Additional Documents



Alternatively, you can also attach documents under **Files** folder described below.

6.2 Select the **'Files'** option on the right hand side of the page. This can be seen when maintaining employer information or when viewing a job position.

Employer Self-Register

Step 1 General Company Contact Information ✓

Step 2 Contact - Third Party Support ✓

Step 3 Company Details

Step 4 Contact - Other ✓

Step 5 Contact - Other ✓

Step 6 Disclosure Form ✓

Step 7 Subscribe to SINP Services ✓

Step 8 End of Application ✓

Step 3 Employer - exampleemployer

Status You are now an active employer and can submit a Job Approval Form.

Create a New Job Position

Create a New Contact Record

If you do not see a list on the left, please click on the ☰ button in the top, left corner. This is a list of buttons that, when clicked on, will bring up additional information.

Document Uploads

Employer Registration Documents No Document Attached

Employer ID 9125

Indicate the legal name of the company exampleemployer

Operating Name exampleemployer


Incorporation (and/or) Business Number exampleemployer

GST Number exampleemployer

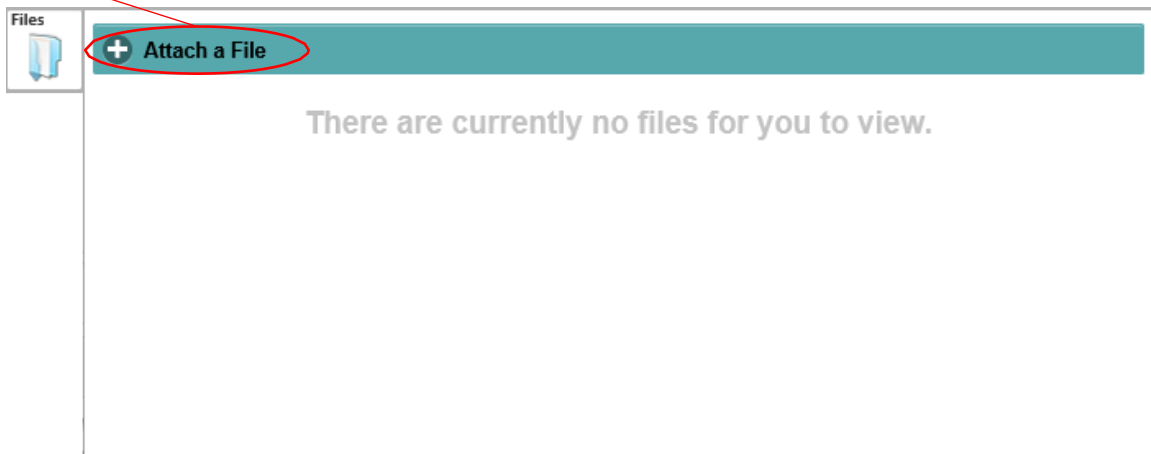
Indicate the occupation type as per the North American Industry Classification System (NAICS) 11-Agriculture, Forestry, Fishing and Hunting

Does your company have a website? No

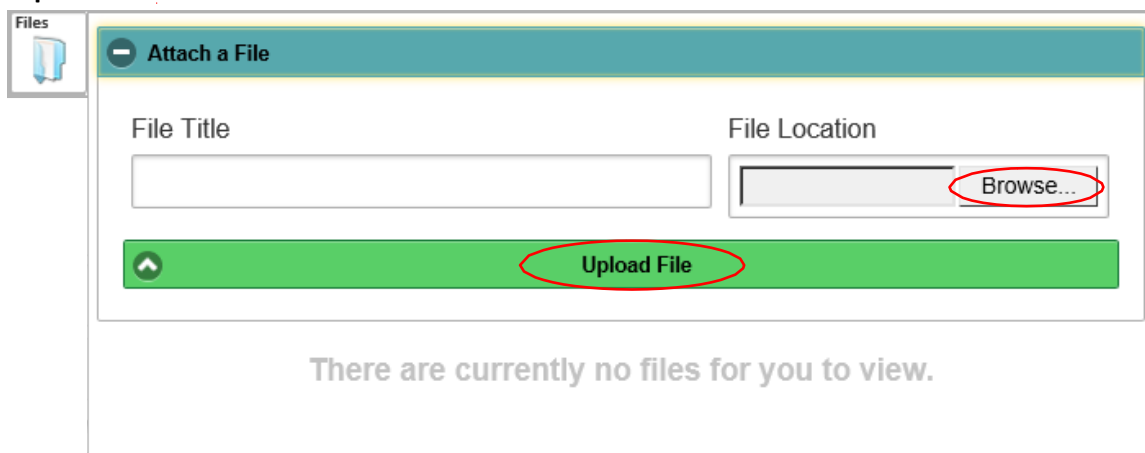
Would you like the SINP to refer prospective foreign workers to this business? No



6.3 This is where all previously saved files will be stored and also where new files can be attached. Select **'Attach a File'** to attach new files.



6.4 Select **'Browse...'**, choose the document that you wish to upload from your computer and select **'Upload File'**.



7.0 Request for Additional Information (RAI)

If the processing Officer requires further clarification or requests for additional documents during an assessment of a 'Job Approval Form' (JAF), a **'Request for Additional Information'** (RAI) will be sent to the employer. The employer will be notified of the RAI via email. It allows employers to directly respond to the processing officer's inquiries on each JAF through the SINP OASIS portal instead of responding to an assessment email. Information submitted or requests for an extension via email will not be accepted and may result in an ineligible decision on your JAF.

This change will only impact JAFs, that begin assessment on or after June 27, 2024. JAFs that are under review before June 27, 2024, will continue to receive document requests via email directly from the assessing officer.

7.1 Email Notification and Letter of "Additional Required Information"

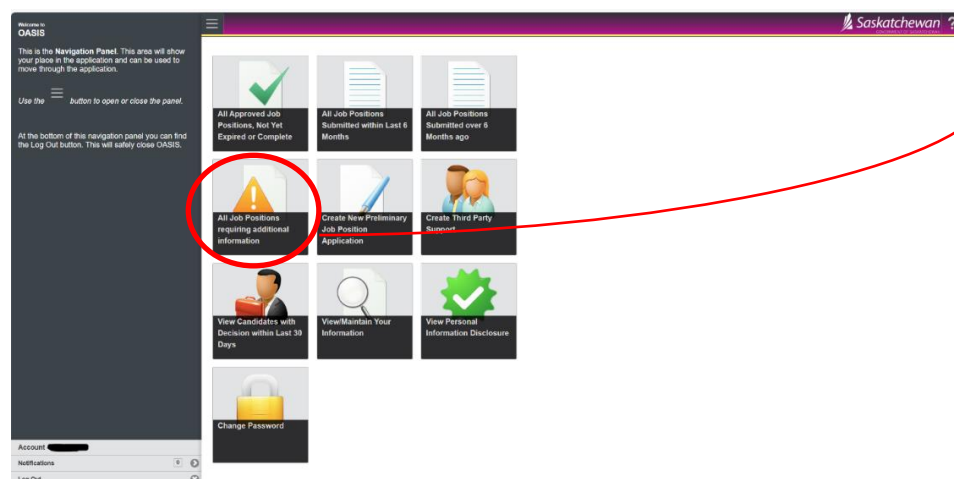
If additional documents and/or clarification are needed for your JAF(s), you will receive an email from **'saskimmigration@gov.sk.ca'** with the subject: **SINP Job Approval – Request More Information**. The letter "Additional Required Information" can be downloaded in the attachment, all the information and/or documents that are required for each position will be listed on the second page of this letter under 'Missing Information'.

7.2 Log in to your online OASIS employer account.

To submit documents requested by the International Recruitment Unit, you need to agree to the "AUTHORITY TO DISCLOSE PERSONAL INFORMATION" after log in.

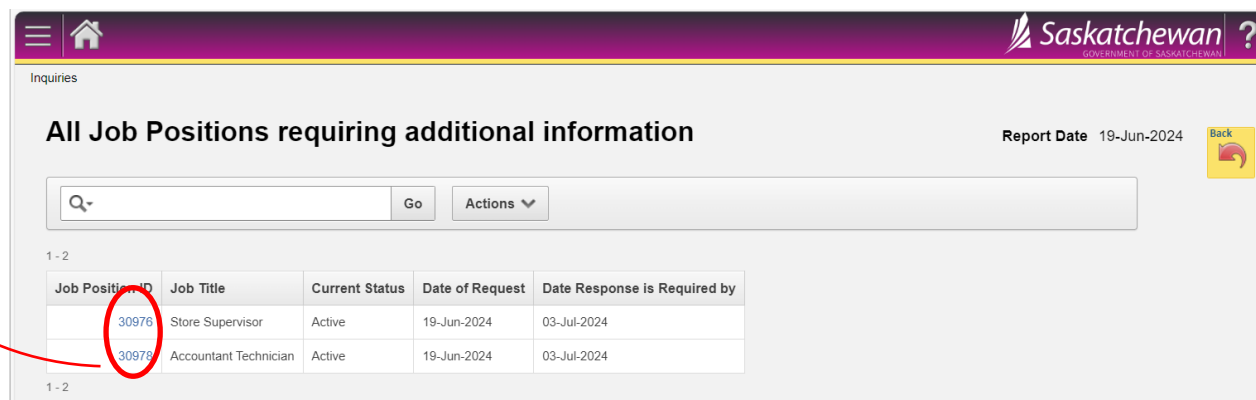
7.3 View list of All Job Positions requiring additional information

On the OASIS employer account home screen, select **'All Job Positions requiring additional information'** option. This will show the list of JAF(s) where additional information is required.



The list will show you the job position ID, job title, current status of the request for additional information (or RAI) record, the date of request and the due date (Date response is required by) for each Job Position that an officer is requesting additional information.

Click the '**Job Position ID**' to enter the main page of each position to view the requested information. Please ensure to review **ALL** positions and the RAIs that require additional information.



Inquiries

All Job Positions requiring additional information

Report Date 19-Jun-2024 [Back](#)

Search: Go Actions ▾

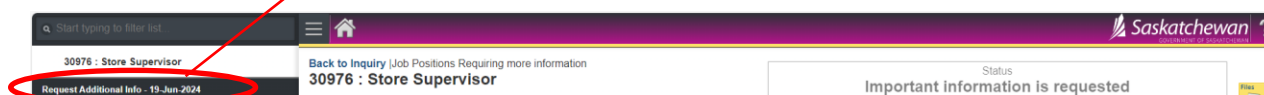
1 - 2

Job Position ID	Job Title	Current Status	Date of Request	Date Response is Required by
30976	Store Supervisor	Active	19-Jun-2024	03-Jul-2024
30978	Accountant Technician	Active	19-Jun-2024	03-Jul-2024

1 - 2

7.4 View the requested additional information

Click '**Request Additional Info - dd-mmm-yyyy**' to review the requested additional information.



7.5 Provide responses and upload documents

Please review the requested information carefully and provide with a written answer and/or upload the documentation if applicable. Please ensure to submit your response before the '**Date Response is Required By**' (underlined) to avoid ineligible results of your positions.

The answers to the RAI request could be inputted directly in the **'Response'** section. The **'Response'** section has a 3,500-character limitation on length of provided answers. If additional space is needed, please enter your response in a document and upload the correspondence.

The screenshot shows the 'Request Additional Info' page for a Store Supervisor position. The 'Response' field is highlighted with a red oval. Below it, the 'Upload File' button is also highlighted with a red oval. A red line points from the 'Response' field to the 'Upload File' button.

If additional documentation is required, please click **'Upload File'** to upload the required documentation.


The screenshot shows the 'Request Additional Info' page with the 'Attach a File' pop-up window open. The 'Upload File' button in the pop-up is highlighted with a red oval. A red line points from the 'Upload File' button in the main page to the 'Upload File' button in the pop-up.

You can drag and drop the intended file to the pop-up window or click **'Choose File'** to open the file explorer to select which file to upload. Please don't forget to click the green **'Upload File'** bar to finish uploading.

If more than one document needs to be uploaded, please click **'Add an Additional Document'** and repeat the above process to attach the intended file.

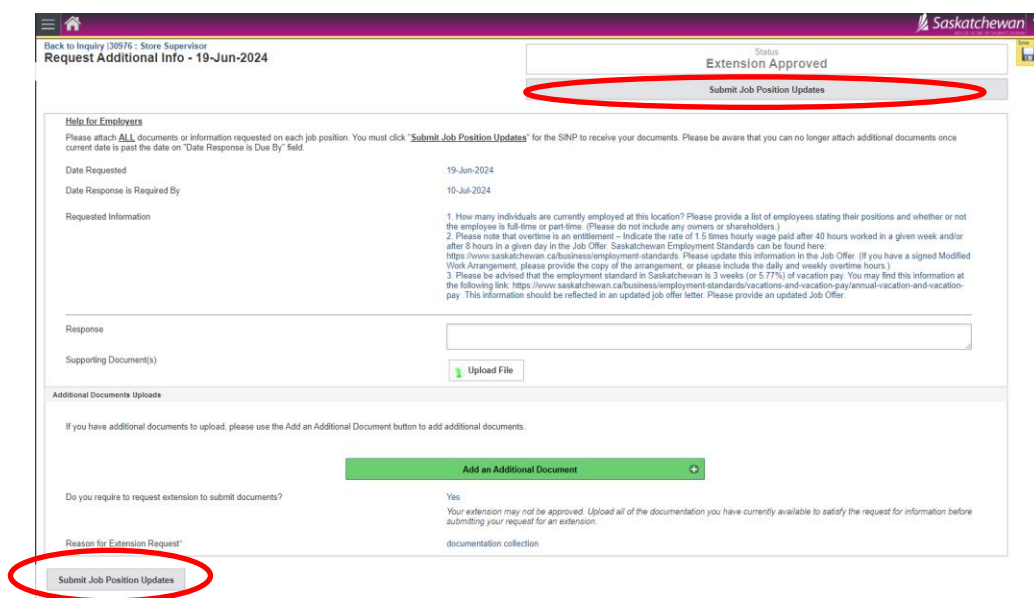
The screenshot shows the 'Additional Documents Uploads' section. The 'Add an Additional Document' button is highlighted with a red oval. A red line points from the 'Add an Additional Document' button in the previous section to this button.

Additional Notes:

- Information provided via Cloud Storage or file sharing platform (e.g. Google Drive Files) will not be accepted.
- The answer and uploaded documentation can be saved as a draft by clicking Save  icon located on the upper right-hand side of the page, you can revisit this draft any time before the response deadline.
- Once the due date has passed, you will not be able to attach any replies or documents.
- If you do not submit your response and/or document(s) to the request for additional information, the RAI will be closed the day after the due date and your job position will be made “Ineligible”. You will receive an Ineligible Letter from saskimmigration@gov.sk.ca stating the reason why your request for a Job Approval Letter was denied.

7.6 Submission of Document and Information

Once you have uploaded all the supporting documents and/or provided adequate information to RAI request, you can click **‘Submit Job Position Updates’** bar underneath the **‘Status’** section or at the left side bottom of the page.



Back to Inquiry (30976 : Store Supervisor)
Request Additional Info - 19-Jun-2024

Status
Extension Approved
Submit Job Position Updates

Help for Employers
Please attach ALL documents or information requested on each job position. You must click "Submit Job Position Updates" for the SINP to receive your documents. Please be aware that you can no longer attach additional documents once current date is past the date on "Date Response is Due By" field.

Date Requested: 19-Jun-2024
Date Response is Required By: 10-Jul-2024

Requested Information

1. How many individuals are currently employed at this location? Please provide a list of employees stating their positions and whether or not the employee is full-time or part-time. (Please do not include any owners or shareholders.)
2. Please note that overtime is an entitlement – indicate the rate of 1.5 times hourly wage paid after 40 hours worked in a given week and/or after 8 hours in a given day in the Job Offer. Saskatchewan Employment Standards can be found here: <https://www.saskatchewan.ca/business/employment-standards>. Please update this information in the Job Offer. (If you have a signed Modified Work Arrangement, please provide the copy of the arrangement, or please include the daily and weekly overtime hours.)
3. Please be advised that the employment standard in Saskatchewan is 3 weeks (or 5.77%) of vacation pay. You may find this information at the following link: <https://www.saskatchewan.ca/business/employment-standards/vacations-and-vacation-pay/annual-vacation-and-vacation-pay>. This information should be reflected in an updated job offer letter. Please provide an updated Job Offer.

Response:

Supporting Document(s):

Additional Documents Uploads

If you have additional documents to upload, please use the Add an Additional Document button to add additional documents.

Do you require to request extension to submit documents? Yes
Your extension may not be approved. Upload all of the documentation you have currently available to satisfy the request for information before submitting your request for an extension.

Reason for Extension Request: documentation collection

Clicking this button will show a warning message. Please read the warning message for more information regarding attachments and deadlines.

Click “Yes, Continue” in the pop-up window to proceed or go back to review and/or attach more documents.

After the submission, the status of RAI will change to ‘Submitted’. You can still upload additional documents prior to the due date. You won’t be able to attach any more document(s) once the due date has passed.

Back to Inquiry 30976 : Store Supervisor
Request Additional Info - 19-Jun-2024

Saskatchewan ?

Status
Submitted

Submit Job Position Updates

Additional Notes:

- Please ensure that you click ' **Submit Job Position Updates** ' only once after you have attached all the documents requested. You can find the list of the documents being requested (if any) on the '**SINP Job Approval - Request More Information**' letter.
- An additional information page will be created for each JAF that the assessing officer is requesting additional information. Please submit the requested information per JAF if more than one job positions require additional information.

7.7 Request for Extension

Once the request for additional information is sent by the processing officer, the employer will have two (2) weeks to provide the response. A reminder will be sent five (5) days before the '**Date Response is Due By**', and the status of the RAI will update to 'Reminder Sent'. If additional time is required, you may request for a possible extension by clicking '**Yes**' to '**Do you require to request extension to submit documentation**' and provide the reason for the '**Reason for Extension Request**' in the following section.

Additional Documents Uploads

If you have additional documents to upload, please use the Add an Additional Document button to add additional documents.

Add an Additional Document +

Do you require to request extension to submit documents?

Yes No

Reason for Extension Request*

Request Extension to Submit Documents

Please ensure to click '**Request Extension to Submit Documents**' to submit your request to the processing officer. Once the request has been submitted, the status of this RAI will be changed to '**Extension Requested**'. (***DO NOT** click '**Submit Job Position Updates**' after the extension request.)

Back to Inquiry 30976 : Store Supervisor
Request Additional Info - 19-Jun-2024

Saskatchewan ?

Status
Extension Requested

Submit Job Position Updates

Once the request has been received by the processing officer, an additional five (5) business days extension may be granted by the assessing officer. Once the decision has been made, the status of this RAI will be changed to either '**Extension Not Approved**' or '**Extension Approved**' with a new '**Date Response if Required By**'.

[Back to Inquiry 30976 : Store Supervisor](#)
Request Additional Info - 19-Jun-2024

Status
Extension Approved

[Submit Job Position Updates](#)

Help for Employers

Please attach **ALL** documents or information requested on each job position. You must click "[Submit Job Position Updates](#)" for the SINP to receive your documents. Please be aware that you can no longer attach additional documents once current date is past the date on "Date Response is Due By" field.

Date Requested

19-Jun-2024

Date Response is Required By

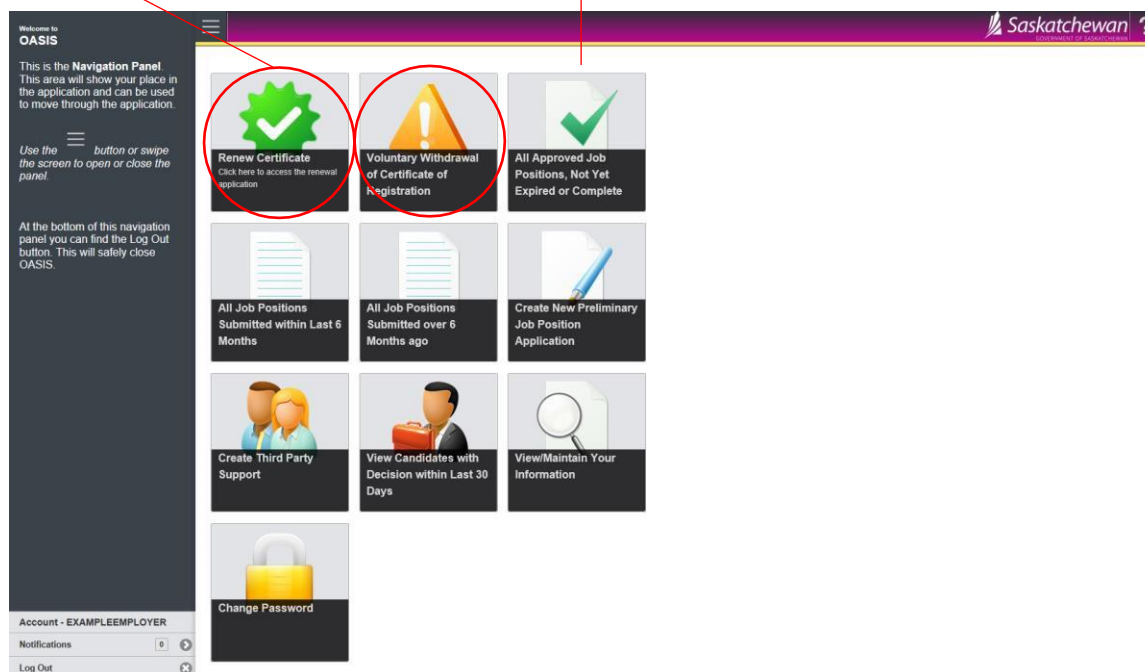
10-Jul-2024

Additional Notes:

- A notification email regarding the officer's decision will also be sent at the 5:00 pm on the day the decision has been made, or the following business day if the decision was made after 5:00 pm.

8.0 Certificate of Registration Renewal

8.1 When the account status is at **'Renewal Required'**, after logging in you will see the options of either **'Renew Certificate'** or **'Voluntary Withdrawal of Certificate of Registration'**.



8.2 After selecting **'Renew Certificate'** you will be taken to the Certificate Renewal screen. The Certificate Renewal screen will allow you to Review the Terms and Conditions and complete the following contact information form. Before submitting renewal, ensure that all of the information in your account is up date and accurate (this can be done by selecting **'View/Maintain Your Information'** from the homepage).

The individual who is submitting the contact information for the Certificate of Registration Renewal must also be a contact for the account. When this information is complete, select **'Apply for Renewal'**.

Certificate Renewal

You have not yet submitted your application for renewal of your Certificate of Registration

If you wish to renew certification, you should review the Terms and Conditions for Registration and must complete the Contact Information fields below. To submit your renewal, please click the Apply for Renewal button in either the top, right corner or bottom of your screen. By clicking this button you are agreeing to the Terms and Conditions for Registration.

If you do not wish to renew certification, you can click the Voluntary Withdrawal of Renewal in either the top, right corner or bottom of your screen. Once you voluntarily withdraw, your Certificate of Registration will no longer be valid and you are required to submit a new application for an Employer Certificate of Registration if you choose to hire foreign workers.

If you do not take action by the expiry date, July 27, 2020 your Certificate of Registration will no longer be valid and you are required to submit a new application for an Employer Certificate of Registration if you choose to hire foreign workers.

Please click here for the [Terms and Conditions for Registration](#).

Employer ID: 9125
 Operational Name: exampleemployer
 Legal Name: exampleemployer
 Business Number: exampleemployer

Details for the person that SINP may contact regarding future job position applications, if renewal is approved

First Name*
 Last Name*
 Title/Role*
 Phone*
 Email*

Apply for Renewal Voluntary Withdrawal of Renewal

This will complete the renewal process and submit your information to be reviewed.

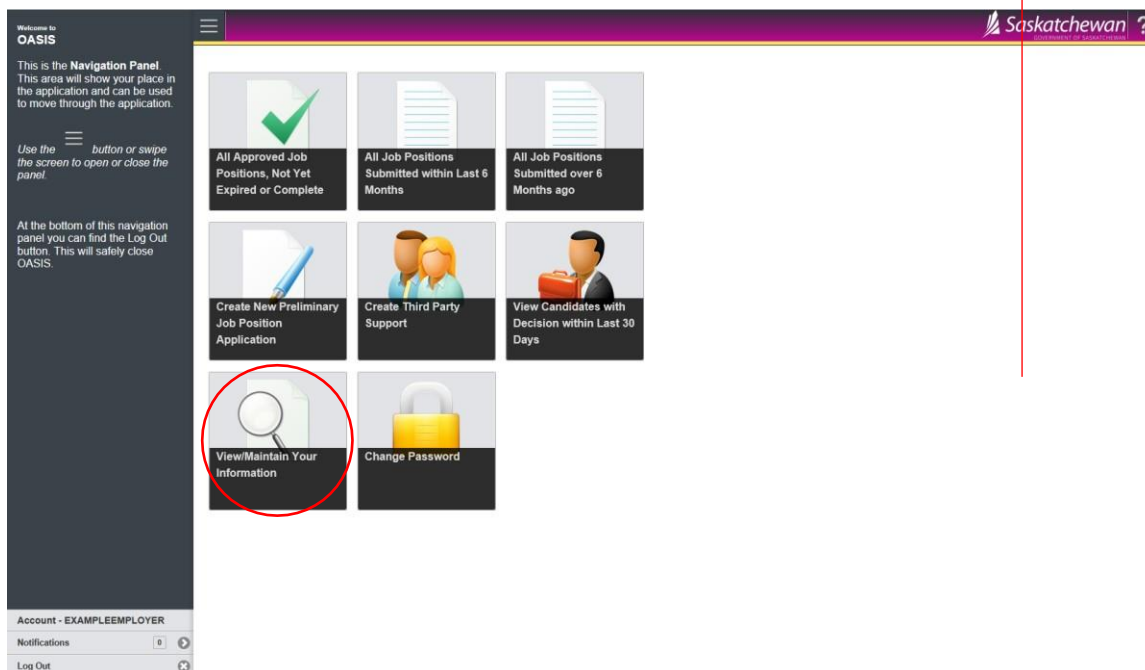
The Certificate of Registration will be valid for two years from the date of renewal. Reminders about the renewal process will be sent at 90, 60 and 30 day intervals prior to the expiry date.



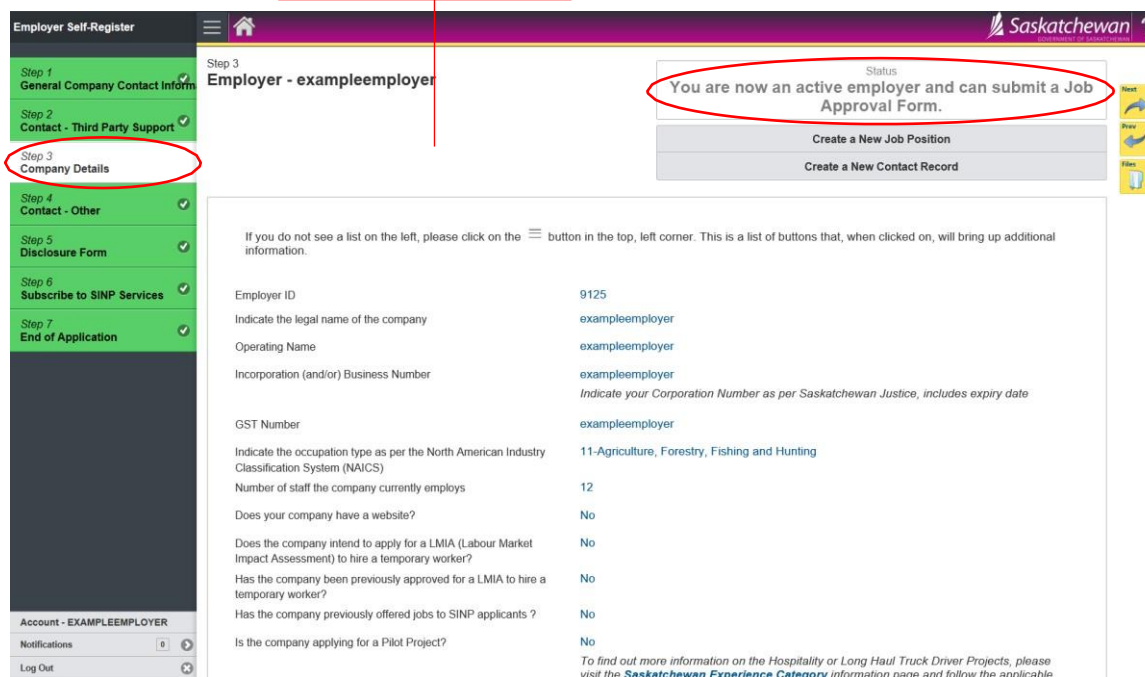
If the account has not been renewed by the final expiry date, a new Certificate of Registration will be required.

9.0 View/Maintain Information

9.1 To view or make changes to your business/contact information select **'View/Maintain Your Information'** from your account homepage.



9.2 On this page you will have the ability to look over all of the account information. To see your current account status, select **Step 2 'Company Details'** and your status will be listed in the upper right.



9.3 When the account status is set to **'Active'** you will only have the ability to change Contact Information.

To add a contact to the account, go to Step 3 and select **'Create a New Contact Record'**.

Employer Self-Register

Step 3
Employer - exampleemployer

Status
You are now an active employer and can submit a Job Approval Form.

[Create a New Job Position](#)
[Create a New Contact Record](#)

If you do not see a list on the left, please click on the button in the top, left corner. This is a list of buttons that, when clicked on, will bring up additional information.

Employer ID	9125
Indicate the legal name of the company	exampleemployer
Operating Name	exampleemployer
Incorporation (and/or) Business Number	exampleemployer
	<i>Indicate your Corporation Number as per Saskatchewan Justice, includes expiry date</i>
GST Number	exampleemployer
Indicate the occupation type as per the North American Industry Classification System (NAICS)	11-Agriculture, Forestry, Fishing and Hunting
Number of staff the company currently employs	12
Does your company have a website?	No
Does the company intend to apply for a LMIA (Labour Market Impact Assessment) to hire a temporary worker?	No
Has the company been previously approved for a LMIA to hire a temporary worker?	No
Has the company previously offered jobs to SINP applicants?	No
Is the company applying for a Pilot Project?	No

To find out more information on the Hospitality or Long Haul Truck Driver Projects, please visit the [Saskatchewan Experience Category](#) information page and follow the applicable

Account - EXAMPLEEMPLOYER

Notifications

Log Out

Once all of the fields have been filled, select the **'Save'** button.

10.0 Terms and Definitions

<u>Term:</u>	<u>Definition:</u>
Active:	The account has been reviewed and activated. A Certificate of Registration is issued. Active account is ready for positions to be submitted for pre-approval.
Approved:	The position meets SINP criteria and is approved. The candidate can be added to the position.
Canadian Visa Office:	A Citizenship and Immigration Canada (IRCC) immigration office outside Canada, typically located at a Canadian Embassy, Canadian Consulate General, or Canadian High Commission.
Certificate of Nomination:	A certificate issued by a province or territory that recommends a foreign national for permanent residence under the Provincial Nominee Program. The Certificate of Nomination is issued by Immigration Services Branch (ISB). For more information, contact ISB at 1 (833) 613-0485 or immigration@gov.sk.ca .
Certificate of Registration:	A valid Certificate of Registration pursuant to the Immigration Services Act (ISA). For more information, contact the Program Compliance Branch at (306) 798-1350 or employer.registration@gov.sk.ca .
Compulsory Trade:	To work in a compulsory apprenticeship trade you must hold a journeyperson certificate or be registered as an apprentice with the Saskatchewan Apprenticeship and Trade Certification Commission. Additional information can be found at: Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) .
Designated Trade:	This is an occupation recognized as a trade by the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) .
Employer Services Branch:	Employer Services helps existing and potential Saskatchewan employer develop, recruit and retain a productive workforce to improve labour market outcomes for all stakeholders. The division assists employers with strategic workforce planning and provides support to Hire, Train and Manage Employees which includes National Job Bank , Saskjobs.ca , Canada Saskatchewan Job Grant , and Apprenticeship to meet workforce needs. For more information, contact Employer Services through SaskJobs Career Services at 1 (833) 613-0485 or saskjobs@gov.sk.ca .
Foreign National:	A person who is not a Canadian citizen or permanent resident, and includes a stateless person.
Foreign Worker Recruiter:	A person who, for a fee or compensation, provides recruitment services. The Recruiter must be licensed under ISA. For more information, visit Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities .

Foreign Worker:	A temporary resident who is legally allowed to work in Canada on a temporary basis.
Immigration Consultant:	A person who, for a fee or compensation, provides immigration services. For more information, visit Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities .
Immigration Services:	Services that assist a foreign national in immigrating to Saskatchewan, including: (i) researching and advising on immigration opportunities, laws or processes; (ii) preparing or assisting in the preparation, filing and presentation of applications and documents related to immigration; (iii) representing a foreign national to or before immigration authorities; and (iv) providing or procuring settlement services. For more information, refer to Guidelines for Defining Recruitment and Immigration Services .
Immigration Services Branch:	Candidates interested in living and working in Saskatchewan or supported by a Saskatchewan employer with a job offer can apply to the SINP for Certificate of Nomination. Candidates eligible for an SINP Certificate of Nomination will receive work permit support documents to apply for a work permit. Candidates can apply to the federal department of Immigration, Refugee and Citizenship Canada (IRCC) with the provincial nomination for permanent residency. SINP applications are processed by the Immigration Services Branch (ISB). For more information, contact ISB at 1 (833) 613-0485 or immigration@gov.sk.ca .
Ineligible:	The position submitted does not meet SINP criteria.
International Mobility Program:	This program allows employers to hire or bring in foreign workers without the need of a Labour Market Impact Assessment (LMIA). Exemptions from the LMIA process are available where there are reciprocal benefits for Canadians and other competitive advantages for Canada.
Job Approval Letter:	Employers applying to the Saskatchewan Immigrant Nominee Program (SINP) will be required to apply for a Job Approval Letter. Job Approval Letters are issued by the International Recruitment Unit (IRU) and are required for an SINP application. For more information, contact ESB at 1 (833) 613-0485 or employerservices@gov.sk.ca .
Labour Market Impact Assessment (LMIA):	A document that an employer in Canada must usually get before hiring a foreign worker. A positive LMIA will show that there is a need for a foreign worker to fill the job and that no Canadian worker can do the job. A positive LMIA is sometimes called a Confirmation Letter.
Labour Relations and Workplace Safety :	Labour Relations and Workplace Safety (LRWS) encourages healthy, safe and productive workplaces by setting, promoting and enforcing employment and occupational health and safety standards. LRWS works with businesses, labour groups, workers and other stakeholders to foster a positive environment. For more information, contact LRWS at 1 (833) 613-0485 or employer.registration@gov.sk.ca .

National Occupation Classification (NOC):	This is a tool that provides a standardized system for understanding Canadian occupations. It describes duties, skills, interests, aptitudes, education requirements and work settings for occupations in the Canadian labour market.
NOC Matrix:	A chart called the National Occupation Classification Matrix 2021 shows the relationship between skill types and skill levels within the NOC system. It provides an overview of the entire classification structure.
Nominate:	The term used by the Government of Saskatchewan to describe the assessment and selection of individuals by the Saskatchewan Immigrant Nominee Program (SINP) for immigration. The SINP nominates approved individuals/applicants to the Government of Canada (Immigration, Refugees and Citizenship Canada) for permanent residency. Nominees apply to Immigration, Refugees and Citizenship Canada (IRCC) for permanent residency and undergo health, security, and criminality screening by IRCC.
Permanent Resident Visa:	A document issued by a IRCC visa office overseas to a foreign national. It allows that person to travel to Canada to become a permanent resident.
Permanent Resident:	A permanent resident is someone who has been given permanent resident status by immigrating to Canada, but is not a Canadian citizen.
Post-Graduation Work Permit:	A document issued by IRCC to eligible foreign students who have: (i) graduated from an approved program of study at an eligible post-secondary institution in Canada that is participating in the Post-Graduation Work Permit Program; (ii) applied to IRCC within 90 days of completing all degree or program requirements. It allows the bearer to work legally in Canada after completing studies
Principal Applicant:	When a family applies together, one member must be the main or "principal" applicant.
Professional License:	In some professions, you require a license in order to work in that occupation (i.e. nurse, doctor, engineer, etc.). For information on regulated and non-regulated occupations in Canada, visit Is my occupation regulated? And Job Bank .
Provincial Nominee Program (PNP):	A program that allows provinces and territories to nominate candidates for immigration to Canada.
Provincial or territorial nominee:	Someone who is nominated for immigration to Canada by a provincial or territorial government that has a Provincial Nominee Program. Nominees have the skills, education and work experience needed to make an immediate economic contribution to the province or territory that nominates them.
Recruitment Representatives:	A recruiter is someone who assists an employer to find a worker or assists workers in connecting with an employer. Recruiters cannot assist someone with their immigration application. For more information, visit

	Immigration Consultant and Foreign Worker Recruiter Licensing and Responsibilities.
Recruitment Services:	Services that assist a foreign national or employer to secure employment for a foreign national in Saskatchewan, including: (i) finding or attempting to find employment in Saskatchewan for a foreign national; (ii) assisting or advising an employer in the hiring of a foreign national; (iii) assisting or advising another person in doing the things mentioned in sub clauses (i) and (ii); (iv) referring a foreign national to another person who does the things mentioned in sub clauses (i) and (ii); and, (v) providing or procuring settlement services. For more information, refer to Guidelines for Defining Recruitment and Immigration Services.
SINP Registered Employer:	An employer who holds a Certificate of Registration to use with either federal or provincial immigration streams.
Regulated Occupations:	Some jobs in Canada require that you have a special license before you can begin work. These are called regulated occupations. Most regulated occupations require that you have specialized education and experience. A regulatory body sets the standards for the profession and eligibility criteria. In order to work in a regulated occupation with mandatory (compulsory) certification or licensing, you must have a license or certificate or be registered with the regulatory body for your occupation before you begin work. Physicians and electricians are examples of workers who need to be licensed in order to do their job. For information on regulated and non-regulated occupations in Saskatchewan and Canada, visit Is my occupation regulated? And Job Bank.
Settlement Services:	Services provided to assist a foreign national in adapting to the Saskatchewan economy or community.
SINP-Registered Employer:	An approved Saskatchewan employer that is registered with the SINP and is able to hire foreign workers and nominees.
Study Permit:	A document issued by IRCC that authorizes a foreign national to study at an educational institution in Canada for the duration of the program of study. It sets out conditions for the student such as: (i) whether their travel within Canada is restricted, and; (ii) when they have to leave. An employee on a Study Permit can only work full-time during off seasons.
Submitted for Review:	The application has been successfully completed and is ready for SINP review. An International Recruitment Officer will be in contact shortly.
Suspended:	Account is inactive until further notice.
Temporary Foreign Worker Program:	This program allows employers to hire foreign workers to fill short-term labour and skill shortages when no Canadians are available to do the job. A Labour Market Impact Assessment is needed to hire through this program. Foreign workers hired as part of this program are referred to as temporary foreign workers. They may get a work permit only after a

	Labour Market Impact Assessment has concluded that no Canadians are available to do the job.
Temporary Resident Visa:	An official counterfoil document issued by a visa office abroad that is placed in a person's passport to show that he or she has met the requirements for admission to Canada as a temporary resident (a visitor, student or worker). A counterfoil is a specially designed sticker on which missions abroad print visa information. Informally known as a visitor or tourist visa, the TRV may be issued for single or multiple entries to Canada.
Update Required:	Additional information must be provided by the employer.
Work Permit:	A document issued by IRCC that authorizes a person to work legally in Canada. It sets out conditions for the work such as: (i) the type of work they can do; (ii) the employer they can work for; (iii) where they can work, and; (iv) how long they can work.