



Saskatchewan Immigrant Nominee Program (SINP) Hospitality Project Sub-Category Recruitment and Settlement Plan

The SINP Recruitment and Settlement Plan is part of the approval process for Saskatchewan businesses wishing to bring foreign workers through the SINP Hospitality Project Sub-Category. The Recruitment and Settlement Plan is intended to assist Saskatchewan businesses to effectively recruit and create a positive settlement experience for hospitality workers, and their accompanying family members. The SINP will evaluate your plans for accommodation, language training and use of local settlement resources, in addition to your other responses provided, in determining your eligibility under the Hospitality Project Sub-Category.

The Recruitment and Settlement Plan must be accompanied by a copy of the Service Canada Employer-Employee Contract, as well as a copy of the offer of permanent employment that will be made to applicants under this sub-category. The wages, benefits and other terms of employment offered under this contract must be within industry norms.

In order to participate in the Hospitality Project Sub-Category you must have a valid [Certificate of Registration \(COR\)](#). The Certificate of Registration is valid for two years after which time it will expire and must be renewed. The Recruitment and Settlement Plan will be valid for the same timeframe as the Certificate of Registration and must be renewed upon expiry.

The Recruitment and Settlement Plan is separated into six components: Employer Information; Recruitment; Interview and Screening; Orientation and Training; Compensation; and Settlement Support for Applicants and their families.

1. Employer Information

Legal Name of Company: _____ _____	Operating Name (if different from Legal Name): _____ _____
Mailing Address: _____ _____	Location Address (if different from mailing): _____ _____
Phone: _____ Fax: _____	Email: _____ Website: _____
Year Established: _____	Year Purchased: _____

<p>Have you previously provided job offers to other foreign workers?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, are they currently working for you?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Explain: _____</p>
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2. Recruitment

<p>Number of employees you currently employ in SK:</p> <p>_____</p>	<p>Number of temporary foreign workers you currently employ in SK: _____</p> <p>Number of temporary foreign workers you will require: _____</p>
<p>Describe the position:</p> <p><input type="checkbox"/> Permanent, Full Time:</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Part Time</p> <p><input type="checkbox"/> Other:</p>	<p>What source countries are you considering?</p> <p>_____</p> <p>_____</p>
<p>Starting Wage:</p> <p>_____</p>	<p>Salary Range:</p> <p>From: To:</p>
<p>A copy of the Labour Market Impact Assessment (LMIA) will be required.</p>	<p>LMIA attached:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Explain: _____</p>

3. Interview & Screening Process

<p>Please explain your company's employment criteria for the positions you will be recruiting. (e.g., education, work experience, etc.):</p> <p>_____</p> <p>_____</p>
<p>Please explain the interview process used:</p> <p>_____</p> <p>_____</p>
<p>Is the company using a Third Party Representative during the recruitment process:</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you are using a Third Party Representative, please provide the following:</p> <p><input type="checkbox"/> Name of Recruiter: _____</p> <p><input type="checkbox"/> Licence Number: _____</p> <p><input type="checkbox"/> CSIC Member (if applicable): _____</p> <p><input type="checkbox"/> Email: _____</p> <p><input type="checkbox"/> Phone: _____ Fax: _____</p> <p><input type="checkbox"/> Mailing Address: _____</p> <p>_____</p> <p>_____</p>

What Information and documents will be provided from potential workers in the screening process:

- Criminal records search on worker and all dependents over the age of 18
- Proof of completion of Grade 12 (or its equivalent)
- Work experience documents
- Financial information on the applicant
- Other (Please specify)

The following documents will be required:

- Copy of Service Canada one-year employer/employee contract:
- Copy of Labour Market Impact Assessment (LMIA).
- Copy of Letter of Job Offer provided to the applicant.

The wages, benefits and others terms of employment offered under this contract must be equal to those your company would pay to Canadians or permanent residents with similar skills and experience.

4. Orientation and Training

Orientation and training will be required after the foreign worker obtains a Work Permit and enters Saskatchewan.

Please describe the orientation and training that will be provided to new workers:

Who provides the training to new workers?

What is the length of the training period? _____

Please identify and explain the topics included in the training:

- Saskatchewan Employment Standards
- Safe operation of equipment
- Type of foods, products and tools to be handled
- Occupational Health & Safety
- Food Safety Regulations
- Other:

5. Compensation

What compensation will be paid to foreign workers during their training/probationary period?

What compensation will be paid when training/probationary period has been completed?

6. Settlement Support for Foreign Workers and their Families

Employers can assist in creating a welcoming environment for foreign workers by working with community organizations and agencies to develop a support plan which meets the following needs of their new community members. Employees and their families who are supported into the workplace and community will have greater settlement success.

Please describe how your company will assist, or involve other resources and agencies in the community to assist new foreign workers and their families with the following needs after arrival:

a. Reception and Greeting:

What arrangements will be made to greet the foreign worker upon arrival at the airport?

What arrangements will be provided for transportation from the airport to their accommodation?

b. Accommodation:

Please explain what arrangements will be made for appropriate accommodation prior to the worker's arrival? _____

Is the accommodation subsidized by your company? Yes No

If yes, what amount will be paid by your company? _____

How long will the subsidy be in place? _____

Will furniture or household articles be provided? Yes No

What assistance will be provided in assisting your workers to find appropriate, long term housing for their families upon arrival?

Other:

c. Banking:

Please explain the information provided to new employees regarding:

- Locating a suitable bank
- Establishing a bank account
- Information on wages, direct deposit if applicable

Notes: _____

d. Utilities/Amenities/Miscellaneous cost:

Explain any arrangements made by your company to set up and orientate your workers to the utility companies and bill payment process.

Will your company be subsidizing the utility costs?

Yes No

If yes, how long will the subsidy be in place? _____

How will you assist with your worker's expenses prior to issuing their first pay cheque?

e. Transportation:

Does your company provide transportation options to and from the workplace? Yes No

If yes, please provide details:

Will you provide orientation to the public transport systems available? Yes No

Is a driver's licence required to work in this position? Yes No

If yes, please explain any assistance provided in obtaining a Saskatchewan Driver's Licence.

f. Language Training:

What level of English language ability are you anticipating your foreign worker to have?

None Low Medium High

Please explain what assistance may be made available to improve their language ability?

How will you establish communication between your foreign workers and other employees?

Please explain any work based English programs at the workplace.

Please identify any local/regional settlement partners to determine what English programs are accessible in your area for both your workers and their family members.

Additional Considerations

a. Schools and Daycares:

If required, explain any orientation or assistance in the following:

- Schools and Daycares: _____
- School enrollment _____
- Day care subsidization _____

b. Federal/Provincial Programs:

Explain any assistance in the following:

- Applying for a Social Insurance Number
- Applying for a Saskatchewan Health Card
- Orientation/information on applicable government programs (e.g., Child Tax Benefit).

c. Medical Care:

- Assistance locating a family doctor
- Explanation of hospitals, Saskatchewan Health Care
- Dental – Cost, benefits if applicable

d. Settlement Services:

What community partners and/or settlement agencies will you involve in assisting your employees and their families in the settlement process?

- Schools, regional colleges or other educational institutions _____
- Ethno-cultural organizations _____
- Recreation Organizations _____
- Spiritual/church Organizations _____
- Employment Agencies _____
- Housing agencies and authorities _____
- Banks/Financial Institutions _____
- Municipal council members or officials _____
- Notes:

Opportunities to become involved in the community are important to help newcomers integrate into their new home. Please describe what your company will do to assist new foreign workers and their families to become involved in:

1. Recreation and leisure activities:

2. Social Opportunities:

3. Volunteer Opportunities:

4. Spousal employment opportunities:

5. Other:

<p>Have you received any assistance to complete this form?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Consultant</p> <p><input type="checkbox"/> Third Party Representative</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Name: _____</p> <p><input type="checkbox"/> Address: _____</p>
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DECLARATION OF EMPLOYER

- I declare that the information I have given in this application is truthful, complete and correct.
- I understand all of the foregoing statements, having asked for and obtained an explanation of every point that required additional clarification.

Employer Name (Please Print)

Employer Signature

Date