<u>19. Recommendation to Approve/Refuse</u>

The IPDO is responsible for determining whether the applicant meets the NLPNP requirements for nomination, as per the *Completing Final Assessment Policy*.

PROCEDURES:

The IPDO must verify and undertake a completeness review of all applications prior to making a recommendation on a final decision on the application to the Manager of Immigration Programs. This verification and completeness review must include a final check of all tabs under the Online Application Portal to ensure that the IPDO has viewed all documents included in the applicant's file. If the IPDO feels they need clarification on any of the information contained in the file, they will request additional details from the applicant. The IPDO may also refer the matter to the PNP Champion if they seek clarity on the admissibility of specific documents.

The IPDO shall never be pressured into nominating or refusing an application based on the actions of the applicant, the employer, or any outside entity. If the IPDO feels pressured into making a decision, they will refer the issue to the Manager of Immigration Programs, or if necessary, to the Director.

Nomination
1. If the IPDO recommends that the applicant meets the criteria for nomination under the *International Graduate Category*, they will create a new entry under the Activities Tab of the applicant's file under the Online Application Portal and select "nominate". The Online Application Portal will send a notification to the Manager of Immigration Programs recommending a nomination.

2. Upon receipt of the notification, the Manager of Immigration Programs will either approve the recommendation or return the application for further review.

3. Once the Manager of Immigration Programs approves the recommendation, the IPDO will generate a Nomination Certificate and a work permit support letter (if applicable) through the Online Application Portal. The IPDO will send notice of the decision to the Statistics Officer. The Statistics Officer will record the decision, and may also double check the certificate/work permit support letter for accuracy. The IPDO will also update the Departmental Coordinator for the purpose of updating Detailed Status Report.

4. The IPDO will notify the applicant by email once the decision has been finalized, and will refer to the *After Nomination - Next Steps Policy* for further guidance.

5. On a weekly basis, the Manager of Immigration Programs will inform the Director of the total number of nominations approved so far in that year, which the Director will include in the weekly dashboard for the Immigration and Population Growth Branch.

Refusal
If the IPDO does not agree that the applicant meets the criteria for nomination under the *International Graduate Category*, the IPDO will consult the *Process for Refusing an Application* policy.

DISCRETION POLICY:
The Director may identify the need for changes to the above policy at any time, in consultation with the Assistant Deputy Minister. Formal approval for changes to this policy, or any other policy contained in this manual, will be sought through a decision note to Departmental Executive.