

Required Recruitment Activities - Job Vacancy Assessment (JVA)

Employers must demonstrate that genuine efforts were made to recruit from the local labour force.

Third-party professional recruitment agencies, head hunting agencies or human resource consulting firms can conduct recruitment on an employer's behalf; however, the minimum recruitment criteria described below must be met.

Positions Exempt from Labour Market Testing

- Employers filling positions listed [here](#) are exempt from providing job advertisements and recruitment summaries in their JVA application(s).

Job Advertisement Sources

Employers must conduct at least two (2) different recruitment activities.

- Advertise on the Government of Canada's [Job Bank \(required\)](#)
 - Posted advertisement must target underrepresented groups in the labour market: Indigenous persons, youth, new immigrants, veterans and persons with disabilities.
 - Employers must use the Job Bank's Job Match service. The Job Match service will allow employers to see anonymous profiles of registered job seekers which correspond to the skills and requirements outlined in the posting.
- An employer can select **one of the following methods**. The method of recruitment must target an audience that has the appropriate education, professional experience or skill level required for the occupation.
 - Post or email the vacant position in the nearest [Jobs, Growth and Rural Development Employment Centre](#)
 - General employment websites (i.e. Career Beacon, Workopolis, Monster, Indeed, etc.)
 - Online classified websites
 - Specialized websites which are dedicated to specific occupational profiles (for example, accounting, marketing, biotechnology, education, engineering)
 - Local, regional and national newspapers or newsletters
 - Local stores, places of worship, and community resource centres
 - Magazines and journals (for example, national journals or magazines, professional associations magazines, specialized journals)
 - Participation at job fairs
 - Consultations with unions for available labour
 - Advertising through professional associations
 - Recruitment within the company (for example, considering internal candidates for the position)

Job Advertisement Duration

Employers must ensure that the posted job advertisement:

- is active and accessible to the public for a minimum of **three (3) consecutive weeks**. Job postings must have been active immediately prior to JVA application.
- The Department of Jobs, Growth and Rural Development reserves the right to request additional documentation from employers to demonstrate recruitment efforts. For example: additional recruitment activity.

Job Advertisement Information

The following details must be included in the job advertisement:

- Company operating name
- Business address
- Title and five-digit NOC code of the position
- Job duties
- Skills requirements (including education and work experience)
- Terms of employment (full-time, permanent/indeterminate position)
- Language of work
- Hourly wage (must include any incremental raises, performance pay or bonuses)
 - A wage range can be used for the purpose of complying with the advertisements; however, the minimum wage in the range must meet prevailing wage.
- Benefits package offered (if applicable)
- Location(s) of work (local area, city or town)
- Contact information: telephone number, cell phone number, email address, fax number, or mailing address

Recruitment Summary

Employers must provide a recruitment summary with their JVA application; this summary must include the following:

- Number of applications received
- Number of applicants interviewed
- Number of applicants offered the position
- Number of job offers declined by applicants
- For each unsuitable application that was interviewed, a summary of their qualifications and an explanation as to why the applicant did not meet the requirements for the position