

Academic Posting and Advertising Tip Sheet (including immigration requirements as of July 2017)

Academic Agreement & Position Type	Posting Required (Min 5 days)	Minimum posting and advertising requirements for foreign nationals
Faculty (Assistant/Associate/Full Professor)	✓	UofA Careers, CAUT, and University Affairs for 30 calendar days Must retain all recruitment records for 6 years (advertising records for tenure-track positions must be retained permanently)
Academic Teaching Staff Agreement (ATS) - formerly CAST	Recommended	
Trust/Research Academic Staff (TRAS) i.e.. Research Associate	Recommended	
Faculty Service Officer (FSO)	✓	UofA Careers and 2 industry-specific publications that are national in scope for 4 consecutive weeks in the 3 month period prior to applying for an LMIA *Canada Job Bank (must remain active until the Labour Market Impact Assessment (LMIA) is approved). If you choose not to advertise on the CJB, you must provide a written rationale with your LMIA application. Must retain all recruitment records for 6 years
Librarian	✓	
Administrative & Professional Officers	✓	
Sessional and Other Temporary Staff (SOTS)	Recommended	
Senior Administration (various agreements)	✓	

NOTES:

Faculties/departments may have internal approval processes; please contact your faculty office prior to posting positions.

To comply with Employment and Social Development Canada (ESDC) requirements:

- Advertisements must ask applicants whether they have a SIN number and if so, to indicate only the first digit of their SIN number on the application for LMIA-reporting purposes.
- Approved market supplement amount must be included in the advertisement .
- The number of international advertisements cannot exceed the number of Canadian advertisements.
- Canadian advertisements must run prior to, or simultaneously with, international advertisements.
- Canadian advertisements must run at least the same length of time as international advertisements.

ESDC will not accept any ads older than 1 year. The LMIA is an opinion provided by ESDC to Immigration, Refugees and Citizenship Canada (IRCC) which assesses the likely impact that hiring the foreign worker may have on the Canadian labour market.

*To post on CJB, you must create your own profile, then send an email to Recruitment Services to gain access to the UofA account.

For assistance and additional information on immigration please contact Immigration Services at immigration.services@ualberta.ca

For assistance and additional information on posting and advertising please contact Recruitment Services at hrs.recruitment@ualberta.ca or 492-5610