

Employer-Driven Settlement & Retention Plan

The following tool is designed to help employers develop a settlement and retention plan. For an on-line version visit www.AlbertaCanada.com/immigration/employers

For tips on successful settlement and integration of foreign workers visit www.AlbertaCanada.com/immigration/media/HE_retaining_foreign_workers.pdf

Settlement

1. Are you providing accommodations for your foreign workers? Yes No
If yes, provide the following details for the place of residence:

Address	Number of bedrooms and bathrooms?	Size of residence? (i.e. square footage)
Number of tenants living in the residence at any given time?	Rate of monthly rent? Is rent being deducted from the candidate's pay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the residence owned by the employer or anyone directly associated with the employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. If you are not providing accommodation, how are you assisting your foreign workers find reasonable housing?

3. How have you formally assessed your foreign worker's ability to read, write, speak, and listen in English proficiently?

4. Have you arranged for your foreign workers to attend English as a Second Language (ESL) instruction?
 Yes No

If yes, please provide the following information, as well as a copy of the Candidate's registration(s) for program(s):

Is the training provided at the location of employment or do they attend community-based training?	Levels offered?
Number of weeks?	Number of classes per week?
Number of hours per class?	Daytime or evening classes?

Name of the agency/instructor responsible for providing the ESL training?	How are the costs of the training covered?
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If you have not arranged ESL training, please explain.

Note:

- The in-house ESL program must be taught by a certified ESL teacher. www.tesl.ca
- The ESL training must begin within 60 days of the Candidate's arrival and continue for the duration of the work permit.
- The Employer is responsible for paying the cost of two assessments; one assessment upon arrival and one assessment prior to nomination by the AINP. The cost of additional assessments is the responsibility of the Candidate.
- Proof of the Candidate's proficiency and training in the English language may not be required if the Candidate originated from an English speaking country or has completed secondary or post-secondary studies in English.

5. What information/resources/support will you provide to your foreign workers for each of the following:

Transportation? (i.e. getting to/from work, grocery stores and other services)	Purchasing food/personal items?
Accessing financial services/opening a bank account?	Children's school enrollment?
Health care services?	Other information to improve comfort and familiarity with the workplace and community?

Note:

Workers will receive health care coverage from the date they arrive in Alberta as long as they apply within three months of their arrival and meet Alberta Health Care's requirements. For workers not eligible, employers should explore private medical insurance plans. www.health.gov.ab.ca

6. How will you ensure that new foreign workers are fully aware of their workplace rights? (i.e. workplace safety and employment standards information)

7. What community agencies in your area are available to help newcomers? What are you doing to ensure they have access to these agencies?

Retention

1. What type of employment benefit plan do you offer to all employees?

2. What opportunities are provided to employees for training?

3. What opportunities are provided to employees for career advancement?

4. How are employees encouraged to maintain a work/life balance? www.hrsdc.gc.ca/eng/lp/spila/wlb/01home.shtml

5. How often are performance reviews conducted with employees?

6. Explain how and when an employee becomes eligible to receive an increase to their wage.

7. What employee recognition practices/programs are in place? (i.e. service and/or performance based)

8. What opportunities are employees given to organize and participate in various company activities? (i.e. company BBQ's, cultural/holiday gatherings, sports teams, etc.)

9. Has your company had any layoffs within the last 12 months? Yes No

If yes, please list the number of layoffs, the dates they occurred, as well as how many were temporary foreign workers.

10. Has your company participated in a wage subsidy program (i.e. Work-Sharing Program) within the last 12 months or expect to be participating in a program? Yes No

Note:

The Work-Sharing Program is administered by Service Canada and is designed to help employers and workers avert temporary layoffs. The program provides income support to workers eligible for Employment Insurance benefits and who are willing to work a temporary reduced work week when there is a reduction in the normal level of business activity that is beyond the control of the employer.

11. Have any of your employees previously been nominated by the AINP? Yes No

If yes, please provide a list of the previously nominated candidates, and their current employment status with your company. If any nominated candidates are no longer employed with your company, please provide the reason for separation and where they are currently live and work (if known).