Steps to Hire a Foreign Nanny

Step 1: Determine eligibility to <u>hire</u> <u>a foreign worker</u>.



Step 2: Complete Labour Market Impact Assessment (<u>LMIA</u>; \$1000), which may include <u>Schedule J</u>.



Step 3: Develop a job description, including wages. Ensure compliance with <u>labour standards</u>.



Step 4: Advertise position or use a nanny finding service.



- Labour market Impact Assessment fee
- Advertising position/recruiting
- Nanny agency fees (optional)
 - Health insurance
- Worker's compensation coverage
 - Travel to Canada
- Nanny's wages (at prevailing level)
 and vacation benefits
- Employer costs such as Canada Pension Plan and Employment Insurance contributions

Step 9: Nanny retention: do all that you can as an employer to help your Nanny adjust to life in Canada



Step 8: Nanny may travel to Canada and child care may begin.



Step 7: Ensure compliance with <u>immigration</u> and employer requirements, such as nanny's work permit, obtaining <u>health insurance</u>, <u>worker's compensation</u>, and appropriate <u>accommodations</u> if the nanny lives with you.



Step 5: Interview and hire a nanny, and agree upon a contract.



Step 6: Obtain a <u>business number</u> and ensure compliance with employer responsibilities.