

Company Intake Form

Companies participating in the Sudbury RNIP program through the **Employer Stream** must complete this form.

1. Company Information

| | |
|----------------------------|-----------------|
| a) Company Operating Name: | |
| b) Company Legal Name: | |
| c) Street and Number: | d) City: |
| e) Province: | f) Postal Code: |
| g) Number of Locations: | h) Industry: |

2. Representative Contact Information

| | |
|---------------------------|--------------|
| Primary Contact | |
| a) Full Name: | b) Position: |
| c) Phone: | d) Email: |
| Additional Contact | |
| a) Full Name: | b) Position: |
| c) Phone: | d) Email: |

3. Workforce Assessment

| | |
|---|----------------------------|
| a) Tell us about your business. How many employees do you currently have? | |
| Number of full-time staff: | Number of part-time staff: |
| Number of seasonal staff: | Number of permanent staff: |
| b) What recruitment struggles has your company encountered? | |
| c) What have you identified as factors affecting your recruitment strategies? | |

d) Where has your company posted positions over the past 6 to 12 months? **Please provide a separate attachment proving any/all position(s) has been posted at minimum for 1 month, on at least two job sites.**

e) What other recruitment efforts has your company utilized over the past 6 to 12 months? Check all that apply.

| | | |
|--|---|--|
| <input type="checkbox"/> Internships / Co-op students | <input type="checkbox"/> Apprenticeships | <input type="checkbox"/> Bursaries (high school, college, etc.) |
| <input type="checkbox"/> Job Fairs (local, regional, provincial) | <input type="checkbox"/> Underrepresented groups (women, Indigenous peoples, youth, etc.) | <input type="checkbox"/> Partnership with Indigenous communities |
| <input type="checkbox"/> Other: | | |

Please provide further details:

f) Which is the closest post-secondary institution that offers programs related to the position(s) you are hiring for?

4. Eligibility Assessment

a. What position(s) are currently available within your organization?

| | |
|----------------|---------------------|
| Position title | Number of vacancies |
| Position title | Number of vacancies |
| Position title | Number of vacancies |
| Position title | Number of vacancies |

b. What positions will you need to fill in the next 12 to 24 months?

| | |
|----------------|---------------------|
| Position title | Number of vacancies |
| Position title | Number of vacancies |
| Position title | Number of vacancies |
| Position title | Number of vacancies |

c. Describe the impact on your business of not filling these positions.

d. Why is your organization interested in participating in the Rural and Northern Immigration Pilot Program?

5. Demographic Analysis

a) What is the representation of immigrant and underrepresented workers in your organization?

| | | | | | |
|--------------------------|------------|--------------------------|---------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | Women | <input type="checkbox"/> | Visible minority | <input type="checkbox"/> | Young Professional (under 30) |
| <input type="checkbox"/> | Indigenous | <input type="checkbox"/> | Persons with disabilities | <input type="checkbox"/> | Don't know |

b) What is the distribution of this workforce at different organizational levels within the business?

| | | | | | | |
|---------------------------|--|-------------------|--|------------|--|----------|
| Women | | Senior Management | | Management | | Employee |
| Visible minority | | Senior Management | | Management | | Employee |
| Young Professional | | Senior Management | | Management | | Employee |
| Indigenous | | Senior Management | | Management | | Employee |
| Persons with disabilities | | Senior Management | | Management | | Employee |

6. Organizational Analysis

a) Has your organization previously hired foreign workers? If so, please describe your experience.

b) Does your organization have a clear position regarding the diversity of your personnel? This may include policies related to harassment, non-discrimination, code of conduct, code of ethics, etc.

c) Are there well-developed mechanisms to handle employee complaints about harassment and discrimination? Please give an example of a time that you may have had to address a situation in the workplace.

d) Does your organization currently, or has it ever, provided any training to your employees regarding cultural diversity and sensitivity? Would you or another key staff member be open to taking this training if offered through the RNIP program?

e) What issues, if any, do you expect to encounter should you hire foreign workers within your business?

| | |
|--|--|
| f) Can you explain your current onboarding program? How might you adapt your onboarding program for a newcomer to Canada? | |
| g) Which key members of your team would act as leaders within your organization to promote the cultural diversification of your workforce, and support the integration of newcomers? | |
| h) Does your organization currently have a relationship with a settlement service provider? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| i) Is your business open to supporting the settlement of newcomers in the community and your workplace? <input type="checkbox"/> YES <input type="checkbox"/> NO This may include the following: <ul style="list-style-type: none"> i. Establishing a partnership with a settlement service provider organization; Supporting newcomers (the foreign national and their family) in accessing settlement services: <ul style="list-style-type: none"> 1. Interpretation and translation services + Language training 2. Flexible work schedule to access services ii. Fostering a welcoming workplace <ul style="list-style-type: none"> 1. Culture and diversity awareness training for current managers / employees iii. Mentorship program | |

7. Relocation Practices

| | |
|--|--|
| a) How many of your current employees relocated to the Greater Sudbury Area within the last 5 years? | |
| b) Is your company open to supporting the integration of a newcomer into the community of Greater Sudbury through relocation compensation, loans, or other support, in order to cover expenses such as airfare, first and last month's rent, temporary transportation to and from work, furniture, OHIP replacement insurance, etc.? | |