



## FEDERAL PROGRAM - INTERNATIONAL EXPERIENCE CANADA (IEC)

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**International Experience Canada (IEC)**: A program allowing young people from partner countries to work in Canada for up to two years.

### Steps for Employers:

**1. Find a Candidate:** You can find a candidate on your own, or a candidate may approach you. Use your usual recruiting and hiring practices to find suitable candidates.

**2. Ensure Job Suitability:** Make sure the job you are offering matches the requirements for the candidate's IEC stream:

- **Young Professionals:** The job must contribute to the youth's professional development and meet all provincial labour laws, including minimum wage requirements. It should be classified under TEER categories 0, 1, 2, or 3 of the National Occupational Classification (NOC).
- **International Co-op (Internship):** The job must be directly linked to the participant's field of study and meet all provincial labour laws.
- **Working Holiday:** Participants have open work permits, so there are no specific job requirements<sup>1</sup>.

**3. Make a Job Offer:** Once you have identified a suitable candidate:

- **Job Offer:** Make a formal job offer to the candidate. For the Young Professionals and International Co-op streams, this offer must be submitted through the Employer Portal.
- **Employer Compliance Fee:** Pay the \$230 CAD employer compliance fee.
- **Submit Offer of Employment:** Submit the offer of employment through the Employer Portal. You will receive an offer of employment number, which you need to provide to the candidate.

**4. Candidate Application:** The candidate will:

- **Receive an Invitation to Apply (ITA):** The candidate must be drawn from the IEC pool and receive an ITA.
- **Apply for a Work Permit:** Using the offer of employment number and other required documents, the candidate will apply for a work permit.

**5. After Submission:** Once the candidate submits their work permit application, there will be standard processing time for an IEC work permit. If approved, the candidate can come to Canada to activate their work permit and start working for you on the date specified in the job offer.

**6. Compliance and Responsibilities:** Ensure compliance with all labor laws and maintain records of the foreign worker's employment. You must also ensure the workplace meets health and safety standards