F.A.R.M.S.

FOREIGN AGRICULTURAL RESOURCE MANAGEMENT SERVICES

SAWP LMIA ADVERTISING EMPLOYER QUICK GUIDE

Everything you need to post, prove and submit correctly the first time

1	POST	2	RUN	3	SAVE	4	SUBMIT
Job Bank + one other recruitment method		Both for at least 14 calendar days		Proof + applicant results		Job Bank ad must fall within the 3-month pre-submission window	

THE GOLDEN RULE

Two recruitment methods. Fourteen full calendar days. Complete evidence. Do not submit until all three are in place.

A. TWO RECRUITMENT METHODS ARE REQUIRED

METHOD 1 — REQUIRED

Post on the national Job Bank. (BC, Quebec and Saskatchewan may use the authorized provincial counterpart.) Keep Direct Apply enabled and consider every application received through it.

METHOD 2 — REQUIRED

Use at least one method consistent with normal recruitment for the occupation: a recognized employment website; local/regional newspaper or newsletter; ethnic newspaper/site; local store; place of worship; community resource centre; or local/regional employment centre.

THE TIMING RULE

Each method must be publicly accessible for a minimum of 14 calendar days. The Job Bank posting must begin within the 3 months before the LMIA application is submitted.

Best practice: keep both advertisements active while F.A.R.M.S. reviews your LMIA so corrections can be made without restarting the 14-day period.

B. EVERY AD PACKAGE MUST INCLUDE ALL 12 ITEMS

- ☐ Company operating name
- ☐ Business address
- ☐ Position title
- ☐ Job duties for each position
- ☐ Terms of employment (for example, seasonal full-time or temporary full-time, with dates)
- ☐ Wage, including incremental raises, performance pay or bonuses. A range is permitted only if its minimum meets the prevailing wage
- ☐ Benefits offered, if applicable
- ☐ Work location (local area, city or town)
- ☐ Contact method: phone/cell, email, fax or mailing address
- ☐ Education required
- ☐ Work experience required
- ☐ Posting reference: include the Job Bank posting number; for a second online source, include the public advertisement URL

MATCH THE LMIA

The job title, duties, wage, employment dates/terms, work location, education and experience must agree with the LMIA. If one required item is missing or inconsistent, the advertisement may have to be corrected and run for a new 14-day period.

STOP BEFORE YOU SUBMIT

Do not submit until both recruitment methods have completed 14 full calendar days and you have proof showing the content, location and full posting period. Day 1 is the first day the advertisement is visible and accessible to the public.

PROVE IT. TRACK IT. KEEP IT.

Evidence, applicant records and the limited SAWP advertising waivers

C. SAVE PROOF OF THE FULL 14 DAYS

JOB BANK

Save/print the complete posting and recruitment summary showing the Job Bank number, posting date, status, advertisement content, applications received and posting duration. Keep all Direct Apply resumes and your assessment of each applicant.

OTHER ONLINE AD

Save the full advertisement with the posting date and a second dated copy/screenshot taken after at least 14 days. The evidence must show where, when and for how long it was publicly available. Handwritten dates alone are not reliable proof.

STORE / BULLETIN / COMMUNITY POSTING

After the posting period, obtain a signed and dated attestation from the manager or authorized employee. Include their printed name and title, the posting location, start and end dates, and whether the advertisement remains posted.

KEEP EVERYTHING FOR 6 YEARS

Retain advertisements, screenshots/printouts, attestations, resumes, applicant records, interview notes and recruitment results for at least 6 years. ESDC/Service Canada may request them during an inspection.

D. RECORD EVERY APPLICANT

Employers must make reasonable efforts to hire Canadians and permanent residents, including applicants from underrepresented groups. Review and consider all Job Bank Direct Apply applications. Use factual, job-related reasons for each outcome.

Applicant	Date	Source	Outcome + objective reason
Name	Applied / contacted	Job Bank / second method	Interviewed, hired, withdrew, unavailable, or not qualified — explain factually

DO NOT USE THESE REASONS

Do not reject someone for a requirement that is absent from—or contradicts—the advertisement/LMIA. For example, do not reject for education or experience when the position says “no education required,” “no experience required” or “will train.”

E. LIMITED SAWP ADVERTISING WAIVERS

REPLACEMENT WORKER

No re-advertising is required only when the vacant position remains in the same Job Bank economic region and same occupation as the previous positive LMIA.

TRANSFER LMIA

Advertising is waived only if either:
• the receiving employer has an initial positive LMIA for the current season and the region and occupation remain the same; or
• the transferring employer has a valid LMIA and the transfer is within the same region and occupation.

NOT SURE THE WAIVER APPLIES?

Do not assume. Contact F.A.R.M.S. before submitting. A regular/new SAWP LMIA requires the full recruitment process above.

READY TO SUBMIT? ☐ 2 methods ☐ 14 full days ☐ all 12 items ☐ posting number/URL ☐ applicants assessed

Official references: Government of Canada — SAWP Recruitment and Advertisement: canada.ca/.../seasonal-agricultural/recruitment | Job Bank for Employers: employer.jobbank.gc.ca
This checklist summarizes federal SAWP recruitment rules and the attached 2026 F.A.R.M.S. LMIA guide. Requirements may change; the current Government of Canada rules govern.