

FREE CALGARY ESSENTIALS RESOURCE

LMIA Worker Readiness Checklist

Understand your job, Calgary setup, commute and worker-protection routes.

An LMIA is an employer-side labour-market assessment. Your work authorization and employment agreement determine what you may do. Calgary Essentials does not provide immigration representation or promise employment.

Before travel or starting work

	Action	My note / status
☐	Keep your own copy of the signed employment agreement and work authorization.	
☐	Confirm employer name, work location, occupation, wage, hours and start date.	
☐	Confirm who pays airfare, temporary housing and local transportation.	
☐	Ask how payroll works and when the first pay is expected.	
☐	Plan the actual shift commute, including late nights and weekends.	
☐	Keep emergency and worker-support contacts outside the employer's control.	

Recruitment-fee protection

Do not repay employer recruitment or LMIA costs. Federal rules prohibit employers and recruiters acting for them from charging or recovering specified LMIA, employer-compliance and recruitment fees from workers. Alberta also prohibits employment agencies from charging job seekers for securing employment.

When you arrive

	Action	My note / status
☐	Confirm safe accommodation and its true cost.	
☐	Review the official SIN process; protect your SIN as confidential.	
☐	Review Alberta health coverage and any employer insurance during a waiting period.	
☐	Confirm the route to work before the first shift.	
☐	Keep personal possession of passport, permit, banking access and phone.	
☐	Review the first pay statement against hours, wage and deductions.	

Questions for the employer

Payroll contact and first pay date:

Schedule and overtime questions:

Benefits / health coverage:

Housing or transport deductions:

Who to contact if I am sick or injured:

Get help if something feels wrong

	Action	My note / status
☐	Write down dates, hours, pay and what happened.	
☐	Keep copies of agreements, schedules and pay statements privately.	
☐	Use Alberta Employment Standards for minimum-standard questions.	
☐	Use Alberta’s Temporary Foreign Worker Advisory Office for support and referrals.	
☐	Use 911 for immediate danger and 211 for social or community support.	
☐	Seek authorized immigration advice for work-permit or status questions.	

No retaliation or document control. Use official worker-protection guidance if someone threatens you for seeking help, controls your documents, pressures you to perform unauthorized work, or demands recruitment money.

Official sources and current instructions

Use these official pages for eligibility, required documents, fees, forms and current procedures. Calgary Essentials does not replace the issuing authority.

- **Government of Canada - Temporary foreign workers: your rights are protected:**

<https://www.canada.ca/en/employment-social-development/services/foreign-workers/protected-rights.html>

- **Government of Alberta - Resources for temporary foreign workers:**

<https://www.alberta.ca/resources-temporary-foreign-workers>

- **Government of Alberta - Temporary Foreign Worker Advisory Office:**

<https://www.alberta.ca/temporary-foreign-workers>

- **Government of Alberta - Employment standards:**

<https://www.alberta.ca/employment-standards>

- **211 Alberta:** <https://ab.211.ca/>

- **Service Canada - Apply for a SIN:** <https://www.canada.ca/en/employment-social-development/services/sin/apply.html>

- **Government of Alberta - Moving to Alberta: health coverage:**

<https://www.alberta.ca/ahcip-moving-to-alberta>

Source review: September 2026. Re-check official instructions before acting.