

SDF-TS Employer Registration Form Cheat Sheet

When identifying 'placement' opportunities (page 4)

- 'Placement' means job
 - The positions you're going to hire that you'd like to claim the Hiring Grant and Training Subsidy for.

- Scheduled days/hours of work
 - If the schedule is variable or uncertain, simply state as much in the text box.

- Number of available positions
 - **Important!** State the number of people you anticipate hiring into the position over the course of the year.
 - If you only say 'one' because you just hired one person, you will have to complete another full SDF-TS the next time you hire someone for the same position.

- **Don't forget** to 'Add Placement Positions' (bottom of page 4)
 - Push the button to generate another 'Placement Position' page.
 - Follow the same process as used for the first position.
 - Complete a 'Placement Position' page for each position you anticipate hiring throughout the year which you'd like to claim the Hiring Grant and Training Subsidy for.
 - If you don't add all your positions into the same SDF-TS, you'll have to complete another full SDF-TS when submitting for additional positions.

 - Each 'placement position' should be a different job, for instance:
 - Placement Position 1 = Host/Hostess
 - Placement Position 2 = Server
 - Placement Position 3 = Line Cook

 - **Remember!** For each position, list the number of people you anticipate hiring throughout the year.

Where to find NOC and NAICS (page 4)

- NOC: <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada/express-entry/eligibility/find-national-occupation-code.html>
- NAICS: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825>