

INB Employer Guide

Navigation Steps for New & Existing Employers



Table of Contents

NEW EMPLOYER PROFILE	2
EXISTING EMPLOYER PROFILE.....	7

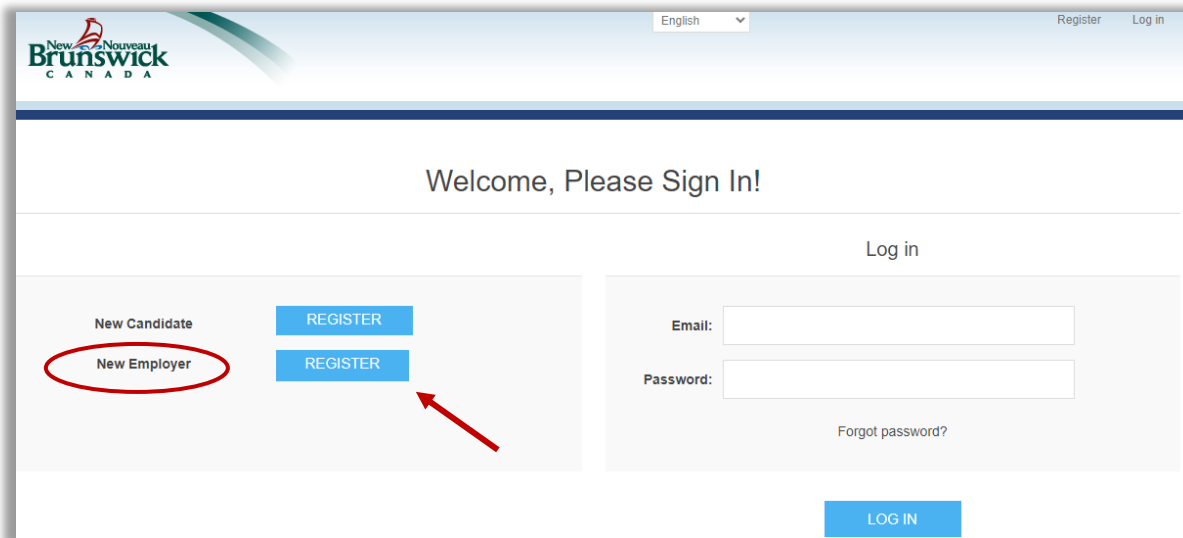
INB Employer Guide

Navigation Steps for New & Existing Employers

NEW EMPLOYER PROFILE

STEP 1 – CREATE PROFILE

Select the “New Employer - Register” button. See image below. Link: [INB System. Login \(gnb.ca\)](https://gnb.ca/inb-system-login)



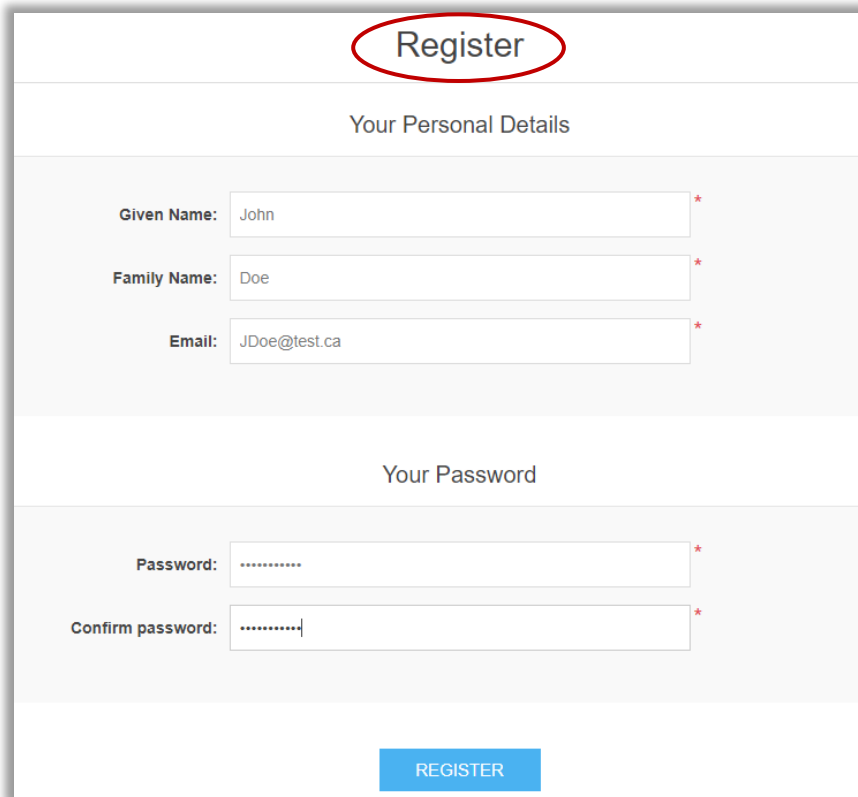
The screenshot shows the INB System Login page. At the top left is the logo for New Brunswick Canada. In the top right, there is a language dropdown menu set to 'English' and links for 'Register' and 'Log in'. The main heading is 'Welcome, Please Sign In!'. Below this, there are two main sections. On the left, there are two options: 'New Candidate' and 'New Employer'. The 'New Employer' option is circled in red. To the right of each option is a blue 'REGISTER' button. A red arrow points to the 'REGISTER' button for 'New Employer'. On the right side of the page, there is a 'Log in' section with input fields for 'Email:' and 'Password:', a 'Forgot password?' link, and a blue 'LOG IN' button at the bottom.

INB Employer Guide

Navigation Steps for New & Existing Employers

STEP 2 – REGISTER / LOGIN SETUP

Contact Login Setup: This is the person that can login in the future to complete next steps & verify updates.



The screenshot shows a web form titled "Register" (circled in red). The form is divided into two main sections: "Your Personal Details" and "Your Password".

Your Personal Details

- Given Name: *
- Family Name: *
- Email: *

Your Password

- Password: *
- Confirm password: *

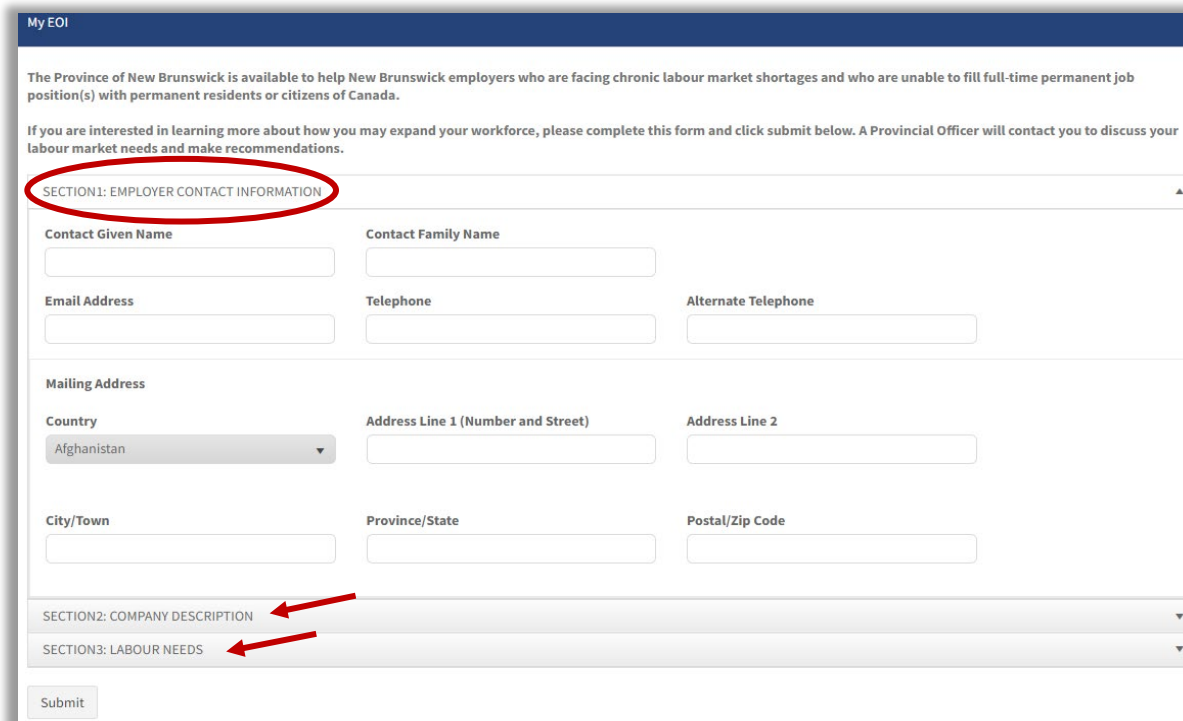
At the bottom of the form is a blue button labeled "REGISTER".

INB Employer Guide

Navigation Steps for New & Existing Employers

STEP 3 – EXPRESSION OF INTEREST (EOI) & COMPANY INFORMATION

Input full company details, including key person of contact. Complete sections 1-3 & click “submit”.



My EOI

The Province of New Brunswick is available to help New Brunswick employers who are facing chronic labour market shortages and who are unable to fill full-time permanent job position(s) with permanent residents or citizens of Canada.

If you are interested in learning more about how you may expand your workforce, please complete this form and click submit below. A Provincial Officer will contact you to discuss your labour market needs and make recommendations.

SECTION 1: EMPLOYER CONTACT INFORMATION

Contact Given Name **Contact Family Name**

Email Address **Telephone** **Alternate Telephone**

Mailing Address

Country **Address Line 1 (Number and Street)** **Address Line 2**

City/Town **Province/State** **Postal/Zip Code**

SECTION 2: COMPANY DESCRIPTION

SECTION 3: LABOUR NEEDS

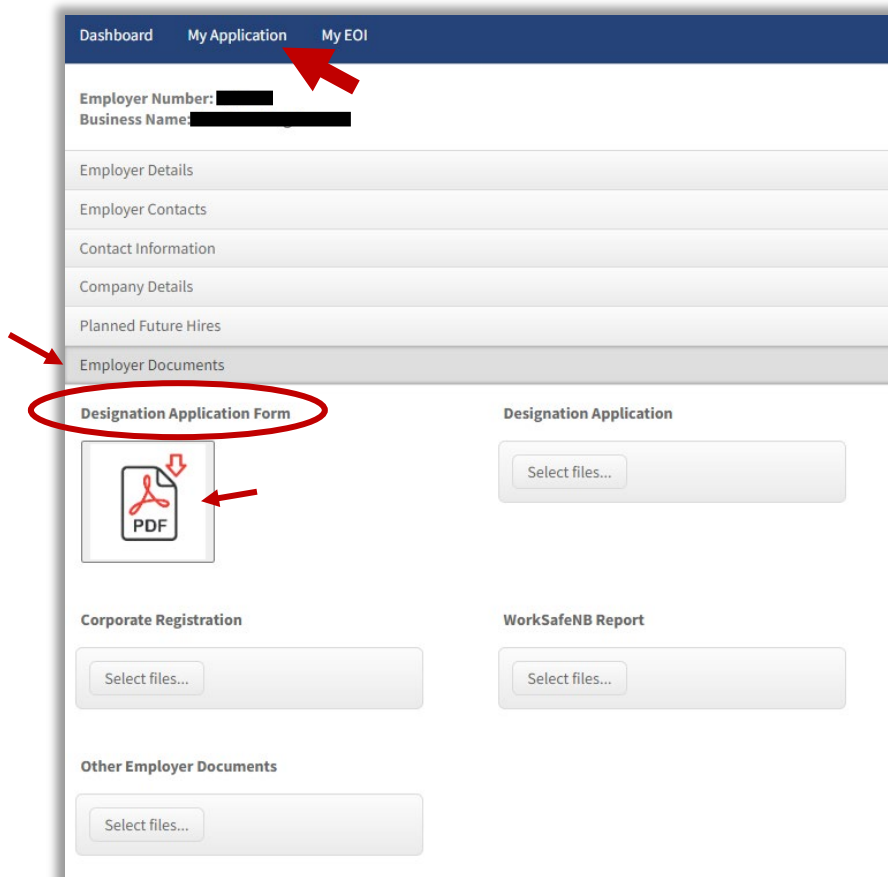
INB Employer Guide

Navigation Steps for New & Existing Employers

STEP 4 – INVITATION TO APPLY (ITA) & DESIGNATION PACKAGE

Once the employer receives the emailed Invitation To Apply (ITA), the contact can now proceed to complete AIP designation package, found under the “My Application” Tab. Select “Employer Documents” Section > Complete and upload required documents, and click “Submit”.

*Application and profile updates can be found under “Notifications” tab on your INB profile



INB Employer Guide

Navigation Steps for New & Existing Employers



STEP 5 – DESIGNATION APPROVAL & CANDIDATE SELECTION

After company is AIP Designated, the employer can now connect with the selected candidate request them to register via INB portal. Any endorsees will require the company number to connect to the employer's profile. * Employer number listed in the INB profile, along with the designation letter under the "Notifications" tab.

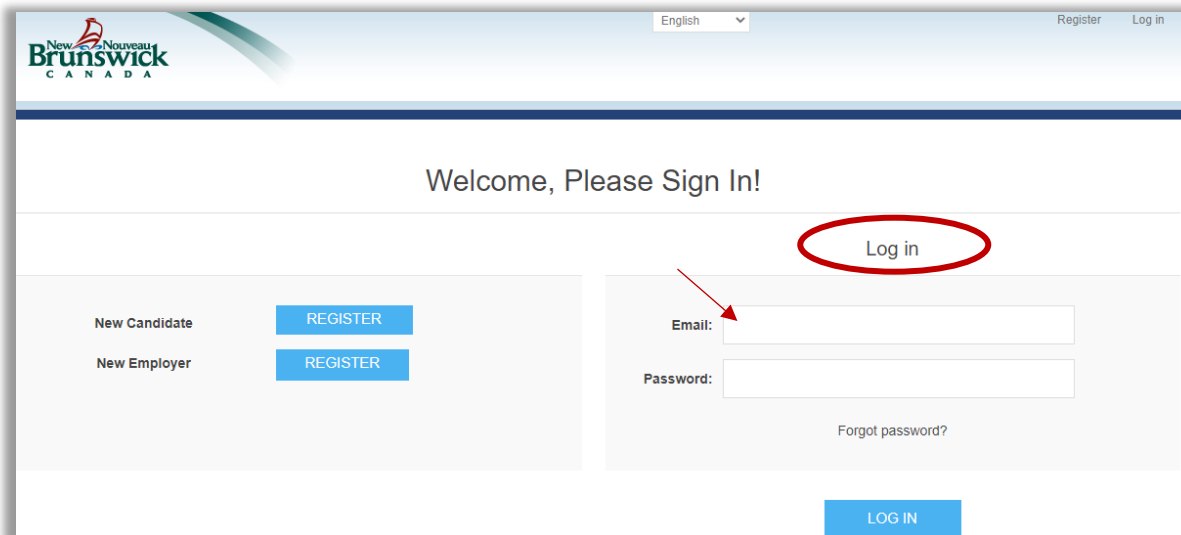
INB Employer Guide

Navigation Steps for New & Existing Employers

EXISTING EMPLOYER PROFILE

STEP 1 – INB LOGIN

Use login section on INB landing page, using your existing login details. If you have forgotten your password, please click “Forgot Password” on login page (image below).



The screenshot shows the INB landing page. At the top left is the New Brunswick Canada logo. At the top right, there is a language dropdown menu set to 'English', and links for 'Register' and 'Log in'. The main heading reads 'Welcome, Please Sign In!'. Below this, there are two columns of options. The left column has 'New Candidate' with a 'REGISTER' button and 'New Employer' with a 'REGISTER' button. The right column contains the login form, which includes an 'Email:' field, a 'Password:' field, and a 'Forgot password?' link. A red circle highlights the 'Log in' text above the form, and a red arrow points to the 'Email:' label. At the bottom center of the form area is a blue 'LOG IN' button.

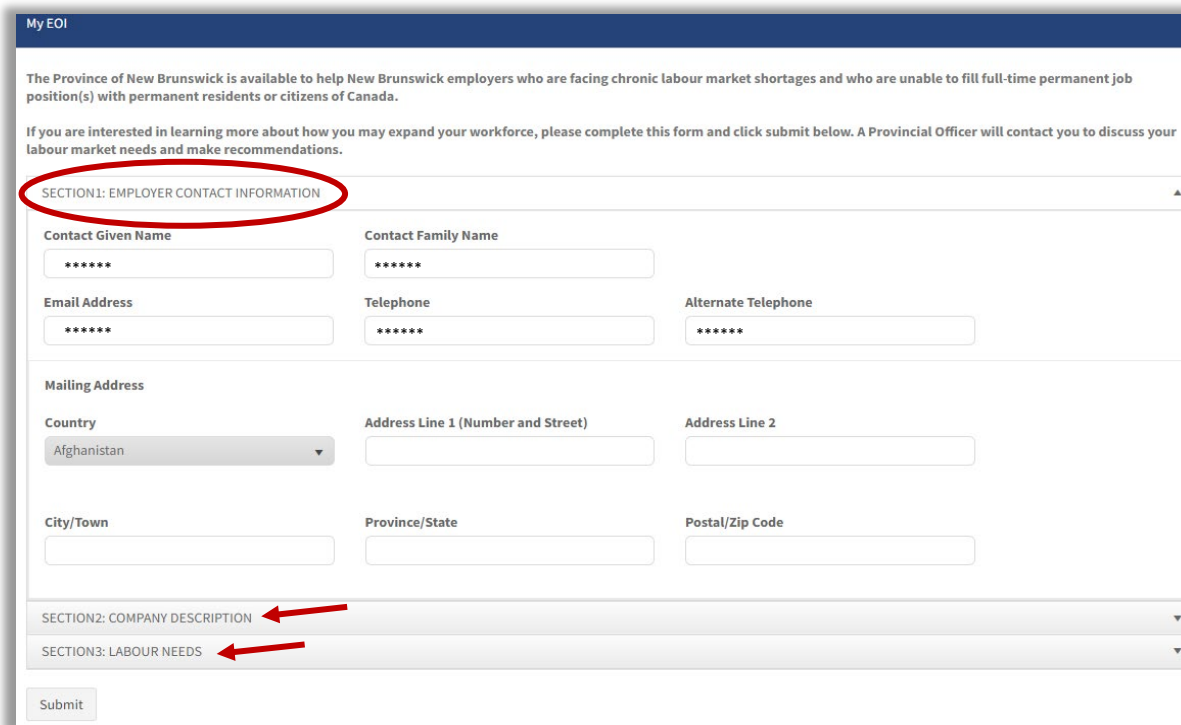
INB Employer Guide

Navigation Steps for New & Existing Employers

STEP 2 – EXPRESSION OF INTEREST (EOI) & COMPANY INFORMATION

Input full company details, including key person of contact. Complete sections 1-3 & click “Submit”.

*Some company information will already be in place from your previously submitted EOI. Please read and edit as needed.



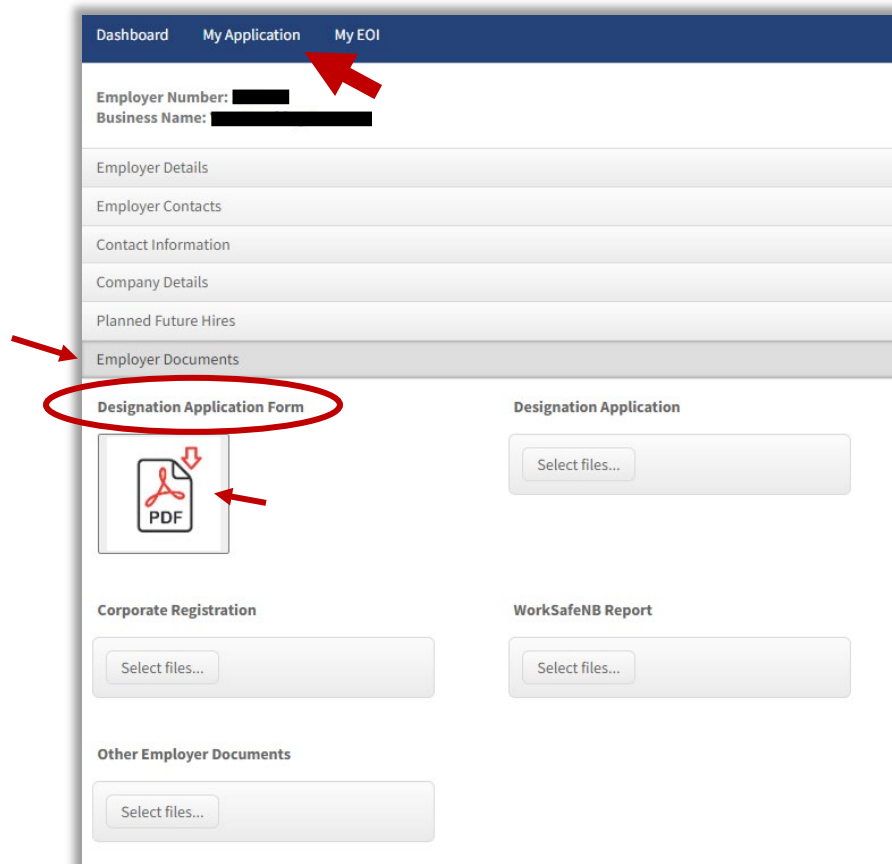
The screenshot shows a web form titled "My EOI". At the top, there is a blue header with the text "My EOI". Below the header, there is a paragraph of text: "The Province of New Brunswick is available to help New Brunswick employers who are facing chronic labour market shortages and who are unable to fill full-time permanent job position(s) with permanent residents or citizens of Canada." followed by another paragraph: "If you are interested in learning more about how you may expand your workforce, please complete this form and click submit below. A Provincial Officer will contact you to discuss your labour market needs and make recommendations." Below this text is a section titled "SECTION 1: EMPLOYER CONTACT INFORMATION" which is circled in red. This section contains several input fields: "Contact Given Name" and "Contact Family Name" (both with asterisks), "Email Address" (with asterisks), "Telephone" (with asterisks), and "Alternate Telephone" (with asterisks). Below these is a "Mailing Address" section with a "Country" dropdown menu (set to "Afghanistan"), "Address Line 1 (Number and Street)", "Address Line 2", "City/Town", "Province/State", and "Postal/Zip Code" fields. Below the mailing address section are two more sections: "SECTION 2: COMPANY DESCRIPTION" and "SECTION 3: LABOUR NEEDS", both with red arrows pointing to them. At the bottom left of the form is a "Submit" button.

INB Employer Guide

Navigation Steps for New & Existing Employers

STEP 3 – INVITATION TO APPLY (ITA) & DESIGNATION PACKAGE

Once the Invitation to Apply (ITA) is sent the contact (and client) will receive an email to go log into the company INB profile). Company contact can now proceed to complete AIP designation package, found under: "My Application" Tab > Select "Employer Documents" Section > Complete & "Submit". *Application and profile updates can be found under "Notifications" tab on INB profile



INB Employer Guide

Navigation Steps for New & Existing Employers



STEP 4 – DESIGNATION ACCEPTED & PROCEED TO CANDIDATE NOMINATION

After company is AIP Designated, the employer can now connect with the nominated candidate to register. Any endorsees will require the company number to connect to the employer's profile. * Employer number listed in the INB profile, along with the designation letter under the "Notifications" tab.