

Job posting audit for Sample Co.

Each public posting checked, row by row, against the elements Ontario requires, with the law section and a suggested fix.

Sample report. Based on a real public posting, reworded so the employer can't be identified. "Sample Co." is not a real company.

EMPLOYER Sample Co.	EMPLOYEES (AS YOU TOLD US) 51–200	HIRING LOCATIONS ON	POSTINGS REVIEWED 1
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3 present 1 missing 0 need review 0 not required

Does Ontario's posting law apply to you? ESA Part III.1 applies to publicly advertised postings by employers with **25 or more employees on the day the posting goes up** (O. Reg. 476/24, s. 1). The rules took effect January 1, 2026 and apply to postings advertised from that date. It doesn't cover general recruitment campaigns or "help wanted" signs that don't name a specific position, internal-only postings, or work done outside Ontario (s. 2(1)).

Priority fixes

- Field Technician, Site Assessment:** expected pay or pay range. Add the expected pay or a range, e.g. "Pay: \$28–\$32 per hour" or "Salary: \$65,000–\$75,000 per year". Keep the range no wider than \$50,000 a year.

1. Posting-by-posting results

1. Field Technician, Site Assessment			
(link removed for the sample)			
RESULT	REQUIREMENT	WHAT WE FOUND AND THE FIX	LAW
Missing	Expected pay or pay range	No expected pay or pay range found. Fix: Add the expected pay or a range, e.g. "Pay: \$28–\$32 per hour" or "Salary: \$65,000–\$75,000 per year". Keep the range no wider than \$50,000 a year.	ESA s. 8.2; O. Reg. 476/24 ss. 3–4
Stated: no AI	AI used to screen, assess or select	Statement says AI is not used: "...throughout the hiring process. We do not use artificial intelligence to screen, assess or select applicants...". A disclosure is only required when AI is used, so this is optional but helpful. Fix: None needed, as long as it stays true. Re-check if your ATS adds AI ranking or screening.	ESA s. 8.4; O. Reg. 476/24 s. 2(1)

Present	Existing-vacancy statement	Wording found: "...permanent Status: This posting is for an existing vacancy. About the role Sample Co. is...". Check that it clearly says whether this is an existing vacancy. Fix: None needed if the statement is clear.	ESA s. 8.5(1)(a)
None found	No Canadian-experience requirement	No Canadian-experience requirement found in the posting text. (We did not see any separate application form.) Fix: Check your application form too.	ESA s. 8.3

2. Hiring process items (not visible in a posting)

A posting can't show these, so we list them for you to confirm.

REQUIREMENT	WHAT THE LAW ASKS AND A SIMPLE WAY TO DO IT	LAW
Tell interviewed applicants within 45 days	Anyone you interview for a publicly advertised posting must be told whether a hiring decision has been made within 45 days after the interview (or the last interview). In person, in writing or using technology. Preliminary screening before selecting people to meet isn't an interview. Tip: Put a dated reminder on every interview. A short email template covers it: "We've made a hiring decision for [role]" or "We haven't made a hiring decision yet."	ESA s. 8.6; O. Reg. 476/24 s. 5
Keep copies for 3 years	Keep a copy of each publicly advertised posting and any application form for 3 years after it comes down, and a copy of the 45-day information you gave each interviewed applicant for 3 years. Tip: Save a PDF of each posting the day it goes live and the day it comes down, in one folder per year.	ESA s. 15(7.1) and (7.1.1)

3. How to read this report

- Present** The required element appears in the posting text. We don't confirm that it's accurate.
- Missing** We couldn't find the element, or it falls outside a stated limit (for example, a range wider than \$50,000 a year).
- Needs review** The answer depends on facts only you know, such as whether your applicant-tracking system uses AI to rank or screen.
- Not required** The rule doesn't apply to this posting on the facts given.
- Hourly pay is converted to an annual figure at 2080 hours a year (40 × 52) to test the \$50,000 range limit. The regulation says "equivalent annually" and doesn't set a method, so if your hours differ, re-check.
- Ontario's pay rule (ESA s. 8.2) carries a note that it will be repealed on a date not yet named. It applies today, and we'll tell clients if that changes.

General information, not legal advice. This audit checks whether the elements the Ontario and B.C. rules require are present in the posting text we reviewed. It does not assess your specific situation, decide whether an exemption applies, confirm that any statement is true, or certify compliance. For advice on your situation, speak with an employment lawyer or contact the Ontario Ministry of Labour,

Immigration, Training and Skills Development or B.C.'s Pay Transparency Unit. Sources: [Employment Standards Act, 2000](#); [O. Reg. 476/24](#); [B.C. guidance on wage information in job postings](#). Law checked October 25, 2026.

Review: drafted with our checking tool, then read line by line by a person before delivery.

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