

Employer Recruitment Guidelines

The following guidelines provide a framework to enable Career Services at CUE to provide quality services to students, alumni, staff/faculty and employers.

We request that employers and other users of our service follow these guidelines for all recruitment and employment related activities on campus.

- All related federal and provincial legislation must be followed.
- The Canadian Association of Career Educators and Employers (CACEE)'s Guide to Ethical Recruitment Guidelines (<http://cacee.com/recruitment.html>) must be followed, along with the following guidelines for all employer recruitment and related activities.
- Career Services at CUE must approve and coordinate all employment and volunteer recruitment-related activities that are organized by any department of Concordia University of Edmonton.
- All recruitment and employment related activities considered must be relevant to at least one of the programs offered at CUE.
- We will give priority and promote recruitment activities that require post-secondary education
- We do not allow recruitment for 100% commission-based positions. There must be a minimum wage guarantee (refer to Alberta Minimum Wage information).

JOB POSTINGS

All job postings need to include the following:

- Organization name and contact person information
- Detailed position descriptions including tasks and responsibilities
- Compensation
- Location of the position
- Applicable training and related costs, start-up costs and/or financial obligations or penalties if any
- Job postings must be deemed relevant to a program offered at Concordia University of Edmonton, or relevant for student employment (including part-time and summer positions)
- All commission eligible positions must offer at least a base payment of minimum wage in addition to the commission
- Concordia University of Edmonton reserves the right to screen and reject all employment related activities, including job postings

THIRD PARTY RECRUITERS:

- Must identify their clients to Career Services to avoid duplication of posting. The name of the clients will be treated as confidential information.
- Candidates' résumés must not be held in the files of the third-party recruiter for later referral to other positions unless authorized by the candidate.

INTERNATIONAL OPPORTUNITIES:

All job postings and recruitment activities for international opportunities need to include the following details:

- Location and dates
- Main tasks and responsibilities of the position.
- The formal structure of the program if it is an internship, cultural exchange or ESL teaching program.
- Application process and policies.
- Any applicable required training or fees.
- How the student will be supported while abroad

PRIVATE HOME OPPORTUNITIES:

Private Home related job postings need to clearly indicate the following:

- Location
- Main tasks, expectations and responsibilities of the position.
- Information about the care recipients (age, unique needs or requirements).
- Compensation and applicable reimbursements (mileage, purchases, etc.)

SALES/COMMISSION-BASED/FRANCHISE OPPORTUNITIES

All postings for sales, commission-based or franchise opportunities must provide the following details (if applicable to the position):

- Detailed descriptions of the job responsibilities.
- Compensation arrangements (i.e. how income will be calculated).
- Potential earnings and guaranteed earnings must be clearly distinguished in the posting.
- Lengths of required training and any costs associated.
- Any applicable start-up costs (franchise fee, demo kit costs, travel/accommodation costs, etc.).
- Any financial obligations or penalties if the students/graduates choose to leave the position.

INTERNSHIPS

- Internship, work experience or practicum postings must clearly be in the best interest of the student
- Clearly outline formal structures and learning objectives as well as identifying how the student will be supervised and supported during the duration of the work term
- Internships must have set start and end dates, whether or not they are paid or unpaid positions
- Skills learned during an internship placement must be transferrable to other work environments



RECRUITMENT TABLES, INFORMATION BOOTHS AND PRESENTATIONS

- Bookings must be made at least 2 weeks in advance (to allow time for adequate promotion of the event)
- Please book by emailing careerservices@concordia.ab.ca
- Payment is required prior to the event
- Please provide us with details of the event at the time of booking as well as any promotional materials

***Please note that Career Services reserves the right to screen and reject job postings and bookings that do not reasonably meet our recruitment guidelines**

