

### Employer/Recruiter Recruitment Policy

Date: Updated June 2010

#### Background/Purpose

The Career Centre is committed to facilitating the career and employment process and providing a listing of employment opportunities. This includes related services representative of the career development and employment planning needs of all students and alumni.

Employers and educational recruiters visit the Trent campus for the purpose of marketing their organizations/program and recruiting Trent students and graduates. The Career Centre is the main point of contact for this type of activity.

#### Policy

##### On-campus Recruitment

- Through these policies, employers and organizations who are legally allowed to operate in Canada may recruit at Trent University through Career Centre programs and services including but not limited to job posting services, interviewing facilities, information sessions, career events, websites and on-line tools, posting of recruitment material in the Career Centre Resource Library and bulletin boards, and use of other designated University venues and services. This does not include direct marketing or recruitment in academic space.
- The use of these services does not constitute the Career Centre or University endorsement of these employers and organizations in any way.

##### Recruitment Guidelines

- The Career Centre maintains an open employer recruitment policy that is in line with current acceptable legislations, standards and guidelines (i.e. Ontario Employment Standards Act, Ontario Human Rights Code, Canadian Association of Career Educators and Employers – Guidelines for Ethical Recruitment).
- It is not the role of the Career Centre to monitor the recruiting or operational practices of companies; however the Career Centre will request basic organization and recruitment information be made available to all students through the Centre. If there is a student complaint regarding an organization's recruiting practices or treatment in regards to students, the Career Centre will follow up with the organization. In cases where the organization is found not to comply with the above guidelines, their on-campus recruitment activities may be suspended.

##### Room and Table Bookings

- All employer/recruiter table and room bookings are facilitated through the Career Centre. Career Centre staff liaises with the Trent Central Student Association and Trent Conferences, respectively, for the booking date and space.

##### Job Postings

- Job postings received by the Career Centre are posted on the Trent Career Centre Job Board.
- Third party recruiters (agencies, organizations or individuals recruiting candidates for employment opportunities with other organizations) will be asked to identify their employer clients in order that educational institutions can determine that the position listed is an actual job vacancy and that it does not duplicate a vacancy already listed with the educational institution.

## Student Involvement

- The Career Centre supports students engaging in critical analyses with respect to career planning and employment choices. We strongly encourage students to adequately research companies to ensure they are aware of issues that may be of importance to them in making employment decisions.

The above policy is to be referenced and made available to all employers, students and alumni through relevant Career Centre websites, on-line tools, print materials and programs.

## Sources:

- University of Guelph - Cooperative Education & Career Services - Employer Recruitment and Endorsement Policy, November 2005
- Canadian Association of Career Educators and Employers – Guidelines for Ethical Recruitment
- workopolisCampus' Terms and Conditions