

Employer/Recruiter Recruitment Policy

Category: Operations

Approval: PVP

Responsibility: Career Centre

Date: November 2012

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:

General Recruitment Guidelines

- All organizations recruiting on Trent University campus must adhere to all federal, provincial, and municipal legislation pertaining to recruitment and other activities that may affect students and graduates of Trent University. The Career Centre encourages employers to follow the recruitment guidelines recommended by the Canadian Association of Career Educators & Employers (CACEE).
- The Trent University Career Centre reserves the right to forbid or suspend an employer/recruiter from participating in any of its events and/or services based on student complaints and/or the behaviour or actions by the organization contrary to the guidelines. It is not the role of the Trent University Career Centre to monitor the recruiting practices; however, if a student complaint comes forward regarding an organization's recruiting practices; the Career Centre will look into the situation and potentially suspend further on-campus recruitment activities.

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.

Communication with Students

- The Career Centre requires all employers/recruiters who are recruiting Trent University students and graduates to be very clear in their communication regarding their job opportunities and details regarding recruiting information sessions.

- The Career Centre also requests that all students who are invited to a recruiting information session be clearly informed of the session details including organization's name, time, date, location, and the job opportunities that will be presented.
- The Career Centre reserves the right to restrict recruitment at Trent if students are being misinformed of session and job details.

On-campus Recruitment

- 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.
- The use of these services does not constitute the Career Centre or University endorsement of these employers and organizations in any way.

Information Sessions and Information Tables

- All employer/recruiter table and room bookings are facilitated through the Career Centre. The Career Centre is solely responsible for room requests and liaises with the Trent Central Student Association (TCSA) for table bookings.
- All information sessions and information tables must be booked at least 2 weeks in advance or the Career Centre cannot guarantee any space. Media resources requirements are to be made through the Career Centre.
- Food and refreshments requests are to be made through Conference Services.
- Employers are expected to arrive before the scheduled start of their session and be prepared to exit the room in which their event is scheduled by the agreed upon ending time.

Job Postings

- Job postings received by the Career Centre are posted on the Student Job Board.
- The Career Centre reserves the right to decline posting positions of employers external to the University when they do not meet the criteria outlined below.
- The Career Centre will not post job postings for positions that require applicants to pay a fee to secure the position (including startup costs) unless it is clearly stated in the job posting.
- Job postings received from franchises must include remuneration details, extra fees/start-up costs, contract requirements, and potential financial penalties for contract cancellation.
- Jobs that are straight commission-based compensation plans must clearly note this information within the posting.
- Job postings that are submitted as an 'Unpaid Internship' are required to meet the following criteria as established by the Canadian Association of Career Educators and Employers (CACEE):
 1. The training is similar to field-specific or applied training that can be found at a post-secondary institution.
 2. The training is for the benefit of the intern.
 3. The organization providing the training derives little, if any, benefit from the activity of the intern while he or she is being trained.

4. The intern does not displace employees of the organization providing the training.
5. The intern is not accorded a right to become an employee of the organization providing the training.
6. The intern is advised that he or she will receive no remuneration for the time that he or she spends in training.
7. The skills and/or experience gained must be transferable to other employment settings.
8. There are clearly defined and articulated learning outcomes for the intern to realize by the conclusion of the internship.
9. Regular supervision is given by a professional pertinent to the internship.
10. Internships must be for a defined period of time.

Note: External internships posted by the Career Centre are an agreement between the student and employer. Trent accepts no liability for losses, damages, negligence or criminal acts by either party to the agreement.

Third Party Recruiters

- Third party recruiters (agencies, organizations, or individuals recruiting candidates for employment opportunities with other organizations) will be required to identify their employer clients in order for the Career Centre to determine that the position listed is an actual job vacancy and that it does not duplicate a vacancy already listed on the Trent Student Job Board.
- The information will not be released to students unless permission is granted by the third party recruiter. In an event where a duplicate position is posted by the employer and the third party recruiter, the posting of the employer will be posted.

Classroom Visits

- Organizations may not conduct recruitment presentations in classrooms without an explicit invitation by the professor. The Career Centre reserves the right to restrict recruitment activity at Trent for failure to abide by this policy.

Posters and Signs

- All employer/recruiter signage and postering for the Career Centre bulletin boards will be reviewed by the Career Centre.
- Postering on Trent Campus in general should be restricted to bulletin boards.

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
- Ryerson University – Career Development and Employment Centre – Employer Guidelines Outline, 2012
- Wilfred Laurier University – Career Development Centre – Employer Recruiting Guidelines, 2012 - 2013
- Canadian Association of Career Educators and Employers – Guidelines for Ethical Recruitment

Contact Officer:

Director - Co-op, Careers, and Experiential Learning

Date for Next Review:

N/A

Related Policies, Procedures & Guidelines

- a) N/A

Policies Superseded by This Policy:

- a) N/A