

In addition to the Canadian Association of Career Educators and Employers (CACEE) [Guide to Ethical Recruitment Guidelines](#), we request that employers, University students, alumni, and other users of our services comply with the following guidelines for all recruitment and employment-related activities on campus.

- All employers must abide by all relevant federal and provincial legislation
- All recruitment activities by potential employers must be coordinated through and approved by Career Bridge prior to any recruitment activities taking place at the University of Lethbridge or job postings being made on the Career Bridge website.
  - Exceptions: special events or curriculum-related activities organized by a University of Lethbridge department or student club. We encourage employers to let us know of these events so we can help promote them to students.
- Only opportunities considered relevant to at least one of University of Lethbridge's academic programs will be approved for on campus recruitment and posting to the Career Services Job Board. Exceptions may be made for the following:
  - Part-time positions (20 hours week commitment maximum) that are directed towards current students.
  - Summer positions (May to August duration).
- We will not promote full-time opportunities that do not require post-secondary education.

#### **Missing data, inaccurate information or complaints**

A. In the event that a job posting is submitted without all of the required information:

- The online job posting system will not allow the posting to be submitted. Simply follow the directions in the system to complete the posting.
- If a posting lacking vital information is submitted, you can follow-up by calling (403-329-2187) or e-mailing our office (career.services@uleth.ca) and the posting will be updated and published for student view as soon as possible.
- If the employer does not follow up with our department within 2 business days, the posting will be removed from the Job Board.

B. Start-up fees:

- Company job postings or student recruitment initiatives that charge a fee to students for 'requesting information' cannot be posted.
- If an employment opportunity involves a training cost or start-up fee for the student, those costs or fees must be explicitly disclosed within the job description prior to posting.

C. If a posting contains details which are inaccurate or incorrect, and go beyond basic missing information including:

- Inaccurate contact, company, or salary information
- Unclear details about the position and or company recruiting practices
- A complaint has been brought forth about the organization/position by a student
- Information has been brought forward which puts in question the validity of the posting

Career Bridge will proceed as follows:

- The posting(s) in question will not be activated online until such time as the employer contacts our department with the missing/corrected information
- No future postings from the organization will be posted until such time as the missing/corrected information is provided or outstanding issues are resolved

- The Manager will be kept informed of the situation

D. In the event that information on a posting has been entered incorrectly by Career Bridge, the employer can:

- Contact 403-329-2187 for technical support/assistance and general job posting inquiries

**We reserve the right to perform periodic spot checks on job postings to confirm the validity of the positions being advertised. Career Bridge reserves the right to screen all job posting submissions, and the right to decline posting employment opportunities for any reason.**

### **Specific posting guidelines**

#### **Deadline date**

Deadline dates cannot be longer than 90 days from the date a position is posted on the Job Board. It is recommended that positions be posted for a maximum of 4-6 weeks, as postings can become uninteresting to applicants after this length of time. However, if positions are not filled by the deadline date, employers can resubmit the posting to be re-published for student view.

#### **Third party recruitment**

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities with other organizations.

The primary focus of the Job Board is to target jobs that focus on recruiting graduates or current students from University of Lethbridge programs:

- If positions meeting that criteria are available through third or second party recruiting companies, they may be posted online provided that the company provides the information requested in the job posting form.
- Further, all positions posted must adhere to the following guidelines as stipulated in the CACEE document "Guidelines for Ethical Recruitment" which include:
  - Third party recruiters 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. Please note, this information will not be disclosed on the website for applicants to see – it is for office use only.
  - No direct referrals will be made to vacancies listed by third party recruiters without posting and/or contacting candidates with the information relating to the position.
  - Candidates' resumes must not be held in the file of the third party recruiter for later referral to other positions unless authorized by the candidate.
  - Third party recruiters cannot post general ads that just list vacancies for a common position.

#### **Commission based – Fee for Service employment**

In general, opportunities that are commission only and/or base remuneration on a fee-for-service model and are part of a pyramid selling structure, small business/franchise management, or direct sales cannot be posted on the Job Board. Some commission-based/fee-for-service opportunities may

be posted following an assessment by Career Bridge. Career Bridge reserves the right to remove any postings for any reason. See below for details:

**Commission-only positions can be posted online:**

- If the position is associated with an industry where commission-based reimbursement is an industry standard and where there is a program partnership with the University of Lethbridge. This currently only includes Financial Consultant/Planning positions (see below for details).
- If the opportunity offers a base salary + commission it may be posted on the Job Board provided that the company completes all job posting requirements. For these opportunities, the base salary must be per hour/week/month/year, or set amounts for an identified period of time (eg. \$1500.00 for July & August). The base salary must be above minimum wage. These opportunities will be posted at the discretion of Career Bridge.
- If the opportunity offers a salary or wage during a set training period, but then becomes commission based only following the completion of the training period.

**Commission only – Financial Consultant/Planning positions**

- Financial Consultant/Planning positions that are commission only can be posted on the website provided there is a program partnership with the University of Lethbridge. This can include employers that are in the Career & Co-op Services database, hire co-op students and/or are on our event invitation lists.

**Fitness Trainer positions**

- Fitness Trainer positions can be posted on the Job Board if they pay salary, pay per appointment, or pay per client. Commission only positions will not be posted.

**Private home postings**

A. Child care positions posted by private families:

- Due to liability issues, some restrictions apply to child care postings for private homes. We can only post in-home positions for Special Needs Children where the family is working with a government service provider or community agency.

B. Child care positions posted by a third party agency:

- Due to liability issues, some restrictions apply to third party child care postings. The criteria cited in the Third Party Recruitment section of the guidelines must be met in addition to the following: Screens their applicants for professional standard criteria (e.g. criminal record check, related experience and/or education, etc.); Screens the families and serves as a liaison between applicant and family; Provides administrative support to their employees (e.g. payroll)
- Please note that positions of this nature will only be posted upon the approval of Career Bridge.

C. Home care positions:

The University of Lethbridge reserves the right to refuse to post in-home positions where the family/individual is hiring solely in their personal capacity. In-home positions where the family/individual is working with a government service provider or community agency may be posted, such service provider or agency must be listed in the posting. Home care positions posted by a third party agency:

- Due to liability issues, some restrictions apply to third party child care postings. The criteria cited in the Third Party Recruitment section of the guidelines must be met in addition to the following: Screens their applicants for professional standard criteria (e.g. criminal record check, related experience and/or education, etc.); Screens the families and serves as a liaison between applicant and family; Provides administrative support to their employees (e.g. payroll)
- Please note that positions of this nature will only be posted upon the approval of Career Bridge.