

University of Lethbridge

CAREER||BRIDGE

Centre for Work-Integrated Learning (WIL)
& Career Development



CPA RECRUITMENT

Procedures and employer services for new grad, summer and co-op

INTRODUCTION

FACILITATING YOUR RECRUITMENT OF UNIVERSITY OF LETHBRIDGE STUDENTS

Career Bridge is committed to assisting you in your recruitment. We will work within your hiring procedures to streamline your access to students from our campuses in Lethbridge and Calgary, as well as our graduates.

Below, you will find some University of Lethbridge statistics (includes accounting students in all years in undergraduate, graduate & certificate programs):

Total No. of Accounting Majors as of Fall 2023
Lethbridge Campus: 215
Calgary Campus: 161

Total No. of Accounting Graduates 2022/2023: **90**

IMPORTANT: On the right, we have outlined some relevant dates for recruiting accounting students for new grad, summer and co-op opportunities.

We ask that employers recognize the challenge students face when balancing their academic, work and personal commitments with the intensity of Fall accounting recruitment and develop recruitment strategies sensitive to those demands.



KEY DATES

Aug 21: **Job postings will be posted on an ongoing basis.** Deadlines will vary at the discretion of the employer. We suggest having postings live **no later than August 21st, 2023.**

Sept 6: First day of classes, University of Lethbridge (all campuses)

Sept 15: CPA: Meet Your Employer event, Calgary

Sept 19: CPA: Meet Your Employer event, Edmonton

Sept 20: University of Lethbridge CAREER FAIR

Sept 21: CPA: Meet Your Employer event, Lethbridge

Sept 30: Interview Start Date

Oct 20: Offer Acceptance Deadline

November 11-17 : Fall Reading Break - No classes

December 9: Last day of classes, Fall 2023

December 11-19: Final exams

January 3: First day of classes, University of Lethbridge (all campuses)

February 17-23: Spring Reading break - No classes

April 8: Last day of classes, Spring 2024

April 11-19: Final exams

CONDUCTING INFORMATION SESSIONS - BOOKING BEGINS JULY 4TH

INFORMATION SESSIONS & BOOTHS

Individual sessions and booths will be arranged through Career Bridge. For the Fall 2023, sessions can be booked either in person or virtually, but we will only accommodate one session per day, to ensure students can attend all of the events they are interested in. We recommend evening sessions to avoid class conflicts. Sessions and booths may be booked online on a first come, first served basis.

Please note: When scheduling activities on the Lethbridge campus keep in mind that students are encouraged NOT to miss classes, Their class schedules begin at 8am with classes running for 1 hour,15 minutes with 10 minutes between classes. We can also facilitate information sessions on the Calgary campus; the recommended time to hold a session would be 4:00 - 5:45pm.

INTERVIEWING ON CAMPUS - BOOKING BEGINS JULY 4TH

BOOKING ROOMS

Space is limited and booking is on a first-come, first-served basis. Once you have selected a date, we will contact you to confirm details. We can also assist you in setting up interviews by telephone, Zoom or Teams. If you must cancel your room, do so as soon as possible to free up the space for others.

SCHEDULING INTERVIEWS

We are pleased to assist your scheduling of interviews. If possible, shortlists should be provided to our office to allow students one week to schedule their interview times.

Please Provide us with Information Throughout the Process

We would be grateful for your timely response to our follow-up form which is sent at the end of the recruitment season. Statistical information is critical in our reporting processes and as support for our continuing services on campus.

CPA MEET YOUR EMPLOYER EVENTS

CPA will again be coordinating three regional events to be open to students from all institutions. [Contact them](#) directly for more information.

Sept 15 | **Calgary**
Sept 19 | **Edmonton**
Sept 21 | **Lethbridge**

HOW TO POST YOUR POSITIONS | MYEXPERIENCE.ULETH.CA

Five Simple Steps to Hiring a University of Lethbridge Student

You can post your co-op, summer and new grad postings conveniently in one location.

1. Visit Our Job Board

- Postings are accessible through our online job board to both Lethbridge and Calgary campus students, as well as alumni. To post, visit myexperience.uleth.ca. If you haven't already, begin by creating your profile. If you run into any difficulties, please contact us at career.bridge@uleth.ca
- If you already have a profile, please login and begin posting.

2. Post Your Positions

- You will be able to post directly from your dashboard, which will provide you the option to post a job to either "Co-op Job Postings" or to "Career Job Postings".
- Fill in the information on the job posting form for each area. Please note: Fields with an asterisk (*) are required.
- Once you have submitted the job posting form, your posting will be in "Pending" status to be approved for student view.
- If you have identified "Online" as the mode of application, students will be directed to your website to apply.

3. Compile a List of Students for Interviews

- Notify Career Bridge of your short list by emailing career.bridge@uleth.ca.
- Applicants selected for interviews will be contacted and interviews arranged according to the dates and times you have specified.

4. Conduct Interviews

- Telephone, video conference and in-person interviews can be arranged by Career Bridge at no cost to you.
- Interview rooms are available on both the Calgary and Lethbridge campuses or interviews can take place at your place of business.

5. Select the Student Who is the Best Fit and Notify Us

- Career Bridge does not have a ranking and matching system so employers know the status of their offer to a student without significant delay.
- Career Bridge will notify remaining applicants of selection decisions at your request.

Postings can be submitted at any time, and if you run into any difficulties, simply email us at career.bridge@uleth.ca to assist you.

CPA BRIDGING

CPA Bridging enables students to complete the business and accounting courses needed for entrance into the CPA Professional Education Program (PEP), or to upskill in their current careers. The bridging program was designed specifically to enable those with a four-year degree in any discipline to enhance their business and finance acumen, and/or transition into a career as a CPA. Students in CPA Bridging at the U of L have the opportunity to participate in paid co-op work terms, student professional development, case competitions & business simulations.

CPA Bridging serves four groups of aspiring finance and accounting professionals:

- New Canadians with international accounting credentials or an international degree in any field
- Working professionals considering a change of careers
- University graduates in fields other than business
- University graduates with business degrees without an accounting background

CPA Bridging students at the University of Lethbridge bring a diverse range and breadth of experience, knowledge, and skills to their future accounting career.

CPA Bridging is currently offered through the University of Lethbridge at the Calgary and Lethbridge campuses, with classes being offered during weekends and evenings in Calgary to accommodate the working student.

If you have any questions about CPA Bridging please contact:

Academic Advising

Tel: 403-329-2153 | Email: cpa.bridging@uleth.ca

ETHICAL RECRUITMENT & OUR COMMITMENT

ETHICAL RECRUITMENT

Career Bridge adheres to the “Guidelines for Ethical Recruitment” published by the Canadian Association of Career Educators and Employers (CACEE). From their website:

“This document sets out guidelines for ethical recruitment at post-secondary educational institutions. These guidelines are intended to provide a framework for the professional relationships between employers, students, third party recruiters and career educators. The guidelines are based on industry research, have been generally agreed upon by employers and educators, and are advocated by CACEE for national implementation.”

Click here to view the [complete guidelines](#).

OUR COMMITMENT

We will do our best to assist you in your recruitment of University of Lethbridge students and graduates.

Career Bridge manages the Fall accounting recruitment process for U of L students and graduates, along side the Dhillon School of Business. Each year we email all accounting majors to inform them of the process. We provide assistance to all current University of Lethbridge students across all disciplines, as well as alumni. Over 8000 current students in two campus locations across the province (Lethbridge and Calgary) are eligible to access our services.

On average, we have 250 active alumni accessing our graduate employment services each year.

Co-operative Education

This work experience program is facilitated through the Career Bridge office in Lethbridge and Calgary.

The program features high caliber students who are required to meet GPA requirements and participate in career development workshops that prepare them to achieve in the workforce. Co-op is full-time employment and can be 4, 8 or 12 months in length. Hiring a co-op student is a sound recruiting strategy as it provides employers with an opportunity to assess the fit and skill set of potential future leaders within their organization.

Career Bridge and the Dhillon School of Business work collaboratively and agree that learning is enhanced and maximized with the application of classroom knowledge in a real world setting. We are grateful to those of you who support and understand the benefits of co-op to both students as well as to your recruitment processes.

It is our expectation that all students enrolled in co-op programs who apply to positions posted through the program adhere to the agreed upon policies and complete the work terms accordingly.

CONTACT US

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Lethbridge, AB T1K 3M4

Career Bridge

New Grad, Summer and Co-op Recruitment
Tel: 403-329-2000 | Email: career.bridge@uleth.ca

CPA Bridging Program (U of L students and graduates)

Academic Advising
Tel: 403-329-2153 | Email: cpa.bridging@uleth.ca

Alberta Accounting Recruitment Timeline – Fall 2023

To Whom It May Concern,

For the fifth year in a row Alberta Post-Secondary Institutions are jointly adhering to a structured fall 2023 recruitment timeline for all accounting students which includes Co-op placements, internships, or permanent positions that begin at any point in 2024. The objectives behind this structured approach to recruitment are intended to benefit the recruiting companies, academic institutions, and the student candidates. Participating Alberta Academic Institutes include:

- MacEwan University School of Business
- Mount Royal University Bissett School of Business
- SAIT School of Business
- University of Alberta School of Business
- University of Calgary Haskayne School of Business
- University of Lethbridge Career Bridge & Dhillon School of Business

The structure was created with input from the University of British Columbia, the aforementioned Alberta post-secondary institutions, the CPA Alberta, and a subset of public firms. We are working with our students to ensure this new timeline is well understood and adhered to.

Permanent Accounting Recruitment Timelines Fall

~~Recruitment Dates~~
August 21st to October 20th, 2023.

Any firm meeting a student during this period can present an Offer of Employment but offers must remain open until October 20th, 2023, allowing the student to attend interviews, events and be informed of their options before accepting. Any offers presented from now until August 21st, 2023, and or after October 20th, 2023, will be open market. Employers will fill positions as their business needs dictate.

Co-op Accounting Recruitment Timelines for Winter & Summer 2024 Job

Board Goes Live: August 21st, 2023

Interview Start Date: September 30th, 2023

Offer Acceptance Deadline: October 20th, 2023

NOTE: From October 20th, 2022, onward, offers can be made at any time, and students must respond in accordance with their school's co-op guidelines.

A key element with this structure is that offers can be made once interviews have begun. However, candidates are not required to respond to any offers until October 20. This allows firms time to interview and make offers without the pressure of having to rush their offers, and it allows the candidates time to attend interviews and not be required to respond to offers immediately. That said, if the candidate is satisfied with an offer, they have the option of responding before October 20th.

If you have any questions, please feel free to contact any of the post-secondary institutions mentioned.



Bisett School of Business



Thank you

