

## **Employer Recruitment Guidelines – Career Services**

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### **A. Background and Definitions**

To provide students and recent graduates access to meaningful work opportunities through collaboration and partnership with business and industry.

Through the Employer Recruitment Guidelines, Niagara College can provide quality services to employers, and assist students and recent graduates with opportunities that comply with national association guidelines and relevant government legislation.

### **National Association Guidelines and Relevant Government Legislation**

[CACEE Ethical Recruitment Guidelines](#): Niagara College adheres to the Canadian Association of Career Educators and Employers (CACEE) Ethical Recruitment Guidelines.

[Employment Standards Act \(ESA\)](#): Read the ESA for more information on your rights and obligations.

### **Other Work Related Laws**

[Occupational Health and Safety Act](#)

[Workplace Safety and Insurance Act, 1997](#)

[Labour Relations Act, 1995](#)

[Pay Equity Act](#)

[Human Rights Code](#)

### **B. Purpose**

To recognize the importance of establishing and maintaining positive ethical relationships with employers and organizations looking to recruit students and recent graduates online or on campus, Niagara College, more specifically the department of Student Engagement, Academic Advising and Career Services, publishes and enforces the Employer Recruitment Guidelines as outlined below and on the College's job posting site and website.

### **C. Policy Statements**

1. Niagara College expects that employers and organizations wishing to hire students or recent graduates behave ethically and post information that is honest and relevant to the position(s) for which they are recruiting.
2. Niagara College assumes no liability for misrepresentation of employers or students or recent graduates nor guarantees quantity or suitability of candidates.
3. All employers must be a fully registered business, not for profit, or a government agency that possess the required liability insurance (WSIB, etc.).

4. Canadian employers are expected to follow all provincial and federal guidelines when compensating students or recent graduates during their time of employment (eg. related to hours of work, conditions of employment, payment of wages, etc.). See the [Ontario - Guide to Employment Standards](#) for more information.
5. Employers from outside of Canada must also follow their specific country's labour laws when hiring and compensating employees and Niagara College may request supporting documentation in order to approve the posting/employment opportunity.
6. We require that all organizations adhere to these guidelines and ask employers to provide the following:
  - a) Prior to posting for the first time, employers/organizations are asked to register at the MyCareer portal. Niagara College will not sell or release this data to outside agencies.
  - b) Provide explicit consent to Niagara College to communicate electronically
  - c) Provide detailed information regarding the position including hours, rate of pay, location, job details, job requirements and application procedures.
  - d) Co-op Employers Only - agree to allow college staff to interact with the student's supervisor (email, phone or site visit) to discuss work performance, satisfaction levels or any issues that may impact a student's work term success.
  - e) Co-op Employers Only - agree to complete an employer evaluation at the end of the work term for the purpose of providing feedback to the student and Niagara College.
  - f) Cannabis Producers Only – subjected to approval on Health Canada authorized list when posting for opportunities directly related to cultivating, producing and selling of cannabis and cannabis products.
7. Niagara College reserves the right to refuse to post an opportunity or host an employer on-campus including, but not limited to situations where:
  - a) the organization is not the primary employer.

Online job board postings - Third party recruiters will be required to identify the employer for whom they are posting job opportunities. Niagara College will not post jobs anonymously.

On campus recruitment activities - Third-party recruiters may attend the recruitment event under their own corporate identity, only if they are recruiting for their own organization. No other client opportunities may be advertised or promoted at the Career Fair.
  - b) where the job posting constitutes self-employed/contract work, rather than an employer/employee relationship, e.g., where the employer is the primary/sole organization the candidate would be working for.
  - c) the employment requires recruitment of new members or sub-contractors e.g., multi-level marketing or pyramid type requirements

- d) where the rate of pay is primarily commission e.g., making up more than 50 % of the workers' pay
  - e) there are fees associated with the employer/recruiter services, or as a condition of employment
  - f) where an employer requires advanced fees for training and/or materials prior to starting employment
  - g) where fees are charged if the employee/student leaves before their contract is over
  - h) if job posting details are incomplete or incorrect e.g., job description, hours of work, location, application instructions
  - i) the employment opportunity is considered to not represent a viable work opportunity for students or recent graduates
  - j) where there have been substantiated complaints from students, recent graduates, or college staff regarding unethical recruitment, behavior or conduct, that fails to align with the [Mission, Vision, and Values of Niagara College](#)
  - k) if the work is for personal/in-home services e.g., childcare, homecare, other household contract work, one-day/brief event. Homeowners/individuals are encouraged to connect with Employment and Social Development Canada (ESDC), specialized homecare support services or temporary service providers
  - l) where postings are for the recruitment of replacement employees during a labour disputes or lay off
8. Virtual, remote, and home based business will be considered on a case-by-case basis, providing all required information has been verified. Site visits prior to posting may be required.
9. Niagara College affirms the positive contribution that co-op students make in the workplace and they should be remunerated for their work.
10. Community volunteer (unpaid) opportunities are to be posted on Niagara College's Student Get Involved site. Full volunteer descriptions are to be emailed to [ccr@niagaracollege.ca](mailto:ccr@niagaracollege.ca) for consideration.