



Student Employment & Professional Development On-Campus & Online Recruiting Guidelines



Purpose: The following guidelines were established to enable Lethbridge College Student Employment & Professional Development to provide higher quality services to students and alumni. These guidelines applies to all employers and/or organizations advertising to Lethbridge College current students and alumnus through Lethbridge College Student Employment & Professional Development.

In accordance with the Canadian Association of Career Educators and Employers (CACEE) and the National Association of Colleges and Employers (NACE) standards of ethical recruitment, Lethbridge College Student Employment & Professional Development outlines the following campus recruitment guiding principles.

We request that all employers, Lethbridge College students and alumni adhere to the following guidelines for advertising available positions and all employer related activities on campus.

- All activities must comply with federal and provincial legislation
- All recruitment activities must be coordinated through and approved by Lethbridge College Student Employment and Professional Development Services
 - Exception: Events & activities organized by a Lethbridge College department
- Organizations that are 100% commission based will not be considered for on-campus and online recruitment (minimum wage must be guaranteed).
 - Exception: If the position is an associated industry where commission-based is an industry standard and where the position is directly related to a program offered by the Lethbridge College

On-Campus Recruitment Guidelines

All guidelines listed below are in addition to the general guidelines listed above and apply to all companies/organizations. As is common practice, organizations will hire students to recruit other students and/or promote opportunities within their organization; student staff are not exempt from the following guidelines.

Distribution of recruitment/marketing information

- Distribution of materials beyond the reserved space/event is not permitted.
- The use of bulletin boards is reserved for specific Lethbridge College departments; placing material on walls, doors or any other structure is not permitted.
- Classrooms and study spaces are designated for academic instruction; materials cannot be left on seats, posted on walls or written on whiteboards/chalkboards.

In-class announcements/ information sessions

- All requests for in-class or information sessions must be organized through Student Employment and Professional Development, a specific program area, instructor or LCSA sanctioned club. Student Employment and Professional Development Services cannot provide contact information for internal Lethbridge College staff in order to facilitate requests.

- Student staff hired by your organization cannot e-mail their classmates/class lists without the consent of those individuals to receive recruitment information about your organization or company
- Student staff cannot make class announcements or distribute company recruitment information in classrooms without permission of the course instructor.

Online Job Posting Guidelines

The Lethbridge College student and alumnus job bank provides current employment opportunities for students and alumnus of Lethbridge College.

Student Employment & Professional Development reserves the right to screen all job posting submissions, and the right to decline posting job opportunities.

In accordance with the Canadian Association of Career Educators and Employers (CACEE) and the National Association of Colleges and Employers (NACE) standards of ethical recruitment, Lethbridge College Student Employment & Professional Development outlines the following campus recruitment guiding principles.

Information discrepancies or complaints

- Incomplete job posting is submitted:
 - The online job posting system will not allow the posting to be submitted. Please ensure all the required data fields submitted
 - If an incomplete posting is received, a follow-up email will be sent to the employer from Student Employment & Professional Development Services, an attempt will be made to collect all missing information.
 - The posting will not be activated until all appropriate information is submitted.
- Start-up fees:
 - Job postings or student recruitment initiatives that charge a fee for students for 'requesting information' cannot be posted
- If a posting contains details which are inaccurate or incorrect, and go beyond missing information including:
 - Inaccurate contact, company or salary information
 - Unclear details about the position 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.

In such cases, the Student Employment & Professional Development will proceed as follows:

- The Student Employment & Professional Development Coordinator will be made aware and monitor the issue
- The employer will be notified of the situation and given the opportunity to contact the department to provide missing information and/or discuss the matter in person
- The posting(s) in question will not be activated online
- No future postings from the organization will be posted until the missing information is proved and/or outstanding issues are resolved

- For more information or discuss any questions or concerns, the employer can:
 - Contact 403-320-3202 Ext. 4905 for technical support/assistance and general job posting inquiries
 - Contact the Student Employment & Professional Development Coordinator for broader issues relating to the posting system process

We reserve the right to perform periodic spot checks on job postings to confirm the validity of the positions being advertised.

Specific Job Posting Guidelines

The Lethbridge College student and alumnus job bank provides current employment opportunities for students and alumnus of Lethbridge College.

Deadline Date

Deadline dates cannot be longer than 2 months from the date a position is posted on the student and alumnus job bank. It is recommended that positions be posted for 1 month at a time as postings can become stale or uninteresting to applicants after this length of time. However, if positions are not filled by the deadline, please re-submit the position for posting.

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 Lethbridge College Certificate, Diploma or Applied Degree 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 may 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

These stipulations also fall in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act and with Lethbridge College's adherence to that act in relation to confidential student information

Commission Based

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 online job bank. Some commission-based/fee-for-service opportunities may be posted following an assessment by the Student Employment & Professional Development area, of standards within that industry.

- Commission-only positions can be posted online:

If the position is associated with an industry where commission-based reimbursement is an industry standard (see below for details).

- Financial Consultant/Planning positions that are commission only can be posted on the website, this is done at the discretion of Student Employment & Professional Development
- Fitness Trainer positions can be posted on the online job bank if they pay salary, pay per appointment, or per client. Commission only positions will not be posted.
- Massage Therapist positions: These opportunities can be posted on the online job bank if the position pays a salary, pays per appointment, per client or by % of services and ONLY if the company is a well-established business.

International opportunities

These opportunities can be posted on the online job bank if the company has a Canadian based office/location, has a registered business operation in Canada, and if the position itself is related to a program offered by Lethbridge College. Please note: Teaching English Overseas and Au pair positions cannot be posted on the job posting service.

Exchange programs – national and international

These opportunities can be posted on the online job bank if the company has a Canadian based office/location, has a registered business operation in Canada, and if the position itself is related to a program offered by Lethbridge College. The opportunity must be a paid position, offer an honorarium or a reimbursement.

Teach English overseas

Overseas English teaching positions cannot be posted on the online job bank. Student Employment & Professional Development receives an abundance of postings for 'teaching English overseas;' however, because we do not have the resources to verify the compensation, safety and liability practices of all of the companies offering these positions, we are currently not able to post any of them for our students.

Private Home Postings

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.

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 Student Employment and Professional Development.

Home care positions posted by private families

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

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 Student Employment & Professional Development Services.

Volunteer positions

Volunteer positions can be posted on Lethbridge College student and graduate job bank.

- Details to include:
 - Name of business and address
 - Organization website (if applicable)
 - Volunteer job title
 - Description / duties of available position
 - Qualifications preferred (if applicable)
 - Applicant type (full-time or part-time)
 - Method to apply (i.e. email, online, etc.)
 - Closing/deadline date

References

<https://www.canada.ca/en/employment-social-development/programs/employment-standards/federal-standards.html>

<https://work.alberta.ca/employment-standards.html>

<http://www.cacee.com/recruitment.html>

<http://www.nacweb.org/career-development/organizational-structure/principles-for-professional-practice/>