



Employer Terms and Conditions

General Recruitment Guidelines

To ensure the quality of our services and to best assist Queen's University students, alumni, employers and other users of our services, Career Services has established guidelines for recruiting activities. Our goal is a framework for facilitating effective and professional relationships between employers, students, and Career Services.

Career Services maintains an open employer recruitment practice that aligns with current, acceptable national and provincial career centre and [Canadian Association of Career Educators and Employers \(CACEE\)](#) practices. Through these practices, only employers and organizations who are legally allowed to operate in Canada (or for international opportunities, who are legally operating within the relevant jurisdiction) and comply with all relevant federal and provincial employment legislation may participate in recruitment events and services at Career Services.

Career Services reserves the right to determine which organizations are invited to attend career events and sessions, which postings will be approved for listing in the online job posting service and to forbid or suspend an employer/recruiter from participating in any of our events and/or services based on complaints and/or the behaviour contrary to our guidelines.

The fact that the Career Services permits an employer or organization to participate in such events and services does not constitute endorsement of that employer or organization.

It is not the role of Career Services to monitor the recruiting or operational practices of companies; however, Career Services will investigate any situation upon receipt of a student complaint regarding specific recruitment practices or treatment of students and refer the matter accordingly. If you encounter any problems or concerns with employers/job opportunities, please contact Career Services.

Use of the MyCareer Job Board

To create an employer account in MyCareer, the employer must provide the following information. Note that this information will not be made available to students:

- ✓ Company name and division name
- ✓ Recruiter's first and last name
- ✓ Recruiter's job title
- ✓ Corporate email address
- ✓ Corporate phone number
- ✓ Corporate mailing address

If this information is not provided in full, your new account request will be declined.

Job postings to our MyCareer system must include the following:

- ✓ Job type (e.g. alumni, new graduate, internship, summer, volunteer, etc.)
- ✓ Position title
- ✓ Geographic location
- ✓ Whether or not the position is paid (all unpaid positions will be marked 'volunteer')
- ✓ Detailed job description
- ✓ Required qualifications
- ✓ Application deadline (not to exceed the end of the current semester. If no application deadline is specified, the position will be posted for 30 days.)
- ✓ Application method (e.g. email, employer website, electronically through MyCareer, etc.
Note: if students are instructed to apply via the MyCareer portal, you will receive applications in a batch the business day following the application deadline).

All postings submitted to the MyCareer board undergo a two-step approval process with Queen's Career Services staff. Staff may decline or suspend job postings for the following reasons:

- Fields are left blank
- An employer is using a generic email address such as Gmail, Hotmail, etc. or another email address which does not align with the company's web domain
- The employer is requesting illegal information such as age or gender
- The student is being asked to participate in academic dishonesty (e.g. selling course notes or examinations)
- The employer is a third party recruiter and does not meet the conditions outlined below
- The employer is offering entrepreneurial or franchise opportunities and does not meet the conditions outlined below
- The position resembles a multi-level-marketing or pyramid selling scheme
- An organization is requesting money in the form of application fees, donations, or investments as part of the job process. Exceptions may be made for international programs such as teaching abroad, provided that the fees are clearly outlined in the job posting.
- The employer has been repeatedly linked to dishonest practices or student complaints
- The employer has previously contravened CACEE or Queen's Career Services policies or ethical guidelines

Career Services reserves the right to decline positions on a case-by-case basis, or to remove any posting that we otherwise feel is inappropriate for our students.

Third Party Recruiters

CACEE defines third party recruiters as "agencies, organizations or individuals recruiting students for employment opportunities with other organizations."

Third party recruiters will be required to identify to Career Services the client for whom any position is posted. This information will be held in confidence and not released to candidates unless authorized by the third party recruiter. Should the third party recruiter be unable or unwilling to provide the name of the employer or client, the position will not be

advertised. Career Services reserves the right to verify information pertaining to the listing directly with the employer. No contact will be made directly with the employer without the third party recruiter's knowledge. Should the third party recruiter object to this procedure, the position will not be accepted for listing.

Candidates' resumes collected for positions posted through Career Services must not be held in the files of the third party recruiter for later referral to other positions unless authorized by the candidate.

Entrepreneurial/Franchise Opportunities

Some employers and franchise managers wish to publicize entrepreneurial opportunities to students. These kinds of opportunities usually involve one or more of the following characteristics:

- Offer no salary but, instead, offer students the opportunity to run their own businesses or franchises
- Offer compensation that is based mostly on commission rather than a salary
- Require the payment of "up front" fees for training and/or materials to enable the student to start up his/her own business
- Charge the students penalties or fees for services if the franchisee decides to leave the program

Many students run successful businesses through these opportunities, but there are those who incur unexpected liabilities and find themselves in debt. For students considering these opportunities, it is your responsibility, and in your best interest, to verify the terms and conditions of employment with the employer.

Career Services wants to assist students in making an informed decision. For these opportunities to be posted on Career Services' online job board, all the initial investments, such as licensing, administration or similar fees, requested from applicants, must be indicated in the job posting. Career Services reserves the right to request a copy of the employment contract to keep on file for students to read.

At career fairs, booth space for employers offering entrepreneurial opportunities may be limited, and granted on a first come first served basis. Career Services reserves the right to determine if entrepreneurial organizations are invited to host information sessions and participate in career fairs.

Multilevel Marketing

Multi-level marketing (MLM) will be defined as a marketing strategy in which the sales force is compensated not only for sales they personally generate, but also for the sales of the other salespeople that they recruit. This type of strategy can also be called, pyramid selling, network marketing and referral marketing.

Any type of posting that resembles a multi-level marketing position, or any type of work that takes after a pyramid like structure will not be accepted for listing on the MyCareer job posting board.

Classroom Visits

Organizations may not conduct recruitment presentations or distribute materials in classrooms without an explicit invitation by the professor. Career Services reserves the right to restrict recruitment activity at Queen's for failure to abide by this policy.

Employers utilizing the services provided by Queen's Career Services must abide by these Terms and Conditions.

Queen's Career Services reserve the right to refuse any person's or organization's use of this service.

If you have any questions about these recruitment guidelines, please contact [Chelsea Elliott](#), Manager of Employer and Partner Relations at Career Services.