Student Recruitment Guidelines
Terms of Use for myCareer Platform

The Career and Co-operative Education offices at Dalhousie University are committed to facilitating the employment process and providing a range of employment opportunities and related services representative of the Co-operative Education, volunteerism and employment planning needs of all students and recent graduates.

These guidelines are intended to provide a framework for the interactions between employers, students, third party recruiters and career educators. These guidelines are in accordance with the accepted practices of the Canadian Association of Career Educators and Employers (CACEE) and Co-operative Education and Work-Integrated Learning Canada (CEWIL).

- CACEE Ethical Recruitment Guidelines
- CEWIL Canada Recruiting Ethics

All job postings and on-campus recruitment activities supported by Dalhousie University must comply with the Nova Scotia Human Rights Act and Canadian Labour Standards Regulations.

All positions posted on myCareer, the integrated career and Co-operative Education recruiting solution for Dalhousie University, must include the name of the employer and contact details. Positions that request money in the form of application fees, donations, or investments as part of the job application process will not be posted. (Some exceptions may apply.)

In all cases, Dalhousie University reserves the right to determine which employers will be serviced for recruiting purposes.

Guidelines for Ethical Recruitment:

- Career and Co-operative Education Offices
- Employers
- Students
- Third-Party Recruiters

Career and Co-operative Education Offices will:

- Comply with all relevant federal and provincial legislation.
- Accommodate employers' reasonable requests for job posting and interview space.
- Ensure that students have reasonable time from the start of the school year to prepare for the on-campus recruitment process prior to the commencement of interviews.
- Provide information, resources, and advice to students on career planning and job search.
- Keep in touch with Co-operative Education employers to ensure students continue to meet expectations.
- Inform students of acceptable recruitment ethics, procedures, and responsibilities.
- Provide equal services to all students and employers.
- Follow legal and ethical guidelines in providing student information to employers.

- Bring to the attention of the parties involved any questionable recruitment practices.
- Follow legal and ethical guidelines in providing student information to employers.

Privacy Statement - Students
Dalhousie University respects your personal information and complies with the requirements of all applicable privacy legislations.

Dalhousie University uses a career and Co-operative Education database for students called myCareer. myCareer enables you to post resumes, review job postings, apply for positions, sign up for interviews, register for events and submit forms. We hope that you enjoy myCareer and that its features will contribute positively to your overall employment experiences.

Dalhousie University's service provider, Orbis Communications Inc., is storing and processing information on servers located within Canada. The personal information sent to Orbis Communications Inc. from your Dalhousie student record, along with additional information that you provide, such as resumes, will only be used for servicing and completing your requests and transactions related to your job search and/or Co-operative Education. We do not control how personal information you submit to employers may be used by them. We encourage you to review their privacy policies for further information.

Privacy Statement - Employers
Dalhousie University values your privacy and will only ask for information that we need. Dalhousie University will not distribute your contact information outside of the institution without your permission. In addition to the registration information we require, occasionally we ask your opinions through surveys or focus groups.

We encourage you to regularly update your information so that your access to services will be uninterrupted.

Employers will:

- Comply with all relevant federal and provincial legislation.
- Provide accurate information on job responsibilities, compensation, and benefits.
- Interview for positions whose starting dates are within 12 months of the initial interview.
- Respond to all candidates within agreed upon time frames.
- Give reasonable notice of interview appointments and cancellations.
- Honour all offers of employment.
- Review key dates connected with the Co-operative Education recruiting process.
- Rank or select Co-operative Education candidates.
- Inform students about reimbursement of costs for site or interview visits.
- Contact the applicable career unit well in advance to reserve interview space.
- Provide a reasonable amount of time to respond to job offers made.
- Confirm job offers and terms of employment in writing to students.
- Inform the applicable career unit of the status of your campaign.

Students will:

- Be familiar with all relevant federal and provincial legislation; including items related to signing an employment contract, health benefits, the definition of a contractor versus an employee, remittance to the government, etc. To learn more about your rights and responsibilities as an applicant and an employee visit: Nova Scotia Human Rights Commission and Canadian Labour Standards Regulations.
- Prepare for the interview.
- Provide accurate and appropriate information on qualifications and interests in the form requested by the employer.
- Notify the career or Co-operative Education office if interviews must be rescheduled or cancelled.
- Acknowledge invitations for work term meetings or second interviews promptly whether accepted or rejected.
- Notify employers if second interviews or work term meetings must be postponed or cancelled.
- Accept interview invitations only when seriously considering a position with the employer.
- Discuss offers with employers to verify terms and reach mutually acceptable responses.
- Notify employers of acceptance or rejection of an offer as soon as a decision is made.
- Respond to every offer whether it is to be accepted or rejected.
- Notify Co-operative Education office immediately upon confirmation of a job acceptance to withdraw from the work search process.
- Honour the acceptance of the offer as it is a contractual agreement with the employer.

Third-Party Recruiters

Third-party recruiters (TPRs) are defined as agencies, organizations or individuals recruiting candidates for temporary, part-time, or full-time employment on behalf of others and not for their own needs.

TPRs include, but are not limited to, employment agencies, search firms, temporary agencies, and any kind of outsourcing, staffing, or human resources services' firms, consultants, or individuals as well as industry associations, funding delivery agencies, and non-profits providing job posting and/or recruitment services to their members, partners, clients, or any other stakeholders (hereinafter referred to as 'employer clients').

TPRs may not be eligible to post jobs and/or conduct recruitment activities on behalf of their employer clients with co-op departments at Dalhousie should the responding department deem that it is not in the best interest of the students they serve to allow for a third-party recruitment to take place.

At the sole discretion of Dalhousie University's career services and co-op offices, TPRs may be permitted to post co-op, internship, temporary, part-time or full-time jobs and conduct recruitment activities on behalf of their employer clients by complying with the following requirements: 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.

1. Identify the employer clients in order that Dalhousie University can determine that the position

listed is an actual employment opportunity and that it does not duplicate a vacancy already listed with the educational institution.

2. Provide written verification from their employer client that the TPR is duly authorized to post jobs and/or conduct recruitment activities on behalf of their employer client.
3. Both TPRs and their employer clients must comply with Dalhousie University's job posting and recruitment requirements, policies, and guidelines.
4. Conduct job posting and recruitment activities for their employer clients via their own user account in myCareer.
5. TPRs must disclose to students that they are a third-party recruiter by indicating their employer client(s) within the text of the job posting and throughout the hiring process including interviewing, assessment and employment offers.
6. Students selected to fill full-time, part-time, co-op, and/or work-integrated learning opportunities will become the employee of the TPR's employer client. TPRs will provide the responding Dalhousie co-op or career office(s) with the name and contact information of the hiring manager and/or the co-op supervisor of the employer client with respect to the specific co-op/internship job and other recruitment information.
7. TPRs shall not charge a fee to students and/or Dalhousie University for the services they provide on behalf of their employer clients.
8. TPRs will not retain, disclose, share, refer or sell any student information and/or application documents to employers, entities, or individuals, other than to their employer clients referred to in (b) above with respect to the original recruiting purposes.

Dalhousie University's Co-op and Career Services offices have a responsibility to exercise a greater duty of care to our students than to others. As such, Dalhousie University reserves the right to restrict a TPR's recruitment activities on behalf of all their clients should it deem any of the above requirements are not met or any situation that is not in the best interest of Dalhousie students. This includes, but is not limited to, inactivation of a TPR's login account on the myCareer platform and informing employers and other organizations represented by the TPR of Dalhousie University's decision and subsequent action.

Entrepreneurial Opportunities

Organizations that engage in one or more of the following practices are considered to offer entrepreneurial opportunities:

- Requirement of an initial investment for either a product or service, including a franchise, training session or a starter kit.
- Compensation is based exclusively on commission and/or fees or percentage of sales.
- Employers providing sponsorship for setting up a business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

All the initial investments, such as licensing, administration, training, or similar fees, requested from applicants, must be indicated in the job posting. Dalhousie University reserves the right to request a copy of the employment contract to keep on file for students to read.

While the posting of entrepreneurial opportunities are allowed at Dalhousie in general, individual work integrated learning/co-op programs may have policies that prevent these opportunities being approved as being suitable for a work term experience.