

CPA Alberta Post-secondary Recruitment Framework

This is a broad framework for approaching post-secondary recruitment that is endorsed by CPA Alberta. It provides guidelines on how students, employers, post-secondary institutions and the Alberta accounting profession can all effectively and productively engage in the post-secondary recruitment process.

This framework demonstrates the profession's strong commitment to best practices, professionalism, as well as ethical intent and behaviour.

In constructing the framework, the profession referenced existing guidelines for post-secondary recruitment, including the Canadian Association of Career Educators and Employers Ethical Recruitment Guidelines and the University of Alberta's recruitment guidelines. Direct input from the profession's recruitment stakeholders also influenced the content of the framework.

The intention is for this framework to be continually revisited and refined, so it continues to meet the needs of all of the profession's recruitment stakeholders.

STUDENTS

It is the student's responsibility to:

- Comply with all relevant federal and provincial legislation
- Provide accurate and appropriate information on resumes and application forms as well as in interviews
- Seriously consider his/her career goals and professional aspirations when making decisions about job offers to gain practical experience. It is in the best interests of the student and their potential employers that the student makes decisions based on his/her interests and scope of work, as opposed to less significant factors such as where his/her friends are going to work, etc.

Job Postings & Application Deadline:

- Know and adhere to the application deadline (as deadlines will vary between job postings)
- Students are encouraged to seek employment opportunities on post-secondary job boards and [CPA Alberta's job board](#).

Interviews:

- Prepare for the interview
- Notify employers or the post-secondary career centre well in advance if the initial interview needs to be postponed or canceled
- Acknowledge invitations for site-visits or second interviews promptly, whether you accept or reject the invite

- Accept interview invitations (second and subsequent) only when seriously considering a position with the employer

Job Offers:

- Discuss offers with employers to verify terms and reach mutually acceptable agreements
- Respond to every offer whether it is to be accepted or rejected
- Notify employers of acceptance or rejection of an offer as soon as a decision is made
- Notify the Career Centre immediately (if applicable) upon confirmation of a job acceptance in order to withdraw from further recruitment activities
- Honour the acceptance of the offer as it is a contractual agreement with the employer

EMPLOYERS

It's the employer's responsibility to:

- Comply with all relevant federal and provincial legislation as well as to follow federal and provincial privacy regulations
- Maintain confidentiality in regards to the students' information, personal knowledge, written records and transcripts, unless the student has given prior consent

Corporate Information Sessions:

- Information sessions/corporate recruitment events hosted on post-secondary campuses will ideally begin no earlier than the first Monday of September following Labour Day.
- Information sessions/corporate recruitment events for students hosted off-campus do not have any schedule limitations
- Employers are encouraged to provide their corporate information session date(s) to the profession, so the profession can keep track of these dates to share with other employers, in an effort to reduce the number of employers hosting sessions on the same day. This will ideally help to ensure that students aren't inundated with employer sessions on one day, which could cause them to skip classes in order to attend. Employers would also benefit from this as they would not be competing for students' time and attention.

Job Postings & Application Deadline:

- Job posting application deadlines will ideally be no earlier than the second Monday following Labour Day Monday.
 - This timing will provide students with the opportunity to get settled into their classes, view the available postings and attend the Meet Your Employer event hosted by CPA Alberta prior to applying for any positions
- It is recommended that job postings are displayed on post-secondary job boards and the profession's job board to maximize exposure

Interviews:

- Advise students of any compensation for on-site or interview visits to employer's location or other off-campus locations
- On-campus interviews are to be coordinated with the post-secondary institution's schedules
- Provide accurate information on job responsibilities, compensation, benefits and contact information

- Respond to all candidates within agreed-upon timeframes and provide reasonable notice of any interview cancellations
- Provide students with adequate time to prepare for recruitment and interview process by ensuring interviews are not scheduled too close to the start of the semester

Job Offers:

- Provide a reasonable amount of time (preferably 5 to 10 business days) for students to respond to permanent job offers
- Refrain from any practice that may improperly influence and pressure candidates
- Confirm job offers and terms of employment in writing to students
- Honour all offers of employment

<p>POST-SECONDARY INSTITUTIONS</p>

It is the career educators' responsibility to:

- Comply with all relevant federal and provincial legislation and follow federal and provincial privacy regulations
- Follow legal and ethical guidelines in providing student information to employers
- Provide equitable services to all students and employers
- Address any questionable recruitment practices (at the post-secondary institution's discretion)

Interviews:

- Accommodate employers' reasonable requests for interview times and space on-campus when available. Also, due to interview space constraints or organizational preference, many employers may choose to host interviews off-campus (at their office or another off-site location). These decisions are at the employers' discretion and there are no formal constraints on the timing/scheduling of the interviews.
- Ensure that students have a reasonable amount of time from the start of the school year to prepare for the on-campus recruitment process prior to the commencement of interviews

<p>CPA ALBERTA</p>

It is the CPA Alberta's responsibility to:

- Define and promote the value of the CPA designation to stakeholders (including employers, students, post-secondary institutions, etc.)
- Actively focus on growing the CPA profession in Alberta through recruitment and career information initiatives, and communication and outreach activities
- Support stakeholders in the recruitment process (this is a support role; not an enforcement role)
- Provide recruitment and career information to students
- Provide long-term support to students from initial interest in the profession, to membership and throughout their careers
- Regularly review (and adjust, as necessary) the recruitment process with stakeholders to ensure it continues to be of value to all stakeholders
- Address any questionable recruitment practices (at the profession's discretion)