

Recruitment Guidelines

The following guidelines provide a framework to enable MacEwan University Careers and Experience to provide better services to MacEwan University students, alumni, employers, and other users of our services.

We request that employers, MacEwan University students, alumni and other users of our services comply with the following guidelines for all recruitment and employment-related activities on campus.

- All employers must abide by all relevant federal and provincial legislation.
- All recruitment activities must be coordinated through and approved by MacEwan University Careers and Experience.
 - Exceptions: special events or curriculum-related activities organized by a MacEwan University department.
- Only opportunities considered relevant to at least one of MacEwan University academic programs will be approved for on campus recruitment and online job board.
- We intentionally promote full-time opportunities that require post-secondary education.

Third Part Recruiters

- Must identify their clients to MacEwan University Careers and Experience to avoid duplication of posting. The names of the clients will be treated as confidential information.
- Candidates' resumés must not be held in the files of the third-party recruiter for later referral to other positions unless authorized by the candidate.
- Organizations advertising third party job posting websites are not permitted.

Sales/Commission-based/Franchise Opportunities

We do not allow recruitment for 100% commission-based positions. There must be a minimum wage guarantee (refer to Alberta Minimum Wage information).

- All postings for sales, commission-based or franchise opportunities must provide the following details (if applicable to the position):
- Detailed descriptions of the job responsibilities.
- Compensation arrangements (i.e. how income will be calculated).
- Potential earnings and guaranteed earnings must be clearly distinguished in the posting.
- Lengths of required training and any costs associated with the training.
- Any applicable start-up costs (franchise fee, demo kit costs, travel/accommodation costs, etc.).
- Any financial obligations or penalties if the students/graduates choose to leave the position.

International Opportunities

- Due to high levels of risks involved with going abroad, we require that all recruitment activities for international opportunities clearly explain the following details:
 - Where the opportunities will take place.

- Main tasks and responsibilities of the position.
- The formal structure of the program is an internship, cultural exchange or ESL teaching program.
- Application process and policies.
- Any applicable required training or fees.
- How the student will be supported while abroad.

Private Home Opportunities

- Postings from private individuals for childcare or home care must clearly indicate the following:
 - Where the opportunities will take place.
 - Main tasks, expectations, and responsibilities of the position.
 - Information about the care recipients (age, unique needs, or requirements).
 - Compensation and applicable reimbursements (mileage, purchases, etc.)

On-Campus Recruitment Activities Booking

- On-site recruitment activities must be reserved through MacEwan University Careers & Experience through MacEwanLife (<https://macewan-csm.symplicity.com/employers>) - Events - Recruitment Session.
- Booking details for exhibitors:
 - Request the booking at least 10 business days in advance.
 - Submit detailed descriptions of the opportunities being recruited for in the recruitment session form or have opportunities posted and approved on MacEwanLife's job board (reference job ID in booking) to reserve a booking.
 - Comply with all applicable fire, health, safety and building code regulations while on campus.
 - Occupy and use only the display space assigned by MacEwan University on the dates and times that have been reserved.
 - Ensure that the assigned MacEwan University display space is attended and/or always staffed.
 - **Posters & social media must be provided at least 5 days before the reserved date – if not the booking will be cancelled.**
 - **Failure to show up for the booking without contacting our office may result in booking restrictions in the future.**
 - **Bookings must be paid for at least 5 business days in advance, or the booking may be cancelled.**
- Each organization is limited to two table bookings per campus in a term.

*Please note that Careers & Experience reserves the right to screen and reject job postings and bookings that do not reasonably meet our recruitment guidelines.