Campus Recruitment Guidelines

To ensure the quality of our services and to better assist Simon Fraser University (SFU) students, alumni and other stakeholders, SFU Career Services has established guidelines for all recruiting activities implemented by our office.

Specifically, all employment advertisements and recruiting opportunities advertised through SFU Career Services must comply with all relevant federal and provincial legislation or the relevant legislation of the organization’s country if located outside of Canada. For example, in British Columbia employment advertisements must conform with the British Columbia Employment Standards Act and CACEE’s [Canadian Association of Career Educators and Employers] Ethical Recruitment Guidelines.

This document sets out the guidelines for recruitment activities through SFU Career Services. These guidelines are intended to provide a framework for the professional relationships between employers, students, third party recruiters, and career educators.

This document consists of the following:

- Guidelines - Job Postings
- Third Party Recruiters
- Employers with Commission-based and Franchise Opportunities
- Right of Refusal – Campus Recruitment

Guidelines - Job Postings

All employers/organizations interested in advertising their opportunities are required to provide the following:

1. Name of organization with full mailing address and telephone number
2. Full name of contact person with telephone number and email address
3. A description that accurately describes duties and responsibilities, identifies hours of work per week, and includes detailed and specific instructions on how applicants should apply
4. Information about compensation and benefits

Recruitment agencies and third party recruiters must provide SFU Career Services with the name of the client organization for which they are hiring. If requested and appropriate, this information will be kept confidential.

PRIVACY:
SFU Career Services recognize the importance of privacy. Personal and contact information that we collect is kept confidential and as such, we will not disclose employer/organization contact information recorded on our job opportunities system without consent. Contact or personal information obtained by SFU is, under no circumstances, rented or sold.

FOR MORE INFORMATION:
Contact Career Services:
Office: 778.782.3106 or Fax: 778.782.5926
Email: career_services@sfu.ca
To recruit from Faculty of Business Administration, please visit Business Career Management Centre at www.business.sfu.ca/careers
Opportunities that offer non-traditional forms of compensation (e.g. not solely based on salary), must fully and accurately disclose the compensation structure. Specifically:

**Start-up Costs**

All start-up costs must be identified in the job posting. Examples include, but are not limited to:

- Clothing
- Equipment
- Purchase of company product
- Licensing fees

**Guaranteed vs. Potential Salaries**

Potential earnings cannot be listed in the salary/wage portion of the job posting. If the position includes a guaranteed wage and commission, you may list only the guaranteed wage and indicate that commission will be paid in addition.

**Illegal Compensation Structures**

Positions with illegal or questionable compensation structures will not be posted. Examples of these structures include pyramid selling schemes and failure to meet minimum wage requirements.

**Third Party Recruiters**

Third party recruiters are agencies, organizations or individuals recruiting students for employment opportunities with other organizations. The following guidelines have been established for third party recruiters:

- Third party recruiters will be asked to identify their employer clients in order for Career Services to determine that the position listed is an actual job vacancy and that it does not duplicate a vacancy already listed
- Candidate’s resumes must not be held in the files of the third party recruiter for later referral to other positions unless authorized by the candidate
Employers with Commission-based and Franchise Opportunities

Employers and franchise managers who wish to hire SFU students for entrepreneurial opportunities and have contractual stipulations that include one or more of the following must clearly indicate them in the job description:

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

If you would like to publicize your commission based or franchise opportunities with Career Services requires inclusion of the following statements (editable for your particular situation):

- There is no salary for this opportunity. You will make money based on commissions that you receive from sales
- There is no salary for this opportunity. All persons who work with our organization will be self-employed and will earn money if they make a profit when running their own businesses
- You will be required to pay fees for training and materials before you can start working with us
- If you decide to leave the program, you may be liable to pay fees and/or financial penalties

We reserve the right to edit your description and refuse to post if:

- any penalties or fees are deemed excessive
- the posting does not adhere to the above guidelines

We appreciate your cooperation and understanding.
Right of Refusal - Campus Recruitment

SFU Career Services reserves the right to refuse to advertise opportunities or support campus recruitment activities. We will investigate any complaints about organizations. Reasons for refusals could include, but are not limited to the following:

- Failure to comply with existing employment standards legislation or SFU Career Services’ guidelines and practices
- Incorrect or misleading information:
  All contact names provided must be of an actual person, listing Human Resources as the main contact is not acceptable
- Incomplete contact information:
  SFU Career Services may need to verify posting or organization information and therefore a valid email address and phone number of main contacts is required
- Existing complaints from students or university personnel regarding recruitment practices
- Behavior and conduct of an organization or their representatives in their involvement with the University, including staff, contravenes existing University policies
- Opportunities are deemed to be potentially unsafe for SFU students and alumni
- Opportunities are considered by SFU Career Services to not represent viable work opportunities for students
- Organizations or representatives have outstanding invoices/overdue accounts owing to SFU Career Services