

## **Employer Terms & Conditions**

### **Employer Statement of Understanding**

Your organization's request for employer services at Sheridan College includes but is not limited to recruitment information sessions, job postings, interview facilities, and career fairs, and confirms your willingness to comply with Sheridan College Career Services' Employer Terms and Conditions.

### **General Recruitment Guidelines**

To ensure the quality of our services and to best assist Sheridan College students, alumni, employers and other users of our services, Sheridan College's Career Services has established guidelines for all recruiting activities.

Career Services at Sheridan College is committed to working with our employer partners to facilitate active and intentional employer-student connections that meet the business and recruitment needs of our partners while supporting relationship-building, networking, mentorship and employment opportunities for our students and graduates.

To ensure clarity, transparency, equity, and quality in the delivery of our services and to best assist all users of our services, Sheridan College's Career Services has established guidelines and operating protocols for all recruiting activities coordinated by our office. These guidelines and operating protocols provide a framework for facilitating effective and professional relationships between employers, community organizations, students, graduates, and Sheridan College's Career Services.

Sheridan College's Career Services supports an open employer recruitment practice that aligns with current standards of national and provincial career centres, as well as the Canadian Association of Career Educators and Employers (CACEE) practices and Guidelines for Ethical Recruitment (<https://www.cacee.com/recruitment.html>). 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 (such as the Employment Standards Act, the Ontario Human Rights Code, Occupational Health & Safety Act) may use Sheridan College's services and participate in recruitment events and activities at Sheridan College. It is the responsibility of all employers and organizations to follow all relevant federal and provincial legislation.

### **Non-Endorsement Statement**

The fact that Sheridan College's Career Services allows an employer or organization to take part in such events and services does not constitute endorsement of that employer or organization. Any hyperlinks from Sheridan College's Career Services' website are provided only as a convenience and do not imply that Sheridan College sponsors, endorses, or is associated with the linked site, or that any linked site is authorized to use the name and/or logo of Sheridan College. Sheridan College is not responsible for the contents of any such linked sites.

## **Behaviour Standards Agreement**

Sheridan College's Career Services reserves the right to determine which organizations will be invited to participate in career events sessions and activities, which postings will be approved for listing in the online job posting service, and to ban or suspend an employer/recruiter from participating in any of our events and/or services based on complaints and/or behaviour that is contrary to our employer recruitment guidelines and operating protocols.

Employers should be aware of employment standards and practices consistent in Ontario, such as the following:

- Ontario Employment Standards Act
- Ontario Ministry of Labour Guidelines
- Ontario Human Rights Code
- Ontario Occupational Health & Safety Act

Employer should avoid misleading practices and inappropriate behaviour, which includes but is not limited to:

- suspected fraudulent activity,
- harassment, inappropriate activity,
- misrepresentation of an organization,
- or other activities in violation of legal and policy requirements.

Sheridan College reserves the right to ban or suspend an employer or organization from participating in events and/or services if they are deemed to engage in such behaviour.

It is not the role of Sheridan College's Career Services to monitor the recruiting or operational practices of companies; however, Sheridan College's 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.

## **Use of the Sheridan College's Sheridan Works! Job Board**

Sheridan College's Career Services directs employers to post their available opportunities to **Sheridan Works!**, our online job board platform, which is open to both alumni, as well as current Sheridan College students in degree, diploma, or certificate programs. Full position details can be submitted via the online submission form [here](#).

If submitted correctly, the employer will receive an auto-generated e-mail confirmation that the opportunity has been received. Within five (5) business days, the opportunity will be reviewed by Sheridan College's Career Services, and upon approval, the position(s) will be posted.

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

- Required information as mentioned above (e.g. thorough job description, required qualifications, etc.) is missing.
- 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.

- It is in violation of provincial or federal laws.
- The student is being asked to participate in academic dishonesty (e.g. selling course notes or examinations).
- It involves work that is pyramid-type or multi-level marketing (MLM) in nature, or work for organizations that are pyramid-type or multi-level marketing (MLM) in structure.
- It requires the purchase of a service/product, a monetary deposit, a donation, investment, or payment of application fees as part of the job application process or as a condition of employment.
- It involves no pay or reduced pay for training (with the exception for registered non-profit and charitable organizations).
- It is from a third-party recruiter that is unable or unwilling to disclose the name of the company for which they are recruiting (disclosure of the company name will not be released to applicants unless authorized by the third-party recruiter).
- It involves the unsolicited door-to-door sales of products or services.
- 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 Sheridan College Career Services' Employer Terms & Conditions or ethical recruitment guidelines.

At the discretion of staff, Sheridan College's Career Services reserves the right to decline or suspend job postings on a case-by-case basis, or to remove any posting that is deemed inappropriate for Sheridan College students and graduates.

### **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 Sheridan College's Career Services the client for whom any position is posted. This information will be held in confidence and will not be 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. Sheridan College's 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 through Sheridan College's 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**

Entrepreneurial opportunities may be publicized to students. These 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 their own business
- Charge the students penalties or fees for services if the franchisee decides to leave the program

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

## **Career Fairs**

Sheridan College’s Career Services asks that all employers who are interested in showcasing their organizations and employment opportunities at an on-campus career fair make note of the following:

### *Registration & Approval Process*

- Registration for a career fair will be accepted on a first-come first-served basis through the online registration form on the event website.
- Registration for a career fair is contingent upon an organization being in good financial standing with Sheridan College (i.e. no unpaid invoices or outstanding balances).
- The determination of which employers will be approved to attend a career fair and where they will be placed on the career fair floor plan will be made by Sheridan College’s Career Services.
- After an employer has submitted their career fair registration form, it may take up to seven (7) business days for Sheridan College’s Career Services to review and approve the employer’s registration. Once approved, an email confirmation will be sent to the employer/exhibitor with details on how to submit payment for the career fair registration fee. Registration fee payment is to be made on or prior to the event date.
- At career fairs, booth space for employers offering entrepreneurial opportunities may be limited and granted on a first come first served basis. Sheridan College’s Career Services reserves the right to determine if entrepreneurial organizations are invited to host information sessions and participate in career fairs.

### *Cancellations & No-Shows*

- Sheridan College's Career Services reserves the right to cancel a career fair based on extenuating circumstances such as severe weather conditions or a college-wide labour dispute. In the case of event cancellation, registered employers who have submitted a payment for the event registration fee at the time of cancellation will be offered a full refund.
- Employers who register for a career fair and cancel in writing eleven (11) business days or more before the date will incur no costs; employers who register for a career fair and cancel in writing one (1) to ten (10) business days in advance of the fair but after their registration has been approved and confirmed will be charged a \$50 administration fee; employers who fail to attend a career fair for which they registered and were approved/confirmed will incur the full cost of the registration fee.

### *Expectations of Employers*

- While employers may promote their organizational brand, the promotion, advertising, or sale of other services and/or products for commercial or revenue-generating purposes is prohibited.
- All employers are expected to arrive before the scheduled start time of the event and to remain at the event until the scheduled end time.

### **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 Sheridan College's job board or for on-campus recruitment initiatives.

### **Classroom Visits**

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

### **Other On-Campus Recruitment Activities**

Sheridan College's Career Services asks that all employers who are interested in meeting and engaging with students and/or graduates on-campus observe the following:

- At least two (2) weeks' notice prior to the date of an employer's proposed on-campus recruitment event or activity is required to allow sufficient time for Sheridan College's Career Services to make the necessary arrangements and adequately promote the event or activity to students or graduates.

- Employers may not conduct any recruitment activity or distribute materials in classrooms without an explicit invitation by the course instructor, or elsewhere on-campus at Sheridan College without first being approved by Sheridan College's Career Services.

Employers utilizing the services provided by Sheridan College's Career Services must abide by these Employer Terms & Conditions. Sheridan College's Career Services reserves the right to refuse any person's or organization's use of Sheridan College's services.

If there are any questions about these Employer Terms & Conditions, please contact Sandra Yu, Employment Development Specialist at [sandra.yu@sheridancollege.ca](mailto:sandra.yu@sheridancollege.ca).