MACEWAN UNIVERSITY CAREER DEVELOPMENT AND EXPERIENTIAL LEARNING RECRUITMENT GUIDELINES

The following guidelines provide a framework to enable MacEwan University Career Development and Experiential Learning (CDEL) 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 Student Affairs (CDEL).
  - 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 PARTY RECRUITERS:

- Must identify their clients to MacEwan University CDEL to avoid duplication of posting. The name 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 trainings.
  - 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 the high level 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 if it 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 child care 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 Career Development and Experiential Learning (cdel@macewan.ca)
- Booking details for exhibitors:
  - Request the booking at least 5 business days in advance.
  - Submit detailed descriptions of the opportunities they are recruiting for in order 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 assigned MacEwan University display space is attended and/or staffed at all times.
- Each organization is limited to two table bookings per campus in a term.

*Please note that Career Development and Experiential Learning reserves the right to screen and reject job postings and bookings that do not reasonably meet our recruitment guidelines.*

MacEwan University Career Development and Experiential Learning (CDEL)
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