

## 2020 CPABC Post-secondary Recruitment Framework – Vancouver Island

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The CPABC Post-secondary Recruitment Framework provides guidelines on how students, employers, post-secondary institutions (PSIs) and the BC accounting profession should all effectively and productively engage in the post-secondary recruitment process. It demonstrates the profession's strong commitment to best practices, professionalism, as well as ethical intent and behaviour.

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

### **Campus Hiring for Pre-Approved Program Route (PPR) Positions:**

Most students will be recruited in the spring and fall of 2020 for full-time positions that start in 2021. However, recruitment also takes place throughout the year as described further below under "Year Round Hiring." The guidelines for both types of hiring are outlined below. These guidelines apply to all candidates applying for a pre-approved positions (PPR) that begins in 2021, including current students, graduated students, and out-of-province students.

### **Employer Responsibilities**

#### **Key Responsibilities:**

- Represent the profession in an ethical and responsible way
- Comply with all relevant federal and provincial legislation and privacy regulations
- Maintain confidentiality in regards to the students' information, personal knowledge, written records and transcripts
- Represent the organization fairly and describe what it can offer to students
- Refrain from making or insinuating offensive remarks about another firm or organization
- Follow application and offer acceptance deadlines as outlined below

#### **Job Postings & Application Deadline:**

- It is recommended that job postings are displayed on PSI job boards to maximize exposure

#### **Interviews:**

- Interviews may take place throughout the spring, summer and fall; the timing will be at the discretion of each firm
- Please provide students with adequate time to prepare for interviews
- For on-campus interviews, contact the PSI Career Centres well in advance to reserve the interview space, provide firm/company literature, and discuss career center capabilities

#### **Job Offers:**

- Refrain from any practice that may improperly influence or put undue pressure on candidates
- Confirm job offers and terms of employment in writing to students
- Honour all offers of employment
- Written and verbal job offers may go out at any time, but the following offer acceptance dates must be used for any recruiting done in January – October, 2020:
  - **Spring Offer Acceptance Date: June 26, 2020 (New for 2020)**
  - **Fall Student Application Deadline: September 14, 2020**
  - **Fall Offers Out to Students: October 5, 2020**
  - **Fall Offer Acceptance Date: October 9, 2020**

#### **PLEASE NOTE:**

1. ***The Spring Offer Acceptance Date applies to any offers made in 2020 prior to June 26, 2020.***

2. ***The Fall Recruit Offer Acceptance Date applies to any offers made after June 26, 2020***
3. ***Local Victoria firms who are recruiting UVic and Camosun College students for co-op positions are not required to follow the dates as listed above. However, local Victoria firms that hire students into full-time articling positions must adhere to the dates as listed above.***

### **Year Round Hiring**

Firms may wish to hire additional students after October 9, 2020 and are free to accept resumes, conduct interviews, and make offers, at any time, to students for jobs that will start in 2021.

### **Student Responsibilities**

#### **Key Responsibilities:**

- Comply with all relevant federal and provincial legislation
- Provide accurate and appropriate information
- Seriously consider career goals and professional aspirations when making decisions about job offers
- Be cognizant of, and committed to, academic responsibilities such as classes, exams, and projects that may conflict with recruiting activities

#### **Job Postings & Application Deadline:**

- Know and adhere to the application deadlines
- Seek employment opportunities on both PSI job boards and company websites

#### **Interviews:**

- Notify employers and/or the post-secondary career centre well in advance if an interview needs to be postponed or canceled
- Acknowledge invitations for site-visits or second interviews promptly
- 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, as soon as a decision is made
- Notify the Career Centre (if applicable) upon confirmation of a job acceptance in order to withdraw from further recruitment activities
- Do not renege after accepting an offer. The acceptance of a job offer is a legally binding contractual agreement with the employer.

### **Post-Secondary Career Centre Responsibilities**

- 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 with the employer directly
- Accommodate employers' reasonable requests for interview times and space on campus when available

### **CPABC Responsibilities**

- Define and promote the value of the CPA designation to stakeholders (including students, PSIs, and employers)
- Actively focus on growing the CPA profession in British Columbia through recruitment and career information initiatives, 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 questionable recruitment practices that may be in conflict with the [Chartered Professional Accountants of British Columbia Act, bylaws, or Code of Professional Conduct](#)