

## CPABC Post-secondary Recruitment Framework

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This is a broad framework for approaching post-secondary recruitment that is endorsed by CPABC. It provides guidelines on how students, employers, post-secondary institutions and the BC accounting profession can all effectively and productively engage in the post-secondary recruitment process.

This framework demonstrates the profession's strong commitment to best practices, professionalism, as well as ethical intent and behavior.

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

### STUDENTS

It is the student's responsibility to:

- Comply with all relevant federal and provincial legislation
- Provide accurate and appropriate information on resumes and application forms and at interviews
- Seriously consider their career goals and professional aspirations when making decisions about job offers to gain practical experience
- 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 deadline (as deadlines will vary between job postings)
- Students are encouraged to seek employment opportunities on post-secondary job boards and on company websites

#### **Interviews:**

- Prepare for the interview
- 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, whether you accept or reject the invite
- 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
- Notify employers of acceptance or rejection of an offer as soon as a decision is made
- Notify the Career Centre immediately (if applicable) upon confirmation of a job acceptance in order to withdraw from further recruitment activities
- Do not renege after accepting an offer; honour the acceptance as a contractual agreement with the employer

## EMPLOYERS

It's the employer's responsibility to:

- Represent the profession in an ethical and responsible way
- Comply with all relevant federal and provincial legislation as well as to follow federal and provincial privacy regulations
- Maintain confidentiality in regards to the students' information, personal knowledge, written records and transcripts, unless the student has given prior consent
- Represent itself fairly and describe what it can offer to students during their articling experience
- Refrain from making or insinuating offensive remarks about another firm or organization

### **Company Information Sessions & Events:**

- On-campus events should be dry, and the amount of alcohol during off-campus events should be limited

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

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

### **Interviews:**

- Provide accurate information on job responsibilities, compensation, benefits and contact information
- Respond to all candidates within agreed-upon timeframes and provide reasonable notice of any interview cancellations
- Provide students with adequate time to prepare for interviews
- Advise students of any compensation for on-site or interview visits to employer's location or other off-campus locations
- On-campus interviews are to be coordinated with the post-secondary institution's schedules who should be given appropriate lead time to schedule these interviews

### **Job Offers:**

- Provide a reasonable amount of time (preferably 5 business days) for students to respond to job offers
- Refrain from any practice that may improperly influence or pressure candidates
- Confirm job offers and terms of employment in writing to students
- Honour all offers of employment

## POST-SECONDARY INSTITUTIONS

It is the career educators' responsibility to:

- 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 (at the post-secondary institution's discretion)

### Interviews:

- Accommodate employers' reasonable requests for interview times and space on-campus when available. Also, due to interview space constraints or organizational preference, many employers may choose to host interviews off-campus. These decisions are at the employers' discretion and there are no formal constraints on the timing/scheduling of the interviews.

## CPABC

It is CPABC's responsibility to:

- Define and promote the value of the CPA designation to stakeholders (including students, post-secondary institutions, and employers)
- Actively focus on growing the CPA profession in British Columbia through recruitment and career information initiatives, and 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 any questionable recruitment practices (at the profession's discretion)