

CPABC Post-secondary Recruitment Framework 2022 – Baker Tilly Victoria Ltd, Hutcheson & Co LLP CPA, KPMG, MNP

This is a framework for post-secondary recruitment that is endorsed by CPABC. When applying for a position with the following firms: Baker Tilly Victoria Ltd, Hutcheson & Co LLP CPA, KPMG and MNP in Victoria, please follow this framework. It provides spring and fall accounting recruitment timelines, including 1st interview/offer out dates and offer acceptance dates.

This framework also highlights how students, employers, post-secondary institutions and the BC accounting profession can 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 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.

SPRING AND FALL ACCOUNTING RECRUITMENT TIMELINES

Baker Tilly Victoria Ltd, Hutcheson & Co LLP CPA, KPMG and MNP in Victoria have agreed to work within two sets of *offer out* and *offer acceptance dates*. These firms have agreed that the following dates will apply to offers originating from their offices for PPR (Pre- approved route) full-time and summer positions that start within the 2023 calendar year.

Spring 2022 Recruitment Dates

Monday, May 16, 2022 – 1st Interview / Offer Out (no interviews may be conducted or offers extended prior to this date)

Friday, June 24, 2022 – Offer Acceptance Date (all offers must remain open for acceptance until this date)

Fall 2022 Recruitment Dates

Monday, September 12, 2022 – 1st Interview / Offer Out (no interviews may be conducted or offers extended prior to this date)

Friday, October 7, 2022 – Offer Acceptance Date (all offers must remain open for acceptance until this date)

Any of the firms specified above, meeting a student between May 16, 2022 and June 24, 2022 or between September 12, 2022 and October 7, 2022 could present an Offer of Employment to a candidate. However, these offers must remain open until June 24, 2022 (spring) and October 7, 2022 (fall), allowing the student to attend interviews, events and be informed of their options before accepting.

Please note: Local Victoria firms that 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 articling positions must adhere to the dates as listed above.

Other firms that are participating in the spring and fall recruit will set their own dates and deadlines.

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 is 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:

- Information sessions/corporate recruitment events for students hosted off-campus or virtually do not have any schedule limitations
- Some firms with PPR roles participating in spring and fall recruit will provide their corporate information session titles, dates, and times, to be posted on the [Campus Recruitment Opportunities and Events](#) website page, to share with students, career centres, faculty, and firms. For spring recruit, this information will be added to this webpage the first week of March, with additional upcoming events added in early April if necessary. For fall recruit, this information will be added to this webpage the first week of August. This is done in an effort to reduce the number of employers hosting sessions on the same day. This will ideally help to ensure that students aren't inundated with employer sessions on one day, which could cause them to skip classes in order to attend or be unable to attend. Employers would also benefit from this as they would not be competing for students' time and attention.

Job Postings & Application Deadline:

- It is recommended that job postings with application deadlines 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:

- For firms not listed as participating in this framework but participating in spring and/or fall recruit, they should provide a reasonable amount of time (preferably at least 5 business days) for students to respond to job offers
- Confirm job offers and terms of employment in writing to students
- **Do not renege after extending an offer.** Accepted offers are a contractual agreement between the jobseeker and the employer. All employers are expected to treat accepted job offers as legally binding agreements.

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.
- Ensure that students have a reasonable amount of time from the start of the school year to prepare for the on-campus recruitment process prior to the commencement of 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)