

CPABC Post-secondary Public Practice Vancouver Island Recruitment Framework – Fall 2023

Hutcheson & Co. CPA LLP, KPMG, MNP, Schibli Stedman King LLP, Trenholme & Company

The following document provides details on a Fall Recruit framework for hiring of Post-Secondary students as agreed upon by the Vancouver Island offices of **Hutcheson & Co. CPA LLP, KPMG, MNP, Schibli Stedman King LLP, and Trenholme & Company**. It provides recruitment timelines, including application deadline, first interview/offer out dates and offer acceptance dates as agreed upon by these firms, and endorsed by CPABC.

In Scope for this Framework

- Job offers for PPR (Pre-approved Route) full-time and summer positions where the position start date falls within the 2024 calendar year.
- Local Victoria firms that hire students into articling positions.
- Job offers extended by the Vancouver Island branches of Hutcheson & Co. CPA LLP, KPMG, MNP, Schibli Stedman King LLP, and Trenholme & Company.

Out of Scope for this Framework

- EVR (Experience Verification Route) position job offers with any start date.
- Local Victoria firms that are recruiting UVic and Camosun College students for co-op positions.
- The 2023 Framework does not apply to job offers extended by firms to students who have previously completed a co-op position with their firm.
- “On Demand” hires, or job offers extended to post-secondary students with a job position start date within the 2023 calendar year, are exempt from the Framework structure.
- Job offers extended by any other Vancouver Island public practice firm other than the firms listed above.
- Job offers extended by public practice firm offices outside of Vancouver Island. BC post-secondary Institutions, students, and firms should consult the [CPABC website](#) for information regarding Frameworks that may be in place for other regions of BC.

2023 FALL ACCOUNTING RECRUITMENT TIMELINE

Fall 2023 Recruitment Dates

PPR position recruitment activities engaged by the Vancouver Island offices of Hutcheson & Co. CPA LLP, KPMG, MNP, Schibli Stedman King LLP, and Trenholme & Company must meet the following criteria:

- **Application Deadline Date:** Monday, September 25, 2023
- **First Interview/Offer Out Date:** Monday, October 2, 2023 (no interviews may be conducted or offers extended prior to this date)
- **Offer Acceptance Date:** Tuesday, October 10, 2023 (all offers must remain open for

acceptance until this date)

Any of the firms specified above meeting a student between October 2, 2023 and October 10, 2023 can present an Offer of Employment to a candidate, however, these offers must remain open until October 10, 2023.

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

Stakeholder Responsibilities

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
- Consult the [CPABC website](#) for information if applying for roles outside of their region of residence

Job Postings & Application Deadline:

- Know and adhere to the application deadline
- 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 possible, if an interview needs to be postponed or canceled
- Acknowledge invitations for site-visits or second interviews promptly, whether accepting or rejecting 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. All students are expected to treat accepted job offers

as legally binding agreements.

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 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 the week of March 20th if necessary. For Fall recruit, this information will be added to this webpage once in late July and once again in 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. 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)