

## CPABC Post-secondary Recruitment Guidelines 2023 – All Other Lower Mainland Firms

---

This is a set of guidelines and recommendations for post-secondary recruitment that is endorsed by CPABC when applying to a firm that is not listed as part of the CPABC Post-Secondary Recruitment Framework. 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.

These guidelines demonstrate the profession's strong commitment to professionalism, ethics and respectful behavior.

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

The guidelines intentionally do not have specified interview and offer dates for the spring and fall accounting recruitment timeline. It acts as a code of conduct with expectations and guidelines for professionalism between hiring organizations and post-secondary students participating in the recruitment activities of PPR (Preapproved Route) public practice firms during 2023.

### Stakeholder Responsibilities

<b>STUDENTS</b>
-----------------

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.

<b>POST-SECONDARY INSTITUTIONS</b>
------------------------------------

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)