

PURPOSE

This document is to clarify what constitutes an acceptable job posting from community members/employers, so that in complying with the established North Island College (NIC) Student Employment Services guidelines for recruiting activities implemented through the employment portal, CareerCentral, we can ensure quality service is provided to NIC students, graduates, alumni, faculty and other stakeholders.

This document is intended to provide a framework for the professional relationships between employers, students, third party recruiters, and Student Employment Services while using the employment portal, CareerCentral.

GUIDING PRINCIPLES

All employment advertisements and recruiting opportunities advertised on CareerCentral must comply with all relevant federal and provincial legislation or the relevant legislation of the organization's country if located outside Canada. For example, in British Columbia employment advertisements must conform with the BC Employment Standards Act found [here](#) and the Canadian Association of Career Educators and Employers (CACEE'S) Ethical Recruitment Guidelines found at [here](#).

KEY DEFINITIONS

Third Party Recruiters – Third party recruiters are agencies, organizations or individuals recruiting students for employment opportunities with other organizations.

Illegal Compensation Structures – examples such as pyramid selling schemes and failure to meet minimum wage requirements.

PROCEDURAL GUIDELINES

1. **NIC requires employers to provide the following:**
 - a. Name of organization with full mailing address and telephone number
 - b. Full name of a contact person with telephone number and email address
 - c. A description that accurately describes the duties and responsibilities, job requirements, and includes detailed and specific instructions on how applicants should apply
 - d. Information about compensation and benefits (a remuneration range is acceptable)

2. **Recruitment agencies and third party recruiters must provide the name of the client organization for which they are hiring in order to determine that the position listed is an actual job vacancy and that it does not duplicate a vacancy already listed. Recruitment agencies and third party recruiters, by nature of posting on our job board agree that:**

- a. Candidates resumes must not be held in the files of the third party recruiter for later referral to other positions unless authorized by the candidate
- b. Potential earnings cannot be listed in the salary/wage portion of the job posting. If the position includes a guaranteed wage and commission, you may list only the guaranteed wage and indicate that commission will be paid in addition.

3. Illegal Compensation Structures

- a. Positions with illegal or questionable compensation structures will not be posted.

4. Start-Up Costs

- a. All start-up costs must be identified in the job posting. Examples include, but are not limited to – clothing, equipment, purchase of company product, training, or licensing fees

5. Employers and Franchise managers who wish to hire NIC students for entrepreneurial opportunities and have contractual stipulations that include one or more of the following must clearly indicate them in the job description:

- a. Offer compensation that is based mostly on commission rather than on a salary
- b. Offer no salary but, instead offer students the opportunity to run their own business through a franchise
- c. Require payment of “up-front” fees for training and/or materials to enable a student to start up his/her own business
- d. Charge the students penalties or fees for services if the franchisee decided to leave the program

If you wish to publicize your commission-based or franchise opportunities with NIC, Student Employment Services / CareerCentral requires the inclusion of the following statements (according to your situation):

- There is no salary for this opportunity. You will make money based on commission that you receive from sales
- There is no salary for this opportunity. All persons who work with our organization will be self-employed and will earn money if they make a profit when running their own business
- You will be required to pay fees for training and materials before you can start working with us
- If you decide to leave the program, you may be liable to pay fees and/or financial penalties (provide specific amount or example)

North Island College Student Employment Services reserves the right to refuse postings.

North Island College

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