A. Background and Definitions

Niagara College expects that employers and organizations wishing to hire candidates behave ethically and post information that is honest and relevant to the position(s) for which they are recruiting.

The Employer Posting Guidelines are developed and enforced within the Niagara College framework of guidelines as outlined below and as published on the college’s job posting site and website.

B. Purpose

Niagara College recognizes the importance of establishing and maintaining positive and ethical relationships with employers and organizations looking to recruit candidates. The College and, more specifically, the Department of Co-operative Education and Graduate Employment Services, will therefore publish and enforce the Employer Posting Guidelines.

C. Practice Statements

1. Niagara College adheres to the Canadian Association of Career Educators and Employers (CACEE) guidelines for ethical recruitment.

2. Best practices as well as expectations and responsibilities for all parties involved in the recruitment process are outlined in this guideline.

Employer Posting Guidelines

3. We require that all organizations adhere to these guidelines. Third party recruiters are requested to abide by the same guidelines and may be asked to identify their employer. Niagara College will not post jobs anonymously.

4. Prior to posting for the first time, employers/organizations will be asked to register at the MyCareer portal. Niagara College will not sell or release this data to outside agencies.

5. Niagara College reserves the right to refuse to post an opportunity or host an employer on campus.
6. Niagara College assumes no liability for misrepresentation of employers or candidates nor guarantees quantity or suitability of candidates.

7. All employers must be a fully registered business, not for profit, or a government agency that possess the required liability insurance (WSIB etc.).

8. Canadian employers are expected to follow all provincial/federal guidelines when compensating students during their time of employment (e.g., related to hours of work, conditions of employment, payment of wages, etc.). See the Ontario Ministry of Labour website for more information.

9. Employers from outside of Canada must also follow their specific country’s labour laws when hiring and compensating employees and Niagara College may request supporting documentation in order to approve the posting/employment opportunity.

D. Related Documents and Links