

Terms and Conditions for the posting of employment vacancies at Fanshawe College:

Fanshawe College adheres to all legislation relevant to recruiting and employing workers including the Canadian Human Rights Act and Employment Standards for the Province of Ontario. Fanshawe College follows the 'Guidelines for Ethical Recruitment at Post-Secondary Educational Institutions' established by the Canadian Association of Career Educators and Employers (CACEE) which states:

Employers:

It is the employer's responsibility to:

- provide full and accurate information about the job vacancy including job title, duties and responsibilities, required education and experience, wage/salary/benefits, location of work activity and any fees applicants are required to pay to qualify for employment
- comply with all relevant federal and provincial legislation
- contact the Fanshawe Career Services office well in advance to reserve interview space and provide company literature, and give reasonable notice (3 days minimum is recommended) of any interview or presentation cancellations
- notify all applicants of their status vis a vis the named position and respond to all candidates within the agreed timelines
- advise what costs will be compensated for site or interview visits
- confirm all job offers and terms of employment in writing
- honour all offers of employment
- provide a reasonable period of time for candidates to respond to any job offer
- inform Fanshawe Career Services regularly as to the status of your recruitment activities

Third Party Recruiters:

Third party recruiters are agencies, organizations, or individuals recruiting candidates for employment opportunities with other organizations. No direct referrals will be made to Third Party Recruiters without Fanshawe first receiving a full and complete job posting. Third party recruiters must:

- identify their employer clients in order that Fanshawe College can determine that the position listed is an actual job vacancy and it does not duplicate a vacancy already listed with Fanshawe.
- not hold candidates' resumes on file for later referral to other positions unless specifically authorized to do so by the candidate.

Private Household and Freelance Employment:

Fanshawe College Career Services does post vacancies such as child care, homecare for the elderly or disabled, photography, landscaping or interior design. Fanshawe College Career Services is not responsible for the number or suitability of the candidates that apply for these positions. Furthermore, some applicants may not have relevant experience or education, or proper technical equipment to complete the advertised job. The responsibility is on the employer to screen and select the appropriate candidate and adhere to Ontario Ministry of Labour standards. Fanshawe College Career Services does not supervise students/graduates working in such positions.

Posting of Unpaid Positions for Internships/Placements/Volunteer

Unpaid positions (internships/placements and volunteer) will be accepted for posting only if the organization is a non-profit organization (NPO) or a registered charity within Canada. NPO's are defined as clubs, societies, or associations that are organized and operated solely for social welfare; civic improvement; pleasure or recreation and / or any other purpose except profit.

Please note that the unpaid position should in good faith be an activity which is:

- of benefit to the community and the individual;
- always a matter of choice;
- a way for individuals or groups to address human, environmental and social needs;
- not a substitute for paid work; and
- not a replacement for paid workers nor constitutes a threat to the job security of paid workers.

Job postings which are identified as unpaid and / or volunteer and which do not meet the criteria listed above will be declined for posting.

Confidentiality:

Unless otherwise requested, only the employer contact information provided with a job posting will be disclosed. Fanshawe College recognizes and respects the importance of privacy. Personal and contact information that we collect is kept confidential and as such Fanshawe College will not disclose employer contact information recorded on our job posting system without consent. Contact or personal information obtained by Fanshawe College is under no circumstances, rented or sold.