

# Recruiting Ethics



The successful recruitment of co-operative education students depends upon the collective activities of three parties — the interested employer, the co-op student, and the associated educational institution. All participants must adhere to Provincial and Federal legislation in their recruitment and employment practices. However, the Canadian Association for Co-operative Education supports additional guidelines concerning recruiting ethics that support the development of a mutually beneficial and fair process for all concerned.



## A. Employer Ethics

- Provide accurate job posting information including salary and location.
- Provide reasonable notice of candidates to be interviewed and of interview cancellations
- Respect an institution's schedule regarding job postings, interview arrangements, job offers, etc., and heed the co-operative education policies and procedures of an institution
- Not discuss job offers or rankings with candidates before, during, or following an interview
- Not seek a candidate's assessment of another candidate
- Not make multiple job rankings or offers unless prepared to accept multiple candidates
- Honour all matches, and not rescind offers of employment
- Confirm all job offers in writing
- Not translate a co-op assignment into a full-time position encouraging a student to settle for less education



## B. Student Ethics

- Abide by the co-op policies of their institution
- Ensure that employers have accurate information regarding their qualifications
- Notify the co-op office, well in advance, if interviews must be rescheduled or cancelled
- Not discuss or mislead employers about their ranking or job acceptance intentions, and not provide information to employers on other students or employers
- Honour their acceptance of employment as a contractual agreement with the employer



## C. Institution's Ethics

- Inform students, employers, and other interested parties of institutional policies and procedures
- Provide equal services to all students and employers
- Accommodate employers' reasonable requests for job postings, interview space, and presentation facilities
- Provide students with accurate information on all recruiting employers
- Notify the employer of any hiring limitations prior to them conducting interviews
- Notify employers of any students who, after being hired, are not academically eligible to continue in their program