

2018 CPABC Post-secondary Recruitment Framework

The CPABC Post-secondary Recruitment Framework provides guidelines on how students, employers, post-secondary institutions (PSIs) and the BC accounting profession should all effectively and productively engage in the post-secondary recruitment process. It demonstrates the profession's strong commitment to best practices, professionalism, as well as ethical intent and behaviour.

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

Campus Hiring for Pre-Approved Program Route (PPR) Positions:

Most students will be recruited in the spring and fall of 2018 for full-time, summer, and co-op positions that start in 2019. However, recruitment also takes place throughout the year as described further below under "Year Round Hiring." The guidelines for both types of hiring are outlined below. These guidelines apply to all candidates applying for a pre-approved position that begins in 2019, including current students, graduated students, and out-of-province students.

Employer Responsibilities

Key Responsibilities:

- Represent the profession in an ethical and responsible way
- Comply with all relevant federal and provincial legislation and privacy regulations
- Maintain confidentiality in regards to the students' information, personal knowledge, written records and transcripts
- Represent the organization fairly and describe what it can offer to students
- Refrain from making or insinuating offensive remarks about another firm or organization
- Follow offer acceptance deadlines as outlined below

Job Postings & Application Deadline:

- Job postings and application deadlines will be set at the discretion of each firm
- It is recommended that job postings are displayed on PSI job boards to maximize exposure

Interviews:

- Interviews may take place throughout the spring, summer and fall; the timing will be at the discretion of each firm
- Please provide students with adequate time to prepare for interviews
- For on-campus interviews, contact the PSI Career Centres well in advance to reserve the interview space, provide firm/company literature, and discuss career center capabilities

Job Offers:

- Refrain from any practice that may improperly influence or put undue pressure on candidates
- Confirm job offers and terms of employment in writing to students
- Honour all offers of employment
- Written and verbal job offers may go out at any time, but the following offer acceptance dates must be used for any recruiting done in January – October, 2018:
 - **Spring Offer Acceptance Date: June 29, 2018**
 - **Fall Offer Acceptance Date: October 5, 2018**

PLEASE NOTE:

- (1) The Spring Recruit Offer Acceptance Date applies to any offers made in 2018 prior to June 29, 2018.*
- (2) Any student who may be given an offer with the Spring Offer Acceptance Date, and who identifies to a firm/company that they will be attending KPMG's National Conference, must be instead be given an offer with an Offer Acceptance Date of July 20, 2018.*
- (3) The Fall Recruit Offer Acceptance Date applies to any offers made after June 29, 2018 and prior to October 5, 2018.*

Year Round Hiring

Firms may wish to hire additional students after October 5, 2018 and are free to accept resumes, conduct interviews, and make offers, at any time, to students for jobs that will start in 2019.

Student Responsibilities

Key Responsibilities:

- Comply with all relevant federal and provincial legislation
- Provide accurate and appropriate information
- Seriously consider career goals and professional aspirations when making decisions about job offers
- Be cognizant of, and committed to, academic responsibilities such as classes, exams, and projects, that may conflict with recruiting activities

Job Postings & Application Deadline:

- Know and adhere to the application deadlines, as they will vary between job postings
- Seek employment opportunities on both PSI job boards and company websites

Interviews:

- Notify employers and/or the post-secondary career centre well in advance if an interview needs to be postponed or canceled
- Acknowledge invitations for site-visits or second interviews promptly
- 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, as soon as a decision is made
- Notify the Career Centre (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

Career Centre Responsibilities

- 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 with the employer directly
- Accommodate employers' reasonable requests for interview times and space on campus when available.

CPABC Responsibilities

- Define and promote the value of the CPA designation to stakeholders (including students, PSIs, and employers)
- Actively focus on growing the CPA profession in British Columbia through recruitment and career information initiatives, 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 questionable recruitment practices that may be in conflict with the [Chartered Professional Accountants of British Columbia Act, bylaws, or Code of Professional Conduct](#)