

### Employer-Partner Recruitment Guidelines

#### Career Centre at NorQuest College

NorQuest is committed to making our 20,000 learners workforce ready. We connect students to industry and support our employer-partners in recruiting talented graduates. Developing great partnerships with employer-partners guarantees a strong future for our communities and for Alberta.

Our graduates, who are as diverse as our programs, have the knowledge and skills required to provide incredible value to your organization. We are proud to welcome students from all over the world; 57% of our students are born outside of Canada and 115 languages are spoken on campus.

*NorQuest 's Career Centre seeks to empower and create safe spaces and places of belonging, proactively aligning with organizations that embrace and invest in our learners. We welcome partnerships with businesses, entrepreneurs and other companies that champion equity, diversity, and inclusion.*

Each year, approximately 2,000 NorQuest students graduate and pursue careers in:

- Business & insurance
- Health care
- Community services
- Environment & energy
- Arts & science
- Technology & machine learning

If your organization is seeking highly-skilled, workforce-ready talent to meet your needs, NorQuest students and graduates are the right fit.



## Job & Volunteer Postings

Employer-Partners can now post job and volunteer opportunities through our dedicated online Job Board on our [CareerQuest Hub](#) platform, free of charge.

To post a job or volunteer opportunity on the platform, please follow these instructions:

### Already Registered on CareerQuest Hub

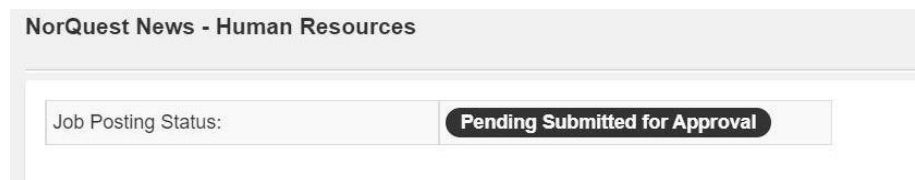
If you have worked with NorQuest in the past, such as hosting a student for Work-Integrated Learning, you likely already have an account in our system. Please login to the [CareerQuest Hub](#) platform [here](#) to reset your password. Enter your login ID which is your email address, and select 'email reset code'. You will receive a reset code in your email and will need to follow step 2 and select a secure password. If you are unsure what login ID (email address) we have for you in the system, please contact [cqhub@norquest.ca](mailto:cqhub@norquest.ca).

Once you have reset your password, login [here](#) to access CareerQuest Hub. Follow these steps to post an opportunity:

1. Once you are logged in, click on the orange Post a Job button.
2. Read and accept the terms and conditions of using the Career Postings page.
3. Complete all the required fields, including company information, and job posting information.
4. Select the application delivery mode and complete the additional application information section, including the application deadline. Please review your job/volunteer posting before clicking "Submit Posting for Approval".

**\*Please note, if you are posting a volunteer, co-op, or internship opportunity – this must be clearly stated in the job title and description.**

When your job/volunteer posting has been submitted for approval, you will receive a message similar to the example below:



NorQuest News - Human Resources

Job Posting Status:	<b>Pending Submitted for Approval</b>
---------------------	---------------------------------------

An email will be sent to your registered email address confirming your posting has been submitted. Your posting will be reviewed by the Career Centre within two business days. You will be notified by email once your posting has been reviewed.

## **Register for CareerQuest Hub**

If you need to register on CareerQuest Hub, visit the [\*\*CareerQuest Hub\*\*](#) platform to sign up.

1. At the top of the webpage, under Employer-Partners, click on “Employer-Partners Registration”.
2. Complete the form, including entering your email address and create a secure password. Click continue.

You will receive an email saying your registration will be reviewed by Career Centre. You will receive an email notifying you that your registration has been reviewed.

**If you get an error message, it is possible that you may already have a CareerQuest Hub account. Follow the steps above under the section “Employer-Partner Already Registered” for instructions on how to reset your password. If you are unsure what login ID (email address) we have for you in the system, please contact [cqhub@norquest.ca](mailto:cqhub@norquest.ca).**

Once you are registered, follow the instructions under the ***Already Registered on CareerQuest Hub*** section above to post a job or volunteer opportunity.

## **Employer Recruitment Guidelines**

The following guidelines have been established to enable NorQuest’s Career Centre to provide exceptional services to students, graduates, and employers. NorQuest’s Career Centre reserves the right, according to our discretion, to decline, remove, or refuse any job posting or on campus recruitment session that does not align with our institutional values or that we feel is inappropriate for NorQuest students and/or alumni.

### **On Campus Recruitment**

We invite organizations to request a recruitment session at the downtown Edmonton NorQuest campus. Your organization will be able to engage with students in NorQuest’s busiest space, sharing information about your mission, values, and job opportunities. To book a session, connect with us: [\*\*Request a Recruitment Session\*\*](#)

### **Online Job Board**

We invite organizations to post on our Job Board. Please ensure your posting meets the below criteria prior to submitting for approval.

- Job postings must meet one of the following criteria:
  - A paid position (full-time, part-time, or casual)

- A co-op or internship
- A volunteer position at a non-profit organization
- Full-time job postings should be related to programs offered at the college (A list of NorQuest programs can be found [here](#))

Further, employers are expected to comply with applicable provincial and federal employment laws and regulations including, but not limited to:

- [Alberta Employment Standards Code and Regulation](#)
- [Canada Labour Code](#)
- [Labour Relations Code](#)
- [Occupational Health and Safety Act, Code and Regulation](#)
- [Alberta Human Rights Legislation](#)
- [Workers' Compensation Board](#)
- [Personal Information Protection Act \(PIPA\)](#)

The [Employment Standards Toolkit for Employers](#), developed by the Government of Alberta, is a good resource for employer-partners interested in learning more about the Employment Standards Code and Regulation.

**Job and Volunteer Postings must include:**

- Title (If you are posting a volunteer position, this must be included in the job title)
- Location
- Description, including a list of duties
- Requirements
- Deadline for applications
- Indication of salary or wage or if the opportunity is unpaid

A diversity and inclusion statement is recommended. For more information on diversity and inclusion statements and tips on how to craft a D&I statement for your organization, click [here](#).

**Sales / Commission-based / Franchise Opportunities / Multi-level Marketing:**

The Career Centre does not allow recruitment for multi-level marketing opportunities or 100% commission-based positions unless there is a minimum wage guarantee.

All postings for sales, commission-based, or franchise opportunities must provide the following details (if applicable to the position):

- Detailed description of job responsibilities

- Compensation arrangements (how income is calculated) - potential earnings and guaranteed earnings must be clearly distinguished
- Length of required training and all associated costs
- Any applicable start-up costs (franchise fee, demo kit costs, travel costs, etc.)
- Any financial obligations or penalties if the individual chooses to leave the position

**Private Home Opportunities:**

Postings from private individuals for home care must clearly indicate the following:

- Where the opportunity will take place
- Main tasks, expectations and responsibilities of the position
- Information about the care recipients (age group, unique needs or requirements)
- Compensation and applicable reimbursements (mileage, purchases, etc.)

**Unpaid Opportunities:**

- We require that all positions are paid opportunities with the exception of volunteer positions at non-profit organizations.
- Unpaid co-op and internship opportunities may be accepted, if it is clearly indicated within the posting that the position is unpaid.

We strongly suggest that co-ops and internships include monetary compensation, to provide meaningful opportunities with an equitable wage as students start their careers. More information on reasons to pay interns can be found here:

- [LinkedIn Article](#)

**Remote Opportunities:**

NorQuest welcomes career opportunities for students from across the globe. Our students are well positioned to thrive in remote work opportunities, having developed technical skills from online study. Further, NorQuest students bring a diverse perspective and intercultural competence to any workplace.

Employers from outside of Canada must follow the respective employment legislation and regulations of their country.

**Third-Party Recruiters:**

In an effort to ensure transparency for our students, we do not usually allow job postings from third-party recruiters. Exceptions may be made if there is alignment with NorQuest values. To request to post as a third-party recruiter, please email: [cqhub@norquest.ca](mailto:cqhub@norquest.ca)

**Required Purchases for New Hires:**

When submitting job postings, employer-partners are reminded that any required purchases for new hires should be strictly limited to essential items that are standard for preparing for work in the role, such as personal protective equipment (PPE), uniforms, or specific tools necessary to safely and effectively perform the job. Requirements for newly hired students or graduates to purchase non-essential or excessive items not directly related to the performance of job duties, including personal subscriptions, specialized software, or any other additional costs beyond typical work preparation, are not permitted.

We encourage employers to consider the financial impact of any required items and to communicate these expectations clearly in advance.

**Opportunities for Work-Integrated Learning**

If you are interested in hosting a student for Work-Integrated Learning, including co-op, field experience, internship, practicum, and/or work experience opportunities, please email [careercentre@norquest.ca](mailto:careercentre@norquest.ca).

Updated October 2024