

Employer Information and Recruitment Guidelines (2020-2021)

NorQuest understands and fosters the critical relationship between students and employers, ensuring the education we provide to over 19,000 learners is workforce relevant. Our role is to be the catalyst between students and employers, and helping employers recruit top talent, right here at NorQuest, is just one way we do this. Developing great partnerships with employer-partners guarantees a strong future for our communities and Alberta as a whole.

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.

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

- Business
- Health
- Community Studies
- Environment and energy

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

NorQuest Work-Integrated Learning and Career Education Centre seeks to empower and **find ways forward** for those we serve. Our learners' diverse lived experience is our strength, a point of pride, and is beneficial to all community members. We are **intentionally courageous** and the catalyst for **honest conversations**, continually promoting the value of diverse and inclusive work practices. We are **compassionate** and strive to encourage independence while empowering learners of all backgrounds, abilities, and skill-levels through universal design and accessibility. We create safe spaces and places of belonging where we **think big**, and proactively align with organizations that embrace and invest in our learners. We **lead from where we are** to ensure everyone in our community has an equal opportunity to access and benefit from WIL and Career Education. We welcome partnerships with businesses, entrepreneurs and other companies that champion equity, diversity and inclusion so that everyone can host and recruit our talented students.

Job/Volunteer Postings

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

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

Employer-Partner Already Registered on CareerQuest Hub

If you have worked with NorQuest in the past, for example, hosted a student for Work-Integrated Learning or were on a Program Advisory Committee, 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.

Once you have reset your password, login [here](#) to access CareerQuest Hub.

Once you are logged in, you will see a welcome message at the top of the screen. To start posting a job or volunteer opportunity, click on the orange Post a Job button.

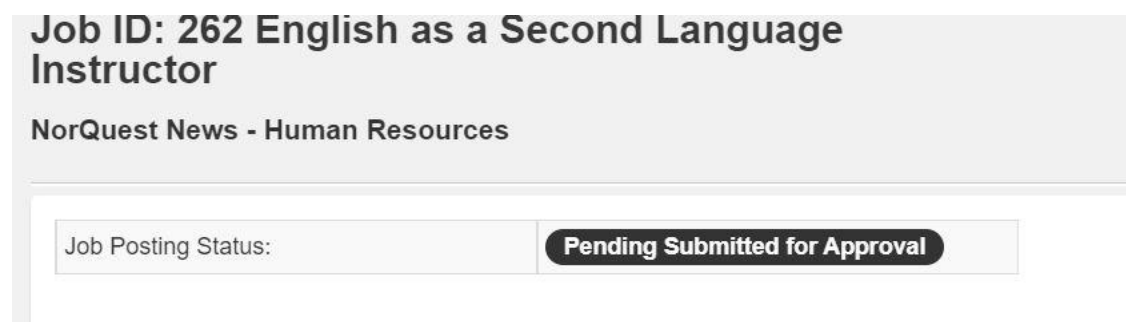
If you would like to post a job/volunteer position that is open to all students and alumni of NorQuest College, select "Career Job Postings". If you would like to post a Co-op opportunity that only students enrolled in a Co-op can apply for, select "Co-op Job Postings".

Read and accept the terms and conditions of using the Career Postings page.

Complete all the required fields, including company information, and job posting information. Select the application delivery mode and complete the additional application information section, including the application deadline. Required fields are indicated by an asterisk (*). Please review your job/volunteer posting before clicking "Submit Posting for Approval".

***Please note, if you are posting a volunteer 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:



The screenshot shows a confirmation message for a job posting. At the top, it reads "Job ID: 262 English as a Second Language Instructor" in a large, bold, black font. Below this, in a smaller black font, it says "NorQuest News - Human Resources". The message is contained within a light gray box with a white border. At the bottom of the box, there is a white rectangular area with a thin border. On the left side of this area, it says "Job Posting Status:" in a small black font. To the right of this text is a dark gray rounded rectangular button with the text "Pending Submitted for Approval" in white, bold font.

An email will be sent to your registered email address confirming your job/volunteer posting has been submitted.

Your job/volunteer posting will be reviewed by the Work-Integrated Learning and Career Education Centre within two business days. You will be notified by email once your posting has been reviewed.

Employer-Partner Not Registered on CareerQuest Hub

If you are an Employer-Partner that is not registered on CareerQuest Hub, please visit the [CareerQuest Hub](#) platform to sign up.

At the top of the webpage, under Employer-Partners, click on "Employer-Partners Registration".

Complete all fields including Organization Information and Division Information. Input your email address and create a secure password. Continue to complete the form. Once the form is complete, click continue.

You will receive an email saying your registration will be reviewed by the Work-Integrated Learning and Career Education 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 WIL Works account. Follow the steps above under the section "Employer-Partner Already Registered on WIL"

Works” 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 cghub@norquest.ca

Once you are registered on WIL Works, follow the instructions under the “**Employer-Partner 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 College’s Work-Integrated Learning and Career Education Centre (WILCEC) to provide exceptional services to students, alumni, and employers.

WILCEC reserves the right to decline postings that do not fit the criteria under Employer Recruitment Guidelines. Please ensure your posting meets the below criteria prior to submitting for approval.

Job postings must meet the following criteria in order to be approved:

- are specific to programs offered at the college (A list of NorQuest programs can be found [here.](#))
- are casual or part-time only if not program-specific
- are paid positions or volunteer positions at non-profit organizations

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

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:

Career Education does not allow recruitment for 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/accommodation costs, etc.)
- Any financial obligations or penalties if the student/graduate 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.)

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 as a result of 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.

In an effort to ensure transparency for our students, we do not allow job postings from third-party recruiters.

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 wilcec@norquest.ca.