

## **NorQuest College Career Centre: Employer-Partner Recruitment Guidelines**

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 so that everyone can host and recruit our talented students.*

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.

## Accessing CareerQuest Hub

CareerQuest Hub is NorQuest's online career platform to help meet your recruitment needs:

### Already Registered on CareerQuest Hub

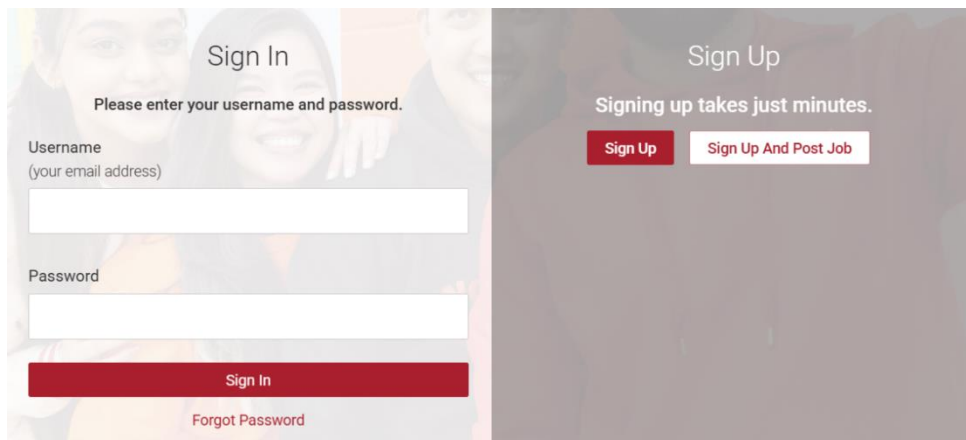
If you have partnered with NorQuest in the past, such as hosting a student for Work-Integrated Learning or posting a job, you likely already have an account in our system:

1. Visit the [CareerQuest Hub employer sign in page](#) and enter your login information to access the platform. If you have forgotten your password, follow the prompts by clicking 'Forgot Password' at the bottom of the sign in page.

### Registering for a CareerQuest Hub Account

To create a new employer-partner account in CareerQuest Hub:

1. Visit the [CareerQuest Hub employer sign in page](#)
2. Select **Sign Up** or **Sign Up and Post a Job** on the right-hand side of the login page.



3. Complete the sign-up form and create a secure password. Click continue.

You will receive an email notifying you when your registration has been reviewed and approved.

**If you get an error message, it is possible that you may already have a CareerQuest Hub account. Follow the steps under the section 'Already Registered on CareerQuest Hub' for instructions on how to reset your password. For questions regarding your login information, please contact [cqhub@norquest.ca](mailto:cqhub@norquest.ca).**

## **Employer-Partner 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 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 visit NorQuest's downtown Edmonton campus to engage with students and share information about their organization and job opportunities available. To book an on-campus visit, please submit a campus engagement request in CareerQuest Hub.

### **Online Job Board**

We invite organizations to post on our Job Board. Please ensure your posting meets the criteria below 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](#).

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. [Click here if you would like more information on diversity and inclusion statements and tips on how to craft a statement for your organization.](#)

**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 except for 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.

**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:**

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 field experience, practicum, and/or other work experience opportunities, please email [careercentre@norquest.ca](mailto:careercentre@norquest.ca).