

# EMPLOYER RECRUITMENT POLICY

Humber Career Services will NOT host an employer on campus if they:

- Are a 3<sup>rd</sup> party recruiter
- Offer positions that are commission-based only
- Ask for the student to pay upfront, or periodically, for anything (training, inventory stock, licensing, etc.)
- Are selling a product or service
- Are 'pyramid' in nature requiring recruitment of other members, sub-distributors or sub-agents
- Are found to be misleading students with unrealistic salary or false expectations
- Are suspected of employment standards or human rights legislation violations
- Represent a business of an inappropriate or unethical nature

It is our responsibility to inform employers of appropriate recruitment etiquette and practices on-campus, and to ensure that safety and ethical requirements are established and followed.

## CACEE Guidelines for Ethical Recruitment

### 3<sup>rd</sup> Party Recruiters

- No direct referrals will be made to vacancies listed by third party recruiters without posting and/or contacting candidates with the information relating to the position
- Will be asked to identify their employer clients in order that educational institutions can determine that the position listed is an actual job vacancy and that it does not duplicate a vacancy already listed with the educational institution
- Candidate resumes must not be held in the files of the third party recruiter for later referral to other positions unless authorized by the candidate

[careers.humber.ca](https://careers.humber.ca)