

2014/2015 RECRUITING CODE OF CONDUCT (British Columbia)

The following outlines the recruiting process in BC for students participating in the CPA Fall Recruit, and describes the responsibilities of participating student candidates and member firms employing these students. The Institute of Chartered Accountants helps ensure these guidelines are being respected by students and firms.

HIRING A PRE-APPROVED TRAINING POSITION STUDENT

Most students are recruited in the fall; however, recruitment also takes place throughout the year—generally for immediate hiring needs. The guidelines for both the CPA Fall Recruit and year-round hiring are outlined below. The guidelines apply to all candidates applying for a pre-approved position through the CPA Fall Recruit process, including current students, graduated students, and out of province students.

September—October: CPA Fall Recruit

In September and October firms hold networking events, accept resumes, interview, and make offers for full-time, summer, and co-op* positions starting the following year (as early as January and as late as September). The CPA Fall Recruit calendar is available online at www.gocpabc.ca.

The deadlines for recruiting students are established with offices hiring for pre-approved positions and post-secondary institutions to ensure that all students and companies are treated fairly and equitably. The dates for accepting offers must be clearly laid out in the offer letter. The dates for 2014 are as follows:

Applications due:	September 10, 2014, 11:59PM PST
Interview period:	September 16 to October 7, 2014
Offer period (verbal or written):	October 8, 2014, 9:00AM PST
Deadline to accept offers:	October 15, 2014, 12:00PM PST

**Please note that local Victoria firms recruiting UVic and Camosun co-op students fall outside of this catchment.*

December—August: Year-Round Hiring

Firms may need to hire additional students to start immediately, and are free to accept resumes, conduct interviews, and make offers to students for jobs that will start before the next CPA Fall Recruit begins.

Firms will also be in contact with prospective students through sponsored events and other networking sessions, and it is understood that firms will develop relationships with students they hope to recruit in upcoming CPA Fall Recruit seasons. However, firms should not extend either written or verbal offers to students who have not been through CPA Fall Recruit, which typically occurs when students are in their fourth year of undergraduate studies.

Exchange Students

Students from Simon Fraser University, University of British Columbia, and University of Victoria may travel outside the country on internships and exchanges during the fall semester. In these cases, applications will be taken and interviews conducted in the summer. These students will be eligible to receive offers during the CPA Fall Recruit offer period. If a student plans to be on international exchange during the fall semester, they should consult their local business career center regarding these guidelines.

The exchange student dates are as follows:

Job postings:	May 20, 2014
Deadline for applications:	June 6, 2014, 5:00PM PST
Interviews:	June 10, 2014 to before the student leaves
Offer period (verbal or written):	*October 8, 2014, 9:00AM PST
Deadline to accept offers:	October 15, 2014, 12:00PM PST

**No offers, either verbal or written, are to be made to students before October 8th.*

Continuing Employment

Firms can make offers for full-time or summer positions to summer students who have already worked with them. These offers must go out prior to CPA Fall Recruit with an offer acceptance deadline prior to September 2, 2014. After this time, Fall Recruit deadlines as stated above must be followed.

FIRM RESPONSIBILITIES

Key Responsibilities:

- Each firm must represent itself fairly and describe what it can offer to students during their articling experience.
- Firms must not make verbal offers, or allude to an impending offer, before 9:00 AM October 8th.
- Firms should not put undue pressure on students to accept an offer of employment.
- At no time should any member of a firm make or insinuate offensive remarks about another firm.
- Recruiters should not question students regarding their decision to accept or decline an offer.

Networking:

- On-campus events should be dry, and the amount of alcohol during off-campus events should be limited.

Interview:

- Contact the Campus Career Centres well in advance to reserve the interview space, provide company literature, and discuss career center capabilities.
- Provide accurate information on job responsibilities, compensation, and benefits.
- Adhere to the CPA Fall Recruit calendar timelines and notify all student candidates individually of their status.
- Give reasonable notice (min. 3 days) for any interview cancellations.
- Advise students which costs will be compensated for site or interview visits.

Job Offer:

- Honour an acceptance of a job offer as a contractual agreement with the student.
- Confirm job offers and terms of employment in writing to students, including job acceptance dates.
- Strictly adhere to the offer out deadline as outlined.

STUDENT & CAREER CENTRE RESPONSIBILITIES

Networking:

- The Campus Recruiting/HR Team is the main point of contact for students. It is not appropriate to cold call partners regarding CPA Fall Recruit positions.
- Where alcohol is present, keep your consumption to a minimum to ensure a professional demeanor.
- Do not request one-on-one meetings with firms during CPA Fall Recruit. If a meeting is absolutely necessary always call ahead to schedule an appointment.
- Following a recruiting event, only follow up with those individuals you met with in person. (It is not appropriate to send an e-mail to everyone at a firm.)
- It is a conflict of interest for anyone on the Campus Recruiting/HR Team at a firm to view your application prior to the submission deadline; proofreading requests should be made to career centre staff, trusted friends, and family.

Interview:

- Provide accurate and appropriate information about qualifications and interests in the application.
- Provide as much notice as possible to the firm and/or your Career Centre if an interview must be rescheduled or cancelled. (Interviews should not be rescheduled to accommodate requests for other firms.)
- Acknowledge second interview invitations for site visits promptly, whether they are accepted or rejected.
- Provide employers with as much notice as possible to postpone or cancel site visits or second interviews.
- Accept interview invitations (2nd and subsequent) only when seriously considering a position with the employer.
- Students who have had interviews will be notified by firms once a hiring decision has been made.

Job Offer:

- Notify firms whether accepting or rejecting an offer, *as soon as a decision has been made*.
- Students are not to request to be taken for coffee, dinner, drinks, or to other events during the interview and offer periods.
- Contact the HR/Campus Recruiting team to discuss offers and to verify terms.
- Respond to every offer whether accepted or rejected.
- Notify the ICABC or your Career Centre if a firm fails to comply with the Recruiting Code of Conduct.
- Honour an acceptance of an offer as a contractual agreement with the firm.
- You should only attend meetings, offer parties, or events with firms you are seriously considering signing with.

*Due to privacy laws, firms are not able to provide personal employment information to post-secondary Career Centres.
All hiring inquiries must be made through the students.*

*If you have any questions about the CPA Fall Recruit process or the Recruiting Code of Conduct, call
Katie Hensrud (604-839-5937) or Kerri Wilcox (604-681-3264).*