

# CareerLink Job Posting Guidelines

## Timelines

Pending **new employer accounts** and **job postings** will be reviewed for approval within five business days.

## Employer Information

**Company name** must be spelled out; no abbreviations.

**Company website** must match the company name provided.

**Contact email** must match the company's domain; personal emails (such as Gmail, Hotmail, Shaw, etc. accounts) are not permitted.

**Location** of the company and the job must be within Canada; the address must be a recognized business location; not a private residence. If an acceptable address cannot be provided, the organization's business registration license # and WorkSafeBC account # must be provided.

**Company description** should include the following:

- Company name
- Location
- Mission/vision statement (or company history)
- Products/services and target market
- Objectives

**Third-party recruitment agencies** are not permitted.

**Legitimate businesses** as recognized by the provincial and/or federal government and thus subject to adherence to the Employment Standards Act.

## Job Postings

**Salary and wage** information must be included. If a company wishes not to disclose, they can indicate "to be discussed". The salary must be minimum wage or above.

- **Commission-only** positions are not permitted.
- **Volunteer positions** must follow the standards as written in the CareerLink Volunteer Position Guidelines document.
- **Unpaid internships** are not permitted.

**The Job description** will...

- Be for *one* position type
- List specific job duties

- List all requirements
- Include useful information about the company or organization
- Not be written in all capital letters
- Align with UFV's values

**Jobs/listings that are not permitted** include (but may not be limited to) the following:

- Suspected **multi-level marketing** or pyramid selling.
- Positions that **take place in a private home** (i.e. childcare, tutoring, yard cleanup, etc.) and/or **outside of Canada**.
- **Casting calls, adult industry positions, and auditions** for modelling, acting, and/or talent management services.
- Any position that requires candidates to **incur costs up front** (i.e. operate/own a franchise, purchase a starter kit/products/supplies, or invest money up front).
- Any listing that is **not for a paid job position** (i.e. survey collections, opinion participants, focus groups, etc.).
- Listings that require job seekers to **register or create an account on a third-party website to view the job description**.

*The Centre for Experiential and Career Education (CECE) reserves the right to reject and delete postings for any arrangement that does not meet these guidelines (including the CareerLink Volunteer Position Guidelines). CECE further reserves the right to edit these guidelines at any time.*