Recruiting Ethics for Competitive/Paid WIL Experiences

(co-operative education, work experiences, internships, entrepreneurship)

The successful recruitment of WIL students depends upon the collective activities of three parties: the interested employer, the student, and the associated educational institution. All participants must adhere to Provincial and Federal legislation in their recruitment and employment practices. However, the Co-operative Education and Work-Integrated Learning Canada supports additional guidelines concerning recruiting ethics that support the development of a mutually beneficial and fair process for all concerned.

A. Employer Ethics

• Provide accurate job posting information including salary and location.
• Provide reasonable notice of candidates to be interviewed and of interview cancellations
• Respect an institution's schedule regarding job postings, interview arrangements, job offers, etc., and heed the WIL policies and procedures of an institution
• Not discuss job offers or rankings with candidates before, during, or following an interview
• Not seek a candidate's assessment of another candidate
• Not make multiple job rankings or offers unless prepared to accept multiple candidates
• Honour all matches, and not rescind offers of employment
• Confirm all job offers in writing
• Not translate a WIL assignment into a full-time position encouraging a student to settle for less education

B. Student Ethics

• Abide by the WIL policies of their institution
• Ensure that employers have accurate information regarding their qualifications
• Notify the WIL (or Co-op) office, well in advance, if interviews must be rescheduled or cancelled
• Not discuss or mislead employers about their ranking or job acceptance intentions, and not provide information to employers on other students or employers
• Honour their acceptance of employment as a contractual agreement with the employer

C. Institution's Ethics
• Inform students, employers, and other interested parties of institutional policies and procedures
• Provide equal services to all students and employers
• Accommodate employers' reasonable requests for job postings, interview space, and presentation facilities
• Provide students with accurate information on all recruiting employers
• Notify the employer of any hiring limitations prior to them conducting interviews
• Notify employers of any students who, after being hired, are not academically eligible to continue in their program